

# Town of Milton

115 Federal St  
Milton, DE 19968



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

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September 8, 2015

To: Mayor and Council

From: Kristy Rogers, Town Clerk

Re: August Administrative Monthly Report

A handwritten signature in black ink, appearing to be "KRISTY ROGERS", written over the "From:" line of the letterhead.

During the month of August, the Administrative Department, through work of the Town Clerk, Accounting Clerk, 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, preparation and review of monthly financial statements, accounts receivable and payable, customer service and various correspondence, posted updates to the Town website, human resource tasks, mailing of delinquency notices, mailing announcing the amnesty program, scanning Town records for archival, drafting of Ordinances and Resolutions, and administrative assistance to other departments and Town Council.

Two meetings in August and one thus far in September, the Mayor and Town Council members have been discussing the fiscal year 2016 anticipated revenues and budget. Working through each of the revenue and budget line items, several adjustments have been made resulting in a decrease to the proposed 26% tax increase. There will be budget discussions at the regular Town Council meeting September 14<sup>th</sup>, as well as a Town Council meeting on September 21<sup>st</sup>. Budget documents are posted on the Town website after updates are discussed by Council.

In addition to preparing budget documents for Mayor and Council discussion, I assisted in the evaluation of water discrepancy complaints submitted after the second quarter utility billing. The water discrepancy process is initiated when a resident has evidence of a water leak or where water usage has elevated; the discrepancy form and additional documentation must be submitted within 30 days of the original quarterly utility bill. Currently, there still remains a vacancy of an Accounting Clerk. Each day, there are tasks I complete associated with accounts payable, purchase orders, reconciliations, payroll, and other senior accounting tasks. I also joined the meetings of Pennoni Associates and Mr. Collier with regards to the status of the Delaware Coastal Programs grant concentrating on flood mitigation, and the update of the 2010 Comprehensive Plan.

As assigned by Resolution 2015-015, the Personnel Committee has been meeting to accomplish the tasks of recommending to Town Council a hiring process for the Chief of Police, and reviewing the job description and salary. Town Council approved the recommendation from the Personnel Committee to conduct the hiring process utilizing two interview panels consisting of the Delaware Police Chiefs Council, citizens, staff, and Mayor/Council members. The Personnel Committee is continuing in reviewing the job description, determining the criteria for the job posting, and developing interview questions.

The Mayor and Town Council members voted to sell the 112 Federal Street property that was purchased in December 2013. As tasked, I met with several Realtors during the month to receive comparative market analysis reports, so the Mayor and Council may approve a listing agent.

Reminder, on August 3, 2015, Town Council approved a temporary, delinquent account amnesty program. The program allows any person or business with an outstanding tax, utility, and/or miscellaneous accounts receivable balance to pay their total principal balance in full, and accrued penalties (2% per month) and accrued interest (2% per month) will be waived. The amnesty program will expire on September 15, 2015.