

# Town of Milton

115 Federal St  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)

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May 22, 2015

To: Mayor and Council  
From: Kristy Rogers, Town Clerk  
Re: Administrative May Monthly Report

A handwritten signature in black ink, appearing to be "KR", with a long, sweeping underline that extends to the right.

During the month of May, the Administrative Department, through work of the Town Clerk, Accounting Clerks, and Office Assistant / Receptionist, has completed several tasks pertaining to Lien Certificates (for property settlements), FOIA requests, maintenance of tax and utility accounts, scheduling meetings for Council and Committees, preparation and posting of agendas, assembly of meeting packets, project invoicing, bank reconciliations and review of monthly financial statements, accounts receivable and payable, customer service, various correspondence, posted updates to the Town website, human resource duties, mailings, scanning Town records for archival, drafting of Ordinances and Resolutions, and administrative assistance to other departments and Town Council.

Two project bids were completed in the month of May. The Magnolia Street Sidewalk project was bid for the third time, finally resulting in two bids received on May 19<sup>th</sup>. Town Council will discuss and award the project at the Council meeting on May 26<sup>th</sup>. The Memorial Park Lighting project was placed for bid with a mandatory pre-bid meeting on May 6<sup>th</sup>. There was only two contractors who attended the pre-bid meeting; one bid was received. Next steps will be discussed by Council on June 1<sup>st</sup>.

As discussed and adopted with the six month budget review and amended budget, Greg, John, and I met with ShoreScan to begin the process relating to the scan/archival of wide format plans. The Code and Public Works Department will have training in June, to then implement the scanning and archiving process beginning July 1<sup>st</sup>.

Department supervisors were tasked to begin their draft budgets for fiscal year 2016. A draft budget will be received by Town Council at the Council meeting on July 20<sup>th</sup>.

The new responsive website will "go live" on May 26<sup>th</sup>. It's taken many hours to update the content from the prior website. The menu bar is now located along the top of the page, and organized differently. All content has remained on the website. If there are any questions, please don't hesitate to contact me.

## Upcoming Events:

Milton Farmers' Market every Friday at 3pm  
Summer Concerts in Memorial Park every Wednesday at 7pm  
Movies in the Park will begin June 11<sup>th</sup> at 8:30pm