



Town of Milton

115 Federal Street, Milton, Delaware 19968

www.milton.delaware.gov

Phone: 302-684-4110 Fax: 302-684-8999

To: Kristy Rogers
Town Manager

From: Stephanie Coulbourne *SC*
Town Clerk

RE: Draft Budget for Fiscal Year 2023
Administrative Department

I have prepared the Administration Department's draft FY 23 budget expenditures for your review.

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

Salaries and Wages: The budgeted amount represents the current employees' allocated wage amounts for the administrative department. Current employed positions are Town Manager, Town Clerk, Accounting Clerk, Senior Accountant, and Office Assistant / Receptionist. Council salaries are based upon estimating 15 meetings for the upcoming fiscal year. Within each department salary line item, \$200 per employee holiday bonus is included.

G/L Account #200-5200

Accounting Fees: For fiscal year 2023, the accounting fees are based on the Council approved PKS audit contract, which was approved June 6, 2022.

G/L Account #200-5220

Engineering Fees: Funds budgeted for Administrative engineering relate to items that may need engineering/planning assistance. Currently, there are no administrative projects budgeted that will need engineering assistance.

G/L Account #200-5240

Legal Fees: Legal fees are an estimate.

G/L Accounts #200-5260

Tax Assessment: PTA DelVal is the property assessment firm for the Town of Milton. The Town is invoiced, as contracted, on a quarterly basis for maintenance of property assessments and to assess any additional permits that are issued.

G/L Account #200-5280

Supplies: The administrative budget line is 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, Budget, Community Development Block Grant, annexations, and employment.

G/L Account #200-5305

9-11 Ceremony: Expenses for a memorial ceremony on the 21st anniversary of the 9-11 tragedy.

G/L Account #200-5310

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

G/L Account #200-5320

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

G/L Account #200-5340

Dues and Subscriptions: Administrative dues cover expenses for notary fees, Milton Chamber of Commerce, Delaware Municipal Clerks Association, Delaware Women Leading Government (ICMA affiliate organization), International City Managers Association (ICMA), International Institute of Municipal Clerks (IIMC), Delaware League of Local Governments (DLLG), and Sussex County Association of Towns (SCAT). This line item also includes the cost of updates to the Edmunds Financial Software, General Code, and annuals fees for the iCompass software.

G/L Account #200-5345

Training and Seminars: Training and Seminars line item provides training funds for the administrative staff, Mayor, and Council. The line item includes the Town Manager's attendance at an ICMA conference. Funds are also included to complete the Town Clerk's education classes

and attendance to an IIMC educational conference required to become a Certified Municipal Clerk (CMC).

G/L Account #200-5346

Meetings: The fiscal year expense for meetings is associated with the costs for Mayor, Council, and staff to attend the meetings held by Sussex County Association of Towns, Delaware League of Local Governments, Women Leading Government, City Managers Association of Delaware, and Delaware Municipal Clerk Association.

G/L Account #200-5350

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

G/L Account #200-5400

Town Insurance: This line item is only for the administrative department and general insurance for the Town. Examples are Property, Crime, Equipment, General Liability, Public Officials, Employment, Unemployment, Workers Comp and Bonds. At this time, the annual increase has not been determined for any policy, but a 10% increase has been budgeted.

G/L Account #200-5410

Mileage Expense: Mileage expenses are related to Mayor, Council, and employee reimbursements (based on the annual Internal Revenue Service mileage rate) for attending professional training and meetings.

G/L Account #200-5425

Town Manager Expense: Discretionary funds available for use by the Town Manager.

G/L Account #200-5430

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

G/L Account #200-5460

Repairs and Maintenance – Building: This line item is for building maintenance and cleaning supplies, as well as quarterly security system fees (\$1,200 per year).

G/L Account #200-5470

Repairs and Maintenance – Equipment: Contract cost for the copier lease, annual scanning database contract, remote management services, internet security, server backup, exchange plan mailbox (20), workstation backup. Also included is upgrading Microsoft Office 2013 to the current standard version of Microsoft Office 2021 for \$4,961. Extra funds in the amount of \$500 is budgeted for any repairs/maintenance 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 cell phones for the Mayor and Town Manager through Verizon Wireless. The cost also covers the monthly fees for iPads for Town Council and supervisors.

G/L Account #200-5500

Utilities: Utilities for Town Hall are those from Delmarva Power and Tidewater. An increase is expected for electrical services.

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

Heating Fuel: The Town hall heating fuel budget amount has been slightly increased from prior year, based on actual fiscal year 2022 rising costs.

G/L Account #200-5530

Email Expense: Annual cost for hosting email accounts.

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. The capital expense request for Paychex Flex w/Time off Management Module processing fees are included in the proposed budget amount.

G/L Account #200-5610

Bank Fees – 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 to update property records.

G/L Account #200-5700

Occupational Health – The budgeted amount is for employees of the Administrative and Public Works departments.

G/L Account #200-5802

Computers: The oldest computer in the Code department is scheduled to be replaced in fiscal year 2023. The cost of the computer and installation will be approximately \$1500.

G/L Account #200-5805

Edmunds Software: Edmunds software is the software used for Finance, Utility and Property Tax in Town Hall. The amount for this service is now included in line item 200-5340 Dues and Subscriptions.

G/L Account #200-5806

Code Book: The Town of Milton subscribes to the services of General Code for codification and maintenance of the Town Charter and Code. The amount for this service is now included in line item 200-5340 Dues and Subscriptions.

Account Id	Account Description	FY23 Projected
01-03-200-4210	Luther Towers In Lieu of Taxes	2,500.00
01-03-200-4600	Property Tax Revenue	1,255,615.41
01-03-200-4605	Tax Interest Revenue	3,500.00
01-03-200-4700	Change in fair value of investments	0.00
01-03-200-4905	Interest Income	5,500.00
01-03-200-4910	Lien Certificate Revenue	9,720.00
01-03-200-4925	Misc. Revenue-Admin	0.00
01-03-200-4930	Misc. Revenue -Admin-Invoices Only	0.00
01-03-200-4932	Returned Check Fees-Property Tax	0.00
01-03-200-4945	Transfer Tax Interest Income	200.00
01-03-200-4960	Transfer Tax Revenue	230,000.00
01-03-200-4980	Photocopies/Fax	150.00
01-03-200-4985	Easement Fee	5,000.00
01-03-200-4990	Franchise Fee	115,000.00
01-03-200-9998	Transfer Tax Reserve	0.00
01-03-200-9999	Prior Year Surplus	0.00
	General Fund Revenue Total	1,627,185.41
		FY23 Projected
01-200-0000	ADMINISTRATION DEPARTMENT	
01-200-5000	SALARIES & WAGES	0.00
01-200-5100	Salaries	
01-200-5101	Salaries-Council	
01-200-5110	Overtime-Regular	0.00
01-200-5140	Payroll Taxes-SS	
01-200-5141	Payroll Taxes-SS-Council	
01-200-5145	Payroll Taxes - Medicare	
01-200-5146	Payroll Tax-Medicare-Council	
01-200-5150	Employee Ins Benefits	
01-200-5160	Admin Pension (FY 22- 6.78%)	
01-200-5175	OTHER EXPENSES	0.00
01-200-5200	Accounting Fees	21,100.00
01-200-5220	Engineering Fees	1,500.00
01-200-5240	Legal Fees	40,000.00
01-200-5250	Temporary Labor	500.00
01-200-5260	Tax Assessment	25,000.00
01-200-5280	Supplies and Equipment	9,000.00
01-200-5300	Advertising	1,000.00
01-200-5305	9-11 Ceremony	400.00
01-200-5310	Holiday Expense	1,600.00
01-200-5320	Holiday Lights	7,500.00
01-200-5340	Dues & Subscriptions	21,626.28
01-200-5345	Training & Seminars	9,600.00
01-200-5346	Meetings	1,000.00
01-200-5350	Election Expense	4,400.00
01-200-5400	Town Insurance	51,150.00
01-200-5410	Mileage Expense	400.00
01-200-5420	Misc. Operating	100.00
01-200-5425	Town Manager Expense	500.00
01-200-5430	Scanning, Printing & Postage	12,800.00
01-200-5460	Repairs & Maint. - Building	9,500.00
01-200-5470	Repairs & Maint- Equip	16,000.00

01-200-5480	Telephone	12,000.00
01-200-5500	Utilities	4,500.00
01-200-5510	Heating Fuel	2,000.00
01-200-5530	Email Hosting Expense	0.00
01-200-5600	Payroll Processing Expense	10,950.00
01-200-5610	Bank fees/Transfer Tax processing fees	0.00
01-200-5700	Occupational Health (Admin/Public Works)	250.00
01-200-5800	CAPITAL EXPENDITURES	0.00
01-200-5802	Cap Exp- Computers	1,500.00
01-200-5804	Cap Exp- Annexation/Community Fee Study	0.00
01-200-5805	Cap Exp- Edmunds Software	0.00
01-200-5806	Cap Exp - Code Book	0.00
01-200-5807	Cap Exp - Lobby Renovations	0.00
01-200-5808	Cap Exp- Meeting Equipment- iCompass	0.00
	GENERAL FUND Expend Total	265,876.28



Town of Milton

115 Federal Street, Milton, Delaware 19968

www.milton.delaware.gov

Phone: 302-684-4110 Fax: 302-684-8999

June 13, 2022

To: Kristy Rogers, Town Manager

From: Stephanie Coulbourne, Town Clerk 

RE: Draft Budget FY 23

Attached is the Administration Department's proposed FY 23 budget for your review including two Capital Expense Request forms as indicated below.

The proposed budget will need to be adjusted when the Town receives updated contribution requirements from the State Pension Office in early July. I have increased the Dues & Subscriptions line 200-5340 by \$4,000 to include the pricing for Edmund's GovTech iCloud. Edmund's GovTech has not released a price increases for the five modules the Town current uses, however they recommend the Town budget a 4% to keep up with inflation.

Capital Expense Requests:

Cap Exp- Computers - 200-5802

\$1,500.00

One computer to replace the oldest computer in the Code Department, keeping in line with the current maintenance schedule.

Payroll Processing Expense- 200-5600

\$2,315.00

This request is to add the Paychex Flex Time w/Time off Management Module. Adding this module will allow employees to clock in and out using a Town owned computer or by mobile app within a geo-fencing area designated by the Town. The hours can be reviewed by each supervisor prior to submitting the data directly to Paychex Flex. This will save staff's time filling out time sheets, supervisor's reviewing and signing off on each sheet, data entry form completion and the manual entry of each employee's payroll.

TOWN OF MILTON

Capital Expense Request

Department ADMIN

1-Jun-22

(A) Item Description: Computer

(B) Attachments :

(C) Cost	Computer and accessories	1,500.00
	Interest	0
	Annual Maintenance Cost	0
	Annual support cost (inhouse)	0
	Total operating cost	1,500.00

(D) Projected Cost Savings

Itemized Annual projected savings

Item 1 monthly Savings

Show all additional Savings in

=

Item 2 monthly Savings

attachment

=

Projected Annual savings (total)

=

Total Annual cost

From line 15

=

Annualized Net effect (+ or -)

Cost less savings

=

(E) Justification (Description)

Non-tangible justifications

The request is to replace the oldest computer in the Code Dept., keeping in line with the current maintenance schedule.

(F) Source of funding

Budget

(G) Life expediency (in months)

60

(H) Requestor

Signature

Dept

Stephanie Coulbourne
Admin

(I) Approvals

Department Supervisor

Town Manager

Town Council



Eastern Shore Network & Technical Services, LLC
PO Box 3042
Ocean City, MD 21843
302-855-9002 www.esnts.com

PROPOSAL

Date	Estimate #
5/24/2022	991

Name / Address
Town of Milton 115 Federal St. Milton, DE 19968

Description	Qty	Rate	Total
Dell OptiPlex 5000 Desktop Computer - Intel Core i5 11th Gen i5-11500 Hexa-core (6 Core) 2.70 GHz - 8 GB RAM DDR4 SDRAM - 256 GB M.2 PCI Express NVMe 3.0 x4 SSD - Small Form Factor - Black - Intel Q570 Chip - Windows 10 Pro - Intel UHD Graphics 750 DDR4 SDRAM - DVD-Writer - English Keyboard - 200 W 11-11500 8GB 256GB SSD W10	1	993.00	993.00
OR Dell OptiPlex 7000 Desktop Computer - Intel Core i5 11th Gen i5-11500T Hexa-core (6 Core) 1.50 GHz - 16 GB RAM DDR4 SDRAM - 512 GB M.2 PCI Express NVMe 3.0 x4 SSD - Micro PC - Intel Chip - Windows 10 Pro - Intel DDR4 SDRAM - English Keyboard - IEEE 802.11ax - 90 W 11-11500T 16GB 512GB SSD W10	1	1,168.00	1,168.00
V7 23.8" Full HD LED LCD Monitor - 16:9 - Black - 1920 x 1080 - 16.7 Million Colors - 250 Nit - 5 ms - DVI - HDMI - VGA - DisplayPort - Speaker W/HDMI CABLE HDMI DP 250NIT	1	206.00	206.00
Labor depends on how many are ordered and how much data there is to transfer			
Thank you for your business, we look forward to working with you.		Total	\$2,367.00

TOWN OF MILTON
ACCOUNTSPAYABLE
RECEIVED DATE: _____
APPROVAL SIGNATURE: _____
BUDGET ACCOUNT # _____
PURCHASE ORDER # _____
DATE: _____
CHECK #1 / AMOUNT: _____
CHECK #2 / AMOUNT: _____

Approval of Proposals must have a valid authorized signature as well as a deposit of 100% of hardware cost. Labor will be billed after installation and is due upon receipt.

AUTHORIZED SIGNATURE

TOWN OF MILTON

Capital Expense Request

Department ADMIN

1-Jun-22

(A) Item Description: Paychex Time and Attendance System

(B) Attachments :

(C) Cost	Computer and accessories	2,315.00
	Interest	0
	Annual Maintenance Cost	0
	Annual support cost (in-house)	0
	Total operating cost	2,315.00

(D) Projected Cost Savings

Itemized Annual projected savings		
Item 1 monthly Savings	Show all additional Savings in	=
Item 2 monthly Savings	attachment	=
Projected Annual savings (total)		=
Total Annual cost	From line 15	=
Annualized Net effect (+ or -)	Cost less savings	=

(E) Justification (Description) Non-tangible justifications

The Paychex Time and Attendance System will allow employees to clock in and out on Town computers or using their mobile devices. The system can be geo-fenced to ensure accurate entry. Supervisors can approve the hours and submit the data to be uploaded directly to Paychex Flex. This will eliminate prepping data entry sheets and manually keying in payroll for all employees.

(F) Source of funding Budget

(G) Life expediency (in months)

60

(H) Requestor

Signature

Dept

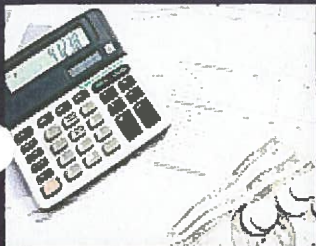
Stephanie Caribou
Admin

(I) Approvals

Department Supervisor

Town Manager

Town Council



PAYCHEX

Flex Time w/Time off Management Module

AUTOMATE YOUR Time keeping process

Flex Time allows you
to save time, Reduce
errors, and Improve
Compliance.

Ricky Howard
Paychex, Inc.

Phone: 585-635-0484

Email:

rhoward1@paychex.com

Customized Pricing Breakdown TOWN OF MILTON

The following pricing is based on an average monthly count of 30 employees:

Monthly User Fee: Flextime

Minimum Monthly: 0-23 employees = \$99.00/month

Over 24 employees: \$4.20 per employee per month

Time Off Management: 0-19 employees = \$29.00

Over 19 employees: \$1.50 per employee per month

Based on total of 30 employees:

**Pricing is \$120 per month for Flextime and \$45 monthly for ToM/Mobile making
total monthly \$165**

One-Time Implementation fee:

26-99 employee count: \$1000 but discounting 50% to \$500

Includes customization of the online site, first month user fee included, unlimited WebEx training, unlimited online/over the phone support, and future upgrades.

This fee assigns you a single point of contact in one of our highly trained implementation coordinators. This individual will help create, customize, and design your site and will also train you and any other admins in using the system. They will also run you through a mock payroll and your first real payroll. Also, any future labor law updates and direct system support.

Monthly Billing:

Monthly invoices will start at the beginning of the month following a 30-day implementation window. This system is strictly month to month.

Prepared 05/20/22

Paychex Time and Attendance and/or Paychex Flex® Time-off Management Solution Setup Information

[Paychex Time and Attendance and/or Paychex Flex® Time-off Management Order Form](#)
[Checking Account Designation](#)

Account Id	Account Description	FY23 Projected
01-03-200-4210	Luther Towers In Lieu of Taxes	2,500.00
01-03-200-4600	Property Tax Revenue	1,220,000.00
01-03-200-4605	Tax Interest Revenue	6,000.00
01-03-200-4700	Change in fair value of investments	0.00
01-03-200-4905	Interest Income	8,500.00
01-03-200-4910	Lien Certificate Revenue	8,500.00
01-03-200-4925	Misc. Revenue-Admin	0.00
01-03-200-4930	Misc. Revenue -Admin-Invoices Only	0.00
01-03-200-4932	Returned Check Fees-Property Tax	0.00
01-03-200-4945	Transfer Tax Interest Income	1,100.00
01-03-200-4960	Transfer Tax Revenue	230,000.00
01-03-200-4980	Photocopies/Fax	150.00
01-03-200-4985	Easement Fee	5,000.00
01-03-200-4990	Franchise Fee	115,000.00
01-03-200-9998	Transfer Tax Reserve	0.00
01-03-200-9999	Prior Year Surplus	0.00
	General Fund Revenue Total	1,596,750.00
		FY23 Projected
01-200-0000	ADMINISTRATION DEPARTMENT	
01-200-5000	SALARIES & WAGES	0.00
01-200-5100	Salaries	
01-200-5101	Salaries-Council	
01-200-5110	Overtime-Regular	0.00
01-200-5140	Payroll Taxes-SS	
01-200-5141	Payroll Taxes-SS-Council	
01-200-5145	Payroll Taxes - Medicare	
01-200-5146	Payroll Tax-Medicare-Council	
01-200-5150	Employee Ins Benefits	
01-200-5160	Admin Pension (FY 22- 6.78%)	
01-200-5175	OTHER EXPENSES	0.00
01-200-5200	Accounting Fees	21,100.00
01-200-5220	Engineering Fees	1,500.00
01-200-5240	Legal Fees	40,000.00
01-200-5250	Temporary Labor	500.00
01-200-5260	Tax Assessment	25,000.00
01-200-5280	Supplies and Equipment	9,000.00
01-200-5300	Advertising	1,000.00
01-200-5305	9-11 Ceremony	400.00
01-200-5310	Holiday Expense	1,300.00
01-200-5320	Holiday Lights	7,500.00
01-200-5340	Dues & Subscriptions	17,250.00
01-200-5345	Training & Seminars	6,000.00
01-200-5346	Meetings	1,000.00
01-200-5350	Election Expense	4,000.00
01-200-5400	Town Insurance	51,150.00
01-200-5410	Mileage Expense	250.00
01-200-5420	Misc. Operating	100.00
01-200-5425	Town Manager Expense	500.00
01-200-5430	Scanning, Printing & Postage	12,800.00
01-200-5460	Repairs & Maint. - Building	9,500.00
01-200-5470	Repairs & Maint- Equip	19,961.00

01-200-5480	Telephone	12,000.00
01-200-5500	Utilities	4,500.00
01-200-5510	Heating Fuel	2,000.00
01-200-5530	Email Hosting Expense	2,040.00
01-200-5600	Payroll Processing Expense	9,965.00
01-200-5610	Bank fees/Transfer Tax processing fees	0.00
01-200-5700	Occupational Health (Admin/Public Works)	250.00
01-200-5800	CAPITAL EXPENDITURES	0.00
01-200-5802	Cap Exp- Computers	1,500.00
01-200-5804	Cap Exp- Annexation/Community Fee Study	0.00
01-200-5805	Cap Exp- Edmunds Software	0.00
01-200-5806	Cap Exp - Code Book	0.00
01-200-5807	Cap Exp - Lobby Renovations	0.00
01-200-5808	Cap Exp- Meeting Equipment- iCompass	0.00
	GENERAL FUND Expend Total	262,066.00

EDC Operating Budget			NOTES
Expenses			
Postage		\$ 500	
Printing		\$ 1,000	
Surveys	Survey Monkey	\$ -	No cost, town has Survey Monkey
Email Marketing	Mail Chimp	\$ 250	
Branding		\$ 10,000	Speak to DDOA about some funding.
Main Street Program	Affiliate	\$ 5,000	
ArtFest	Festival	\$ 10,000	
Murals Competition		\$ 5,000	Milton Community Foundation
DDOA Public Art		\$ 5,000	Special Project Funding by DDOA
Advertising		\$ 1,000	
TOTAL		\$ 37,750	

*DDOA - Delaware Division of Art