

## **ADMINISTRATIVE REPORT FOR THE MONTH OF JUNE & JULY 2010**

### ➤ **Financial Report YTD-JUNE**

- General Funds Balance \$586,555.17; Restricted Funds Balance \$2,794,619.78
- General Revenue \$128,818.11; Budget \$401,072.00; 32.12% of budget
- General Expenses \$50,700.27; Budget \$401,072.00; 12.64% of budget
- Restricted Revenue \$36,096.54; Budget \$132,085.00; 27.33% of budget
- Restricted Expenses \$13,038.99; Budget \$531,450.00; 2.45% of budget
- Grant Expenses \$932.96; Budget \$18,805.00; 4.96% of budget
- Total Assets \$3,387,245.86
- Total Liabilities \$19,601.00

### ➤ **Financial Report YTD-JULY**

- General Funds Balance \$731,257.35; Restricted Funds Balance \$2,790,981.41
- General Revenue \$297,631.72; Budget \$401,072.00; 74.21% of budget
- General Expenses \$81,804.64; Budget \$401,072.00; 20.40% of budget
- Restricted Revenue \$38,340.88; Budget \$132,085.00; 29.03% of budget
- Restricted Expenses \$21,256.48; Budget \$531,450.00; 4.00% of budget
- Grant Expenses \$1,039.96; Budget \$18,805.00; 5.53% of budget
- Total Assets \$3,530,084.82
- Total Liabilities \$17,053.06

#### **NOTES:**

1. At the auditors' request, a new GL was created for the Building Addition (55004). The approved budget for GL 55001 (\$512,000) and GL 55003 (\$2,000) will be moved to the new GL 55004 (\$514,000).
2. At the auditors' request, new revenue account (GL 41330), was created to segregate property tax penalty fees from property tax.
3. At the auditors' request, we are now expensing insurance costs on a monthly basis versus reporting insurance expense on a cash basis.
4. Betsy and I have had several conversations with PNC Bank regarding banking opportunities they can provide us that may be more beneficial than our current Wachovia arrangement. The details are still being worked out and no decision has been made at this point.

### ➤ **Administrative Department**

- a) Since Eric Evans joined our staff on June 1<sup>st</sup>, 30 new business licenses have been purchased due to his code enforcement efforts. We have processed 384 licenses to date giving us revenue of \$31,300.00; 116.03% of budget YTD.

- b) The Mayor, Councilman Thomas and I, attended a special meeting at the Ocean View Town Hall on June 15<sup>th</sup> regarding the residents who are a part of Country Estates; however, their properties are neither in Millville or Ocean View. There were only two residents in attendance. The next meeting is scheduled for September 14<sup>th</sup> @ 6:00 pm.
- c) The Mayor and I met with Chuck Ellison of Miller & Smith. Mr. Ellison spoke to us about more signage for the Millville by the Sea development. I stated to Mr. Ellison they currently are maxed out on the number of signs allowed. After that meeting, Mr. Ellison sent an email requesting, if acceptable to the Town, to install icon signage every 400' on the frontage they own from the Sales Center (RT 17) to Burbage, Burbage from Roxana to Sub Station, and along Sub Station. Eric reviewed the code for Mr. Ellison and informed him this amount of signage was not allowed. Mr. Ellison also mentioned that Miller & Smith may want to re-visit the Special Development District; however, the amount would only be \$3.75 million.
- d) We hosted the quarterly meeting of the Delaware Municipal Clerks Association in June. The DiFebo's Bistro provided a wonderful lunch for the clerks that attended from the State. I wish to extend my gratitude to the Mayor and Council for allowing the staff be a part of such a tremendous networking organization.
- e) The Mayor and I met with Carl Kaplan, who is one of the many appraisers working for DELDOT on acquisitions. It appears DELDOT will be taking quite of bit of the Town's property; frontage and majority of the parking spaces. Mr. Kaplan will be contacting us in the near future to discuss the compensation we may receive.
- f) After much confusion on the bid processing for the Town's expansion, Eric and I met with the Town Manager from South Bethany for guidance. Mr. Cusick was very helpful to us and we managed to put together the Invitation to Bid and bid packet for the contractors. August 20<sup>th</sup> is the required pre-bid meeting at the Town Hall 2:00 pm. Bid openings are scheduled for September 3<sup>rd</sup> @ 2:00 pm.
- g) Fox's Pizza is now open.
- h) Attached please find Eric's report on building permits issued and final inspections report.

Respectfully submitted,  
Deborah Botchie  
Town Manager