

## **ADMINISTRATIVE REPORT FOR THE MONTH OF OCTOBER 2011**

### ➤ **Financial Report YTD OCTOBER 2011**

- General Funds Balance \$897,180; Restricted Funds Balance \$2,589,492
- General Revenue \$461,573; Budget \$452,946; 101.90% of budget
- General Expenses \$194,089; Budget \$452,946; 42.85% of budget
- Restricted Revenue \$190,780; Budget \$171,066; 111.52% of budget
- Restricted Expenses \$16,552; Budget \$23,068; 71.76% of budget
- Grants/Other Expenses \$7,380; Budget \$19,702; 37.46% of budget
- Total Assets \$3,497,120
- Total Liabilities \$12,559

### **Notes:**

- Transfer tax received in October; 5 MBTS; 1 Coventry; 2 Windhurst = \$31,024.
- Eric issued 4 building permits in October; \$10,132.50 (report attached)

### ➤ **Administrative Department**

- The staff has prepared procedures for the upcoming Supplemental Billing; bills will be generated on 12/1/11.
- Donna has prepared the Town's Newsletter which will be mailed the last week of November. I feel we have gathered good info for the residents and property owners.
- Donna has ordered the "totes" for the Town's new welcome bag.
- I've ordered the window guards for the 2<sup>nd</sup> floor windows; should be arriving any day. The flat screen television and stand have also been ordered and should be arriving any day.
- I've re-worked the items that had been previously approved by DEMA for our grant and have sent the revisions to Marny McLee at DEMA for approval. Through conversations with Council members and Steve Micciche, we felt there was a greater need for the following items to be placed upstairs in the possible Command Center:
  1. Remaining Ham Radio items (nearly completed)
  2. Stinger OSHA approved flashlights; Traffic cones for same (6)
  3. Cots (10)
  4. Down blankets (10)

Page 2

5. 36" Reflective Traffic Cones (8)
  6. First Aid Box (car)
  7. First Aid Kit (2<sup>nd</sup> floor)
- Councilmember Bennett and I met with Chuck Ellison from MBTS on 10/28. Mr. Ellison shared with us a revised Conceptual Site Plan for MBTS. He feels he will be in a position soon to propose same to the Planning & Zoning Commission.
  - I will be hosting a meeting at Town Hall on 11/3 with our neighboring Towns to prepare for the upcoming Mediacom Franchise Renewal Agreement negotiations.

Respectfully submitted,  
Deborah Botchie  
Town Manager