

**ADMINISTRATIVE REPORT FOR THE MONTH OF JANUARY 2010**

➤ **Financial Report YTD**

- General Funds Balance \$609,524.00; Restricted Funds Balance \$2,716,604.84
- General Revenue \$459,762.58; Budget \$460,852.00; 99.76% of budget
- General Expenses \$233,700.57; Budget \$460,853.00; 50.71% of budget
- Restricted Revenue \$371,873.54; Budget \$304,964.00; 121.94% of budget
- Restricted Expenses \$56,601.81; Budget \$60,600.00; 93.40% of budget
- Grant Expenses \$15,526.67; Budget \$18,539.00; 83.75% of budget
- (No bank statements to date to add interest income)
- Total Assets \$3,329,849.75
- Total Liabilities \$11,704.33
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➤ **Administrative Department**

a) 98 building permits have been issued YTD.

b) Terri Dukes from the Sussex County Addressing office has stated all new 911 addresses have been delivered in Millville. The Town's new address is: 36404 Club House Road. The Post Office has not yet completed their end of the transition; hopefully within the next week they will have all the new addresses in their data base. The Town will be receiving a spread sheet with the new addresses; The Town Clerk, Donna, and I will input same into our tax data base.

c) The Town has received 69 applicants for the recycle program. Our software company is making the necessary changes to our tax/utility module for the recycle to be added to the tax bills.

d) Ordinance 10-04 was adopted at a Public Hearing on 12/8/09 approving the Comprehensive Plan implementation of rezoning the remaining properties zoned R-Residential to C1-Commercial; Food Lion Center, Giant Center, Creekside Plaza, Banks Wines & Spirits from C1-Commerical to C2-Commercial (larger scale), and a large parcel on RT 17 from C1-Commerical to C2-Commercial.

e) On 12/29/09, Town Council voted to extend a window of opportunity for current C1 Commercial District properties located on RT 26 only to apply for rezoning to the C2 Commercial District. The application fee of \$450.00 will be waived, provided the property meets the C2 Commercial district requirements; however, the required \$1,000.00 escrow funds will still apply. February 19, 2010 is the final date for receiving applications.

f) Ordinance 10-05 was adopted at a Public Hearing on 1/26/10 approving temporary tents as accessory structures with limitations; No tents shall be permitted other than for Municipal activities sponsored by the Town of Millville; Non-profit events on properties owned by the entity applying for the event; and, Commercial Businesses that currently transact business out of a permanent, non-accessory building on the proposed location of the tent.

g) Verizon Wireless has opened a store in the Super Giant Complex; however, Quest Diagnostics, Ashley's Bridal and Quiznos have closed.

h) The Mayor and I met with Bob Harris; Mr. Harris has indicated that Gulfstream Developers will move forward and submit site plans to development a portion of property in the Barrington Park development which is owned by him in the name of Tyre Farm, LLC.

i) The Mayor and I met with Representative Gerald Hocker to discuss several issues; State Health Care Program; Municipal Street Aid, a Millville Park and Gross Rental Receipts Tax. Rep. Hocker had his assistant at Legislative Hall research "why" a moratorium was in place for new members. It seems that an analysis of fiscal year 2007 proved that the non-State groups tend to join and drop out when they find better rates. Also, the group is facing shortfalls in excess of \$48M in General Fund dollars. Mr. Hocker also stated that many legislators are back on board to reinstate the Municipal Street Aid funds. He went on to say the he believes since this will be an election year, most legislators have backed off on Gross Rental Receipts, for now. Mr. Hocker was impressed with the concept park created by URS which would (possibly) be constructed across the street from the Town Hall on the property owned by the State. He informed us he would speak with Carolann Wickes and set up a meeting with the Town to further discuss.

j) The Town Clerk, Donna, has joined the Municipal Web Developers Group. She was instrumental in the development of this group when she was employed with another Town. Her colleagues and instructor stated to Donna that the Town of Millville's website was nicely done, pleasing to the eye and very informative. Donna has created a new category on our website "Public Awareness" where she has added the following links; Child Sexual Abuse; State of DE Sex Offender Site; State of MD Sex Offender Site; Wanted Persons – DE & FBI; Elder Abuse; 911 Addressing and Dog Licensing.

k) The Town Clerk has organized all the required documents, schedules and calendars for the upcoming 2010 election as required by the State of Delaware Department of Elections.

l) The Financial Department is working to finalize the FY08/09 audit; calendar year end functions and annual reports. The 1099 forms have been mailed as well as the employee W2 forms. Anna Scarola began work December 1<sup>st</sup>. Anna comes to us with a wealth of financial knowledge as well as office procedures. She has been a nice fit for our staff.

m) The Town has opened a second account with Pep-UP Fuel for the Neighborhood Watch Car. Mr. Bill Wichman of the volunteers will be responsible for the key and the fueling of the car.

n) Gulfstream Developers has installed a "coming soon" sign at the Barrington Park Development. Mr. Bob Harris of Gulfstream has spoken with the Mayor and I; plans are moving forward to develop the portion of Barrington Park that is owned by Tyre Farm, LLC.

Respectfully submitted,  
Deborah Botchie  
Town Manager