

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET			FORM #1 DEPARTMENT SUMMARY			
DEPARTMENT: Town Building						
	FY11 ACTUAL	FY12 ACTUAL	FY13 BUDGET	FY14 REQUEST	INCREASE/ DECREASE	TA RECMD
SALARIES	35,143.96	39,284.16	39,782.44	39,619.20	-163.24	
EXPENSES	183,297.23	186,423.16	196,957.00	218,207.00	21,250.00	
TOTALS	218,441.19	225,707.32	236,739.44	257,826.20	21,086.76	

BUDGET COMMENTS:

TOWN BUILDING TOWN OF MILLIS FISCAL YEAR 2014 BUDGET	FORM #2 BUDGET NARRATIVE
DESCRIPTION OF FUNCTION OR ACTIVITY <i>Please describe the overall mission or purpose of your department.</i> <p>The Town Building account covers maintenance and contractual related items for the Veterans Memorial Building, the Police/Fire Station and the Library. Included in this account are building repairs and supplies, contractual obligations such as trash removal, generator maintenance and HVAC maintenance. It also covers the cost of repairs for the above listed buildings in the areas of plumbing, electrical, roofing, telephone, security, and HVAC. On top of these items, the Town Building Account pays for fixed costs for the above listed buildings including heat & fuel, electricity and water & sewer.</p>	
STATEMENT OF SPENDING HIGHLIGHTS FOR FISCAL 2014 <i>Please describe your goals and initiatives for FY2014 and how these translate to expenses.</i> <p>The goal for FY14 is to maintain stability in this account as FY13 brought about some major building repairs/improvements including installation of a new chiller and repair to the flat roof above the gymnasium. Bids for services will continue to be advertised to ensure the Town continues to receive competitive pricing on services such as plumbing, electrical and cleaning. The hope is that this account will allow for some much needed carpet and table replacement as well as other cosmetic-related projects that the current fiscal year was unable to fund.</p>	
FUNDING PLAN <i>Please provide information regarding the user fees your department charges and other revenue, other than the General Fund, through which your department is funded.</i> <p>We charge building useage fees for room rentals which are deposited into the general fund and we charge a minimum of 2 hours of time and a half for our custodian if he is required to be in the building over a weekend to accommodate an outside group.</p>	
PERFORMANCE ACCOMPLISHMENTS <i>Please provide statistics and/or information regarding the level of services, workload, efficiency, as well as achievement measures.</i> <p>With the reinstated full-time position of Senior Building Maintenance Worker, the overall condition of the Veterans Memorial Building has significantly improved. We continue to look for ways to move toward using environmentally friendly cleaningproducts and we encourage town employees to recycle paper, cardboard, toner cartridges and other items that are utilized and disposed of on a daily basis.</p>	

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TOWN OF MILLIS
FISCAL YEAR 2014 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2011 ACTUAL EXPENDITURES	FY 2012 ACTUAL EXPENDITURES	FY 2013 REVISED ***BUDGET***	FY 2014 DEPARTMENT REQUEST

TOWN BUILDING SALARY				

SALARIES				

0119851 510500 WAGES	34,143.96	37,645.34	38,532.44	<u>38,619.20</u> <u>86.76</u>
0119851 510550 WAGES OVERTIME	1,000.00	1,138.82	1,000.00	<u>1,000.00</u> <u>0</u>
0119851 510600 LONGEVITY	.00	500.00	250.00	<u>0</u> <u>(250)</u>
TOTAL TOWN BUILDING SALARY	35,143.96	39,284.16	39,782.44	<u>39,619.20</u> <u>(163.24)</u>

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TOWN OF MILLIS
FISCAL YEAR 2014 BUDGET REQUESTS
FORM 3

GENERAL FUND	FY 2011 ACTUAL EXPENDITURES	FY 2012 ACTUAL EXPENDITURES	FY 2013 REVISED ***BUDGET***	FY 2014 DEPARTMENT REQUEST
TOWN BUILDING EXPENSE				
EXPENSES				
0119852 520241 VMB REPAIRS	30,012.19	35,031.96	12,700.00	<u>12,700</u> <u>Ø</u>
0119852 520800 MAINTENANCE CONTRACT	6,135.22	6,799.21	8,023.00	<u>8,023</u> <u>Ø</u>
0119852 521200 VMB MAINT CONTRACTS	26,619.49	15,134.50	21,375.00	<u>21,375</u> <u>Ø</u>
0119852 540400 SUPP/EXP (OTHER BUILDINGS)	3,745.54	5,149.71	4,000.00	<u>4,000</u> <u>Ø</u>
0119852 540410 HEAT & FUEL	15,641.28	16,418.35	23,295.00	<u>23,295</u> <u>Ø</u>
0119852 540420 WATER/SEWER	1,736.28	2,156.68	2,000.00	<u>2,000</u> <u>Ø</u>
0119852 540440 ELECTRICITY	28,861.11	27,931.76	23,114.00	<u>23,114</u> <u>Ø</u>
0119852 540490 SPECIAL EXPENDITURES	2,000.00	10,569.98	4,000.00	<u>4,000</u> <u>Ø</u>
0119852 540492 VMB SUPPLIES/EXPENSES	6,020.92	6,968.17	6,000.00	<u>6,000</u> <u>Ø</u>
0119852 541410 VMB HEATING & FUEL	14,372.33	10,569.32	24,200.00	<u>24,200</u> <u>Ø</u>
0119852 541420 VMB WATER & SEWER	1,451.32	1,293.36	2,000.00	<u>2,000</u> <u>Ø</u>
0119852 541440 VMB ELECTRICITY	46,231.04	48,041.08	44,000.00	<u>44,000</u> <u>Ø</u>
0119852 542440 LIBRARY ELECTRICITY	.00	.00	21,250.00	<u>42,500</u> <u>21,250</u>
0119852 570500 AUTO REIMBURSEMENT	470.51	359.08	1,000.00	<u>1,000</u> <u>Ø</u>
TOTAL TOWN BUILDING EXPENSE	183,297.23	186,423.16	196,957.00	<u>218,207</u> <u>21,250</u>

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET		FORM #4 - EXPENSE JUSTIFICATION & SUPPORTING DETAIL		
DEPARTMENT: Town Building		BUDGET # 0119852		
CODE	DESCRIPTION	FY13 BUDGET	FY14 REQUEST	INCREASE/ DECREASE
0119852 520241	VMB Repairs	12,700.00	12,700.00	0.00
	Plumbing 2,200.00			
	Electrical 2,500.00			
	HVAC 6,000.00			
	Telephone 300.00			
	Elevator 1,500.00			
	Locksmith 200.00			
0119852 520800	Maintenance Contracts	8,023.00	8,023.00	0.00
	Generators 775.00			
	HVAC 6,240.00			
	Trash Removal 1,008.00			
0119852 521200	VMB Maintenance Contracts	21,375.00	21,375.00	0.00
	Cleaning Services 6,864.00			
	Elevator 576.00			
	Security 1,100.00			
	Fire Alarm 1,050.00			
	Fire Extinguishers 300.00			
	Sprinklers 175.00			
	Generators 250.00			
	HVAC 7,400.00			
	Trash Removal 1,344.00			
	Telephone 2,316.00			
0119852 540400	Supplies/Expenses (other bldgs.)	4,000.00	4,000.00	0.00
0119852 540410	Heat & Fuel	23,295.00	23,295.00	0.00
0119852 540420	Water/Sewer	2,000.00	2,000.00	0.00
0119852 540440	Electricity	23,114.00	23,114.00	0.00
	Library Electricity	21,250.00	42,500.00	21,250.00
0119852 540490	Special Expenditures	4,000.00	4,000.00	0.00
0119852 540492	VMB Supplies/Expenses	6,000.00	6,000.00	0.00
0119852 541410	VMB Heating & Fuel	24,200.00	24,200.00	0.00
0119852 541420	VMB Water & Sewer	2,000.00	2,000.00	0.00
0119852 541440	VMB Electricity	44,000.00	44,000.00	0.00
0119852 570500	Auto Reimbursement	1,000.00	1,000.00	0.00
	TOTALS	196,957.00	218,207.00	21,250.00

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET		FORM #5 EQUIPMENT DETAIL			
DEPARTMENT: Town Building					
CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
	N/A				

FORM 7

TOWN OF MILLIS FISCAL YEAR 2014 BUDGET	FORM #7 CAPITAL BUDGET REQUESTS
DEPARTMENT: DIVISION: REQUEST PRIORITY #:	
PROJECT TITLE: LOCATION: JUSTIFICATION FOR PROJECT: (please attach copies of reports, master plans, or supporting documentation)	
PROJECTED START DATE: ESTIMATED USEFUL LIFE: COST: A. DESIGN B. LAND ACQUISITION C. CONSTRUCTION D. INSPECTION E. EQUIPMENT TOTAL	
ARE THERE ANY FORMS OF REIMBURSEMENT FOR THE PROJECT?	
IS THE PROJECT REVENUE PRODUCING, OR MAY OTHER FORMS OF REVENUE, OTHER THAN TAXATION, FUND THE PROJECT?	
EXPECTED ANNUAL OPERATION & MAINTENANCE COSTS	
WILL THE PROJECT REMOVE PROPERTY FROM THE TAX LIST?	