

Town of Milton

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October 23, 2015

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

During the month of October, 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 tax delinquency notices and the quarterly utility billing, scanning Town records for archival, drafting of Ordinances and Resolutions, and administrative assistance to other departments and Town Council. To assist in accounts payable and senior accounting tasks, I am pleased to welcome Michelle from By the Book Financial Services Inc.

I represented the Town at a few meetings, such as: Delaware Institute for Local Government Leaders seminar, and the Sussex County Associations of Towns – Steering Committee. During the Local Government Leaders seminar, it was very informative to be made aware of the in-depth State budgeting process, methods for effective lobbying, and recent legislation that impacts local governments, such as Board of Adjustment decisions, municipal firearm legislation, court decisions relating to municipal fees, and the U.S. Supreme Court decision relating to Town signage. Discussed during the Steering Committee meeting was House Bill 200, which amends Delaware Code relating to accessible parking spaces (ADA). The House Bill was released from the House Committee in June and may be worked on when the General Assembly returns to session in January. This Bill has an impact on local governments and the business community. If passed as written, the House Bill will require local governments to revise Ordinances, establish an inspection and permitting process to govern accessible parking, and bring non-compliant parking spaces into compliance within 3 years. For anyone interested, I have a copy of the draft Bill.

The Personnel Committee met twice in the month of October to continue its tasks relating to the Chief of Police hiring process. A Chief of Police position advertisement, job description and application were recommended to Town Council on October 19th. The Committee also discussed the Town Manager hiring process and police offer retention.

In efforts of making Milton a bicycle friendly community, I submitted a grant application to the Delaware Bicycle Council. Cycling has proven to be an opportunity that helps local economies grow; inadequate infrastructure is the most challenging obstacle to creating a bicycle friendly community. If awarded funding assistance, the Delaware Bicycle Council will provide assistance towards initiating projects to improve cycling infrastructure. If the project is then determined to be feasible, then another process would begin for design and construction. Additional funds would be needed to move forward with design and construction.