

ADMINISTRATIVE REPORT FOR THE MONTH OF FEBRUARY 2012

➤ **Financial Report YTD FEBRUARY 2012**

- General Funds Balance \$978,433; Restricted Funds Balance \$2,674,699
- General Revenue \$653,709; Budget \$452,946; 144.32% of budget
- General Expenses \$301,393; Budget \$452,946; 66.54% of budget
- Restricted Revenue \$272,800; Budget \$171,066; 159.47% of budget
- Restricted Expenses \$19,126; Budget \$23,068; 82.91% of budget
- Grants/Other Expenses \$15,118; Budget \$19,702; 76.73% of budget
- Total Assets \$3,659,750; Total Liabilities \$22,120

Notes:

- I received our Revenue Sharing Grant reimbursement of \$6,834.13 for Public Safety; however, the amount will be in March's total.
- Transfer tax received in February; \$9,942 – 1 MBTS Home & 4 lots Windhurst Manor
- Eric issued 4 building permits in February; \$3,526 (report attached)

➤ **Administrative Department**

- Richard Goll, Attorney at Law, has opened a new office in the Shoppes of Millville.
- MAC Catering will also be opening a new business in the Shoppes of Millville.
- DelDOT will be opening their construction office also in the Shoppes of Millville.
- The Board of Adjustment will be reviewing an application from Fox Pizza on March 22nd. The applicant is seeking a Special Exception from the C2 Commercial District to expand his business adding a bar and seating.
- The MVG had their organizational meeting on 2/15. The meeting was very well attended and I was pleased with the results.
- Planning & Zoning Commission has completed their review of the C1-C2 Sign Ordinance and recommendations will be forth coming to the Council once a few more items in the current Sign Ordinance has been reviewed.
- Thirty –six "Welcome" to Millville bags have been given out to very happy new property owners.
- We are set up with DELJIS and training will begin March 20th.

Respectfully submitted,
Deborah Botchie
Town Manager