

ADMINISTRATIVE REPORT FOR THE MONTH OF FEBRUARY 2010

➤ **Financial Report YTD**

- General Funds Balance \$581,471.93; Restricted Funds Balance \$2,739,846.91
- General Revenue \$460,026.14; Budget \$460,852.00; 99.82% of budget
- General Expenses \$260,868.31; Budget \$460,853.00; 56.61% of budget
- Restricted Revenue \$394,150.01; Budget \$304,964.00; 129.24% of budget
- Restricted Expenses \$56,633.39; Budget \$60,600.00; 93.45% of budget
- Grant Expenses \$15,726.67; Budget \$18,539.00; 84.83% of budget
- Total Assets \$3,325,872.41
- Total Liabilities \$10,761.33
- The Wachovia HRA which was used for the employees' health insurance deductible has been closed and replaced with 3 new HRA accounts; one for each employee.

➤ **Administrative Department**

a) 99 building permits have been issued YTD.

b) The new 911 addresses have been entered in our data system. We found that vacant property do not get addressed until the property gets improvements.

c) All forms have been ordered for this year's tax billing, license renewals and Gross Rental Receipts. Staff will process and mail the tax billings the last week of April; license renewals and GRR forms will be processed and mailed the first week of May.

d) The Financial Administrator and I have begun the necessary footwork to draft the FY10/11 budget. I'll present the draft at the March workshop.

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. I received 4 applications as follows: GB Properties IV, LLC; Daniel Harris, Nino D'Orazio & Horace Zook (McCarthy's); Gerald Hocker, Jr. & Carey Hocker & Commercial Joint Venture; and Atlantic Auction (Robert Kauffman). P&Z will be presented with the applications 3/8/10 and will have their recommendation by their April meeting. Town Council will hold a public hearing in May for their vote.

f) The Mayor and I have met with Chuck Ellison of Miller and Smith, the new developer for the Millville by the Sea community. Mr. Ellison stated that the Town will review their proposed land use plan by late June or early July. The developer would like to build their models in September.

g) Gulfstream Developers have received the Public Works Agreement for the Barrington Park development / Tyre Farm, LLC; Kyle Gulbranson, URS is reviewing. Their revised plans should be in the office by the week's end.

i) I met with the Town Managers from Ocean View, South Bethany and Bethany Beach last week, to discuss the possibility of our Towns coming together and hire an outside firm to negotiate our upcoming Franchise Agreements with Mediacom. I will have the necessary documents for Council to review at the March workshop.

Respectfully submitted,
Deborah Botchie
Town Manager