Town of Milton
115 Federal St
Milton, DE 19968

"Head of the Broadkill"
19th century clipper ship

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

PLANNING & CODE DEPARTMENT
BUDGET PRESENTATION
FY2017

As requested by the Town Clerk, you will find a draft of the proposed budget for the Planning & Code Department. A brief summary of the proposed budget amounts for the revenue and expense line items of the department have been submitted to supplement the proposed figures on the worksheet provided.

REVENUE

#4600 – Code Violation Fees ($7500.00)
As of 06/10/2016 receipts for violations issued totaled $14090.00. Generally in the past this revenue was derived from billings for grass cutting violations. With a greater focus on enforcement of grass cutting, snow removal from sidewalks and other facets of the Code, a 27% increase in revenue is being forecasted for FY 17.

#4604 – Rental License Receipts ($63,250.00)
The department anticipates meeting the anticipated revenue amount for the current fiscal year. Based on trends, rental unit numbers are not likely to increase for the upcoming fiscal year. A projection of 0% over the previous year has been anticipated.

 # 4605 – Business License Receipts ($60,000.00)
Projected revenue for FY17 has been increased by $15% from the anticipated FY16 budget figure. This figure is attributed to continuing efforts from the Economic Development Committee, Milton Chamber of Commerce and Town of Milton Staff working diligently to make Milton a more "business friendly" community. Also influencing the increase in revenue projection is a greater focus by the Code Enforcement Department in "capturing" sources of previously unlicensed entities.

#4607 – Building Permit Receipts ($178,125.00)
Revenues collected through 06/10/2016 are at 150,507.00 and indications are FY 16 revenue will exceed slightly projections. Based on current growth and housing trends an increase of 6% in revenues is projected. I do not foresee any major commercial projects in FY17.

#4608 – Miscellaneous Fees Collected – Invoice Only ($3000.00)
This line item includes fees collected for site plan, rezoning, variance and subdivision applications. A 10% administrative fee which is billed to the owner/applicant for land use type

applications, is also included. With the implementation of escrow fees for items normally accounting for revenue under this line item the projection has been reduced by 17% over the previous FY16 budgeted amount.

#4610 – Professional Fees Collected – Legal ($4500.00)
#4611 – Professional Fees Collected – Consulting ($500.00)
#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.

#4613 Application fee- HPC (500.00)

EXPENSE

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

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

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

#5180 – Training & Seminars ($3,000.00)
   Training requirements differ between the two employees in the department. The job description for the Project Coordinator requires knowledge in the area of development, zoning, historic preservation and floodplain management. The Code Enforcement Officer is required to have knowledge in the area of building standards, fire protection and property maintenance. This requires the need for in-depth training in these areas. Training classes and seminars are offered by the University of Delaware, Federal Emergency Management Association and International Code Council at varies rates and course lengths. Included in the FY17 budget proposal ($1,000.00) is specialized training for members of the Historic Preservation Commission. As a "Certified Local Government" annual training is required for members of the Historic Preservation Commission

#5200 – Code Violation Expenses ($2,000.00)
   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 06/10/2016, $3,392.00 has been expended. This figure primarily includes expenses for grass violations and snow removal violations which are billable to the property owner. The proposed figure reflects a 5% increase over FY 16.

#5205 – Demolition Expenditures ($3,250.00)
>The Code Department has been making a town wide assessment of sub-standard accessory structures. It is anticipated the Town will have to remediate through condemnation several of these small structures. Expenditures under this line item are recoverable via a lien placed against the property.

#5215 – Consulting Fees ($0.00)

#5220 – Engineering Fees ($25,000.00)
>The majority of this line item is expensed for services provided by the Town Engineer for review of land use type applications and site inspections to insure compliance with approved plans. The fee for these services is billed by the developer and is shown under the #4612 revenue line item.

#5225 – Building Plan Review/Inspection Fees ($16,400.00)
>First State Inspection Agency currently provides building plan review/inspections services for applicable building permit projects. These fees are included in the cost of a permit for new construction and the applicable fee is added to all other permits, if a plan review or inspections are necessary. An increase is proposed due to the on-going trend of increased building construction for the past several years. Also see item #5230.

#5230 – Building Inspections for Prior Year Permits – ($9,900.00)
>This line item is used to track fees associated with building permits from the prior fiscal year. Current expense amount is $9,993.25. This figure is calculated using the projected open FY16 and prior year building permits which will still need inspections in FY17.

#5240 – Legal Fees ($13,000.000)
>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.

##5280 – Supplies Expense ($1,800.00)
>This expense item covers cost of printer ink, notepads, Commission/Committee name tags, etc. The proposed expenses show a slight decrease over FY16.

#5300 – Advertising Expense ($550.00)
>As of 06/10/15 expenses for this item are at 24% of anticipated budget. As the Comprehensive Planning process concludes advertisement for Public Hearing will be necessary.

#5340 – Dues & Subscriptions ($190.00)
>This line item covers the cost of membership in professional associations (American Planning Association and Lower Delaware & Maryland Building Officials Association).

#5345 – Code Software License (950.00)
>The yearly renewal for the software system used to track building permits is due in July.

#5390 – Gas & Oil ($975.00)
>Amount expensed as of 07/02/15 is $408.56 or 31% of adopted $1300.00 budget figure. Reduced fuel costs and a decrease in vehicle usage have merited a 33% reduction for FY16

#5400 – Insurance
Figure to be supplied by Town Clerk.

#5430 – Scanning, Printing & Postage ($4,000.00)
Requesting 18% increase over FY 16. This includes $1500.00 to cover digitizing Wide Format Plans in Property Files.

#5450 – Repairs & Maintenance – Auto ($1,600.00)
This department has a two vehicle fleet which includes a 2000 Dodge pickup and a 2008 Ford Explorer. Routine service for the vehicles is normally performed twice a year at a cost of approximately $55.00 per vehicle per service. The 2000 Dodge Pickup is nearing the end of its service life and requires more minor repairs than the lesser used 2008 Explorer. Overall a small decrease in repair costs is anticipated in FY17.

#5470 – Repair & Maintenance – Equipment ($500.00)
No increase is requested for FY17.

#5480 – Telephone ($325.00)
The Code Department currently utilizes only 1 cell phone. In past years, 2 unites were budgeted.

#5490 – Uniforms ($200.00)
This expense is needed for the upkeep and replacement of shirts for this department. This will allowed the employees to be easily identified by residents and promotes a professional appearance at meetings, training classes, and seminars.

Capital Expenditures

Pick Up Truck – ½ ton 2 wheel Drive Extended cab including Safety Light Bar and Town of Milton Logo affixed to doors ($22,495.00) see attachments

ERSI ArcGIS System – includes software (Standard concurrent use license) and HP Z440 workstation configured for ArcGIS use and 2 days training with instructor. ($13,730.00) see attachments

Code Salaries

Part-time administrative clerk – includes salary and SS and Medicare ($14,047.80) see attachments

Respectfully,

John R. Collier
Project Coordinator

Expend Acct	Description	Current FY16	YTD Expend.	Balance	% Expend	Prop FY 17	% +/-	Notes
01-650-5180	Training and Seminars	2850	25	2825	1	3000	5	Training for HPC as required by CLG
01-650-5200	Code Violation Expenses	1900	3392	-1492	179	2000	5	
01-650-5205	Demolition Expenditures	7500	0	7500	0	3250	-50	
01-650-5215	Consulting Fees	0	0	0	0	0	0	
01-650-5220	Engineering Fees	19950	54824	-34874	275	25000	20	
01-650-5225	Bldg Plan Review/Insp. Fees	15600	10622	4978	68	16400	5	
01-650-5230	Bldg Insp/Prior Yr	9000	9993.25	-993.25	111	9900	10	
01-650-5240	Legal Fees	9000	12481	-3481.43	139	13000	31	
01-650-5280	Supplies Expense	2200	2399.34	-199.34	109	1800	-18	
01-650-5300	Advertising Expense	880	207.23	672.77	24	550	-37	
01-650-5340	Dues & Subscriptions	190	0	190	0	190	0	
01-650-5345	Code & Software License	950	0	950	0	950	0	
01-650-5390	Gas & Oil	975	547.35	427.65	56	975	0	
01-650-5400	Insurance	1700	1057	643	62	TBD		
01-650-5430	Scanning Printing & Postage	3500	1056.76	2443.24	30	4000	18	Includes Property File Scanning Project
01-650-5450	Repairs & Maint-Auto	1662.5	0	1662.5	0	1600	-4	
01-650-5470	Repair & Maint-Equip	500	37.4	462.6	7	500	0	
01-650-5480	Telephone	325	134.45	190.55	41	325	0	
01-650-5490	uniforms	200	0	200	0	200	0	
01-650-5800	Code-Cap Exp	0	0	0	0	0	0	
	TOTALS	84594.5	96776.8		13	83640	-1	

FY 17 Capital Expenditures Requests

	Description	Current FY16	YTD Expend.	Balance	% Expend	Prop FY 17	% +/-	Notes
	Pickup truck- Code Enforcement	0	0	0	0	21395		
	truck, emergency lights					600		
	logo on doors					500		
	Total Exp.					**22495**	100	
	GIS System							
	ERSI ArcGIS Standard Concurrent					12600		
	Use License including HP Z440							
	Workstation					1130		
	Training							
	Total Exp.					**13730**	100	
	Total FY 17 Cap. Exp. Requests					36375		

FY 17 Salaries

Description	Prop FY 17	% +/-
Part Time Administrative Staff		
20 hours per week @ $12.50	13000	
SS and Medicare .0806	1047.8	
	14047.8	17

FY 17 Revenue Projections

Revenue Acct	Description	Prior Year Rev.	Anticipated	Current thru 6/10	Excess/Deficit	% real	Proposed FY17	% +/- FY16
01-03-650--4510	Grant Receipts-Historic Preservation	5712	4774	0	0	0	4774	-16 **
01-03-650-4600	Code Violation Fees		5500	14090	8590	156	7500	27
01-03-650-4601	Grant Receipts- Comp Plan							
01-03-650-4604	Rental License Receipts		63250	59400	-3850	94	63250	0
01-03-650-4605	Business License Receipts		51000	57100	6100	112	60000	15
01-03-650-4607	Building Permit Receipts		168043	150507	17536	90	178125	6
01-03-650-4608	Misc. Fees Collected invoice only		3600	1980	-1620	55	3000	-17
01-03-650-4609	Prof. Fees Bldg Insp-collected							
01-03-650-4610	Prof. Fees- Legal-collected		5000	2695.25	2304.75	54	4500	-10
01-03-650-4611	Prof. Fees-Consulting-collected							
01-03-650-4612	Prof. Fees-Engineering- collected		19000	42864	23864	226	20000	5
01-03-650-4613	Application Fee- HPC			350			500	30
TOTALS		320167					345649	7

** reduction due to larger pool of municipalities receiving a share of allocated funding

GSS15560-TRUCK/VAN Award Pricing

SPECIFICATION F - 1/2 Ton - No Options- 2 Wheel Drive Pickup

	HERTRICH
Vehicle Make / Model	RAM 1500
Manufacturer Model Code & Option Codes	DS1L61,22B,ERB,DFL,TXX8,LM1
Standard Warranty Terms (Years / Miles)	3/36,000
Deductable ? Yes or No. If yes, how much?	NO
Powertrain Warranty Terms (Years / Miles)	5/100,00
Deductable ? Yes or No. If yes, how much?	NO
EPA Rating (City/Hwy)	17/25
Delivery Time A.R.O. (days)	60-120
Cut-off Date for Orders (if known), MM/DD/YYYY	TO BE DETERMINED
Estimated Quantity to be Ordered by State	15
List Price Per Vehicle (including Transportation)	$27,100
Contract Price Per Vehicle (including Transportation)	$17,398
Estimated Total Spend for Specification	$260,970
Total Annual Savings Off List Price	$145,530

Optional Equipment	List Price	Contract Price	Mfg Order Code
Alt. Conf. # 1 CNG version of vehicle above	N/A		
Pkg # 1 Installed Front License Plate Bracket	$0	$0	TAG
Pkg # 2 Extended Cab	$4,535	$3,997	DS1L41
Pkg # 3 Long Bed	$495	$299	DS1L62
Pkg # 4 Cost of non-standard colors	$450	$395	ECP
Pkg # 5 Spray in Bedliner (Must indicate OEM or Aftermarket, if aftermarket then specify type below))	INCL		
**Pkg # 5- if Aftermarket, specify type here →	OEM & NO CHARGE		
% Savings off dealer list - all other options		5%	
	N/A		
Copy of Manufacturer's Brochure Included ?	AVAILABLE UPON REQUEST		

*SERVICE PLANS MUST BE OFFERED FROM MANUFACTURER TO BE CONSIDERED. And, service must be available at any authorized manufacturer dealership location. Vendor must clearly identify mileage intervals in their bid response paperwork if different then what is stated

AWDIRECT
Helping You Help Them

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Phone (International): 608-373-2797
Fax: 800-828-9678

Whelen® Mini Justice™ Amber LED Permanent-Mount Light bar, 22"L
Item #: WB22PCA
Manufacturer: WHELEN ENGINEERING CO INC
Manufacturer Item #: WB22MCA
Description: Permanent Mount
LED Color: Amber
Lens Color: Clear
Price: **$565.95**

* In stock! Usually ships within 1 business day.

- 23.85   For switch (handwritten)

A cost competitive mini bar that is ideal when a full-size lightbar just won't work

- 95 selectable flash patterns.
- 2.4 average amp draw.
- 12 VDC
- 22"L x 12"W x 2-1/4"H

A compact, 22" version of the popular, full size Justice lightbar. Both bars feature four corner Linear Super-LEDs and four CON3™ Super-LED® modules with optical spreaders. It's low profile design reduces wind drag and provides the popular stealth appearance to your vehicle. Clear polycarbonate lenses feature a moisture resistant compression fit gasket. A Sturdy black polycarbonate base on an extruded aluminum platform will not bend. Permanent mount with 15'L cable and hardware for mounting to a flat surface. **SAE Class 1 certified.**

LIGHTBAR MASTER LEGEND
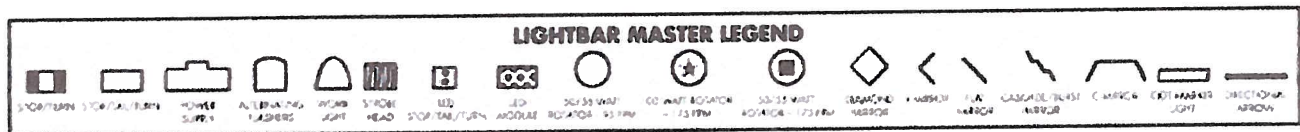
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ArcGIS® for Desktop Basic Single or Concurrent Use License or ArcGIS for Desktop Standard License Packaged with HP's Z1 G2 All-in-One or Z440 Workstation or the ZBook 15 G3 or 17 G3 Notebook

A special promotional offer for US customers only.

Pricing

Package 1: ArcGIS for Desktop with an HP Z1 G2 All-in-One Workstation

Item #	Package	Unit Price
130759	Package 1A: Basic Single Use License	$8,995
130760	Package 1B: Basic Concurrent Use License	$10,600
130897	Package 1C: Standard Concurrent Use License	$13,500

Package 2: ArcGIS for Desktop with a Z440 Workstation

Item #	Package	Unit Price
94525	Package 2A: Basic Single Use License	$8,100
94530	Package 2B: Basic Concurrent Use License	$9,700
94519	Package 2C: Standard Concurrent Use License	$12,600

Package 3: ArcGIS for Desktop with an HP ZBook 15 G3 Notebook

Item #	Package	Unit Price
94641	Package 3A: Basic Single Use License	$5,700
94531	Package 3B: Basic Concurrent Use License	$7,300
94520	Package 3C: Standard Single Use License	$10,200

Package 4: ArcGIS for Desktop with an HP ZBook 17 G3 Notebook

Item #	Package	Unit Price
97107	Package 4A: Basic Single Use License	$7,300
97108	Package 4B: Basic Concurrent Use License	$8,900
97106	Package 4C: Standard Single Use License	$11,800

HP Z1 G2 All-in-One Workstation Features

- HP Z1 G2 All-in-One Workstation Quad Core Intel® Xeon E3-1281v3 3.70 GHz Processor, 8 MB Cache
- 32 GB (4 x 8 GB DIMMs) of memory
- 27-inch LED Backlit IPS Display
- 4 GB NVIDIA® Quadro® K4100M Graphics
- 512 GB SATA Solid State Drive
- DVD+/-RW Drive
- Intel Gb LAN
- Wireless Keyboard and Mouse
- Windows 10 Pro 64

HP Z440 Workstation Features

- HP Z440 Workstation Six Core Intel Xeon E5-1650v3 3.50 GHz Processor, 15 MB Cache Minitower
- 32 GB (2 x 16 GB DIMMs) of memory
- Z27i 27-inch IPS Color Monitor
- 8 GB NVIDIA Quadro M4000 Graphics
- 512 GB SATA Solid State Drive
- DVD+/-RW Drive
- Intel Ethernet I210-T1 PCIe NIC
- USB Keyboard and USB Optical Mouse
- HP 15-in-1 Media Card Reader
- Windows 10 Pro 64

HP ZBook 15 G3 Notebook Features

- HP ZBook 15 G3 Mobile Workstation with Intel Core™ i7-4910MQ Quad Core 2.9 GHz Processor with 8 MB Cache
- 32 GB (2 x 16 GB DIMMs) of memory
- 15.6-inch LED FHD UWVA Anti-Glare (1920 x 1080) Display
- 4 GB NVIDIA Quadro M2000M Graphics
- 512 GB Z Turbo Drive PCIe Solid State Drive
- External DVD+/-RW Drive
- Intel 8260 Wireless and Bluetooth 4.1
- 9-Cell 90 WHr Long-Life Battery
- Dualpoint Backlit Keyboard
- Fingerprint Reader
- Integrated Webcam
- Intel vPro Technology
- Windows 10 Pro 64

HP ZBook 17 G3 Notebook Features

- HP ZBook 17 Mobile Workstation with Intel Core 4940MX Extreme Quad Core 3.1 GHz Processor with 8 MB Cache
- 32 GB (2 x 16 GB DIMMs) of memory
- 17.3-inch LED FHD UWVA Anti-Glare (1920 x 1080 resolution) Display
- NVIDIA Quadro M5000M Graphics with 8 GB video memory
- 512 GB Z Turbo Drive PCIe Solid State Drive
- External DVD+/-RW Drive
- Dualpoint Backlit Keyboard
- Intel 8260 Wireless and Bluetooth 4.2
- 6-Cell 96 WHr Long-Life Battery
- Fingerprint Reader
- Integrated Webcam
- Intel vPro Technology
- Windows 10 Pro 64

Terms of Offer

Price is applicable for the United States only excluding Guam, Puerto Rico, and the Virgin Islands. Price includes shipping and handling costs for the hardware only. Standard Esri® software shipping charges shall apply. Applicable sales tax is not included.

This offer is only provided as a bundled hardware/software packaged system.

Order must be received by September 30, 2016.

Support and Warranty

HP Z1 G2 and Z440 Workstations and ZBook 15 G3 and 17 G3 Notebooks include a three-year, on-site, next-business-day maintenance warranty with Accidental Damage Protection Service for ZBook 15 G3 and 17 G3 Notebooks only

Software Delivery

ArcGIS for Desktop is delivered via electronic download from Esri. Users will receive an e-mail communication with a token that directs them to their Esri Global Account. Customers that do not have an Esri Global Account must create one before they can use the token to access and download software from the MyEsri site. Existing customers that already have access to the MyEsri site will be able to download ArcGIS for Desktop. Official media is available on DVD for an additional fee.

Delivery is based on manufacturer availability. In most cases, once all proper paperwork is received as specified above, delivery will occur within 30 days.

Packages 1 and 2: Options for HP Z1 G1 All-in-One and Z440 Workstations

Please see descriptions below because some options are limited to certain packages.

Item #	Description	Unit Price
12GC	Additional cost to replace 8 GB NVIDIA Quadro M4000 Graphics Card with the 8 GB NVIDIA Quadro M5000 Graphics at time of purchase. *Only available for Z440 Workstation.*	$1,245
512GB	Additional Internal 512 GB SATA Solid State Drive—only one additional drive can be added for the Z1 Workstation and up to three for the Z440 Workstation at time of purchase only.	$670
DRA0	RAID 0 striping—requires two drives.	$15
DRA1	RAID 1—requires two drives.	$20
Z2770	Additional Z27i 27-inch IPS Color Monitor.	$1,040
BLRZ	Additional cost to replace DVD+/-RW Drive with SATA Blu-ray Writer. *Only available for Z1 Workstation.*	$100
BLRY	Additional cost to add SATA Blu-ray Writer. *Only available for Z440 Workstation.*	$255

Packages 3 and 4: Options for HP ZBook 15 G3 and 17 G3 Notebooks

Please see descriptions below because some options are limited to certain packages.

Item #	Description	Unit Price
BATTE	Additional Battery.	$160
64GUZ	Upgrade of 32 GB of memory to 64 GB of memory only at time of purchase.	$545
512GB	Additional Internal 512 GB Z Turbo Drive PCIe Solid State Drive.	$565
Z2770	Z27i 27-inch IPS Color Monitor.	$1,040
EP081	Advanced Docking Station.	$450
MNST	Monitor Stand.	$135
H4J94AA	HP Professional Leather Carrying Case.	$85
XW576AA	HP 17-inch Vertical Roller.	$120
VEBP	HP Backpack.	$65
H4B79	HP Wireless Keyboard and Mouse.	$780

ESRI QUOTATION TERMS AND CONDITIONS

This quotation is valid until September 30, 2016. These prices and terms are valid only for items purchased and delivered within the United States excluding Guam, Puerto Rico, and the Virgin Islands.

This quotation information is proprietary and may not be copied or released other than for the express purpose of system selection and purchase. This information may not be given to outside parties or used for any other purpose without written consent from Esri.

ORDER PROCESS

The order process is initiated when Esri receives an original purchase order or some form of advance payment. Several additional documents (e.g., credit application, if not using credit card, and tax exemption certificate) are required to complete the order.

IMPORTANT! Collectively, these documents contain the authorizations and information necessary to ship proper versions of the software on the correct media. Please return them promptly to avoid unnecessary delays in shipping. Please return all documents by mail or express courier or as otherwise directed.

Please show the following remittance address on your purchase order:

Esri, File #54630, Los Angeles, CA 90074-4630

DELIVERY

FOB ORIGIN

Software: Allow 30 days from Esri's receipt of purchase order, signed software license agreement(s), and other documents, as required. Esri software license agreements may be accessed at esri.com/legal.

Hardware: Manufacturer's terms apply. Lead times depend on make/models purchased.

Standard delivery method is surface carrier for hardware. Actual delivery method may vary depending on weight. Other service is available for an additional fee (e.g., overnight delivery).

PAYMENT TERMS

Net 30 days, on approved credit.

WARRANTY

Warranty and service are provided by manufacturer(s).

TAXES

Prices quoted do not include applicable sales or use taxes unless so stated. Esri reserves the right to collect sales tax assessed by states as required by law. Esri will add state sales tax to the invoice unless Esri receives proof with the order that your organization is tax exempt or pays state tax directly.

Esri collects and pays sales tax in Alabama, Arizona, California, Colorado, Connecticut, Florida, Georgia, Hawaii, Illinois, Indiana, Kansas, Maryland, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, Nevada, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Pennsylvania, South Carolina, Tennessee, Texas, Utah, Vermont, Virginia, Washington, and Wisconsin. In preparing your budget, please allow for applicable sales tax. Esri reserves the right to collect sales tax assessed by additional states as required by law.

ArcGIS® 1: Introduction to GIS

Student Edition

$1,130.00

Overlay the Cat3 layer with Lee County

Identify hospitals close to the storm surge inundation polygon

Lesson review

8 Sharing results

Lesson introduction

The importance of sharing results

Sharing content through ArcMap

Sharing content through ArcGIS Online

Exercise 8: Share hurricane analysis results

Export the map as a PDF

Create a map package and upload it to ArcGIS Online

Create a web map

Customize map symbology and save the map

Create a web mapping application

(Optional) Access the web mapping application on a mobile device

Lesson review

Appendixes

Appendix A: Esri data license agreement

Appendix B: Suitable projections

Appendix C: Course roadmap

Appendix D: Answers to lesson review questions

Lesson 1: The ArcGIS platform

Lesson 2: The basics of GIS

Lesson 3: Understanding GIS data

Lesson 4: The importance of coordinate systems

Lesson 5: Acquiring and selecting GIS data

Lesson 6: Interacting with a map

Lesson 7: Performing spatial analysis

Lesson 8: Sharing results

Town of Milton
115 Federal St
Milton, DE 19968

Memorandum

June 21, 2016

TO: Mrs. Kristy Rogers, CMC Town Clerk

FROM: John R. Collier, Project Coordinator

RE: Request for FY 17 Budget, Part-time Administrative employee for Code

In evaluating how the Code Department operates, I noticed the Code Enforcement Officer spends in excess of 49% of his day in the office processing permits, license applications and other administrative tasks.

The Town's governing body as well as the constituency has expressed the need for greater enforcement efforts on numerous occasions.

The hiring of a part-time administrative clerk would greatly enhance the Code Enforcement Officer's ability to spend more time in the field addressing the day to day issues. I am projecting, if the part-time position is filled the Code Enforcement Officer would be spending 10% of his day doing administrative tasks. A greater presence in the field leads to less call from the governing body and the citizens of Milton to enforce the Code.

A part-time administrative clerk would be responsible for processing building permits for issuance to the requestor once reviewed by senior staff. The "clerk" would also process business, contactor and rental license applications, prepare and mail documents as necessary, keep all filing organized and up to date, and other administrative tasks as assigned.