

Town of Milton

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January 26, 2016

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

During the month of January, the Administrative Department, through work of the Town Clerk, Accounting Clerk, and Office Assistant / Receptionist, and Accounts Payable Assistant, 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, preparation and mailing of utility bills, scanning Town records for archival, preparing meeting minutes, drafting of Ordinances and Resolutions, and administrative assistance to other departments and Town Council.

Update on the 2016 Annual Municipal Election: The Solicitation of Candidates period expired on January 4th. There are 3 declared candidates for Mayor and 5 declared candidates for the two Councilmember seats. Voter registration guidelines are posted on the Town website, www.milton.delaware.gov. If you are not registered to vote with the Town of Milton, the deadline to register to vote is Thursday, February 4th. A resident must be registered to vote with the Town of Milton. The 2016 Municipal Election will be held on Saturday, March 5, 2016, from 8am until 6pm at Milton Town Hall. The Board of Election meets on Monday, February 1st, to certify the candidates and election ballot.

Update on the vacant Public Works Operator I position: To conclude the interview/hiring process, background and reference checks were completed. A job offer was extended to the top candidate; the offer was accepted. I welcome Mr. Christopher Parsons to the Public Works team.

Update on the Chief of Police hiring: Interviews were conducted on January 8th and 11th. Each applicant that was selected for an interview, was interviewed by two panels. Each panel member scored/ranked the candidates. The Personnel Committee will be reviewing the ranking of the candidates' interview scores, in combination with the candidates' applications, job description, and criteria approved as qualifications of the position. Once prepared, the Personnel Committee will then make a recommendation to the Town Council.

Update of the 2015 Fiscal Year Financial Audit: Preliminary reports were received and reviewed by Councilman Cote' and me. The reports indicate that Milton's Financial records and controls are in compliance with *Generally Accepted Accounting Principles* and *Government Auditing Standards*. A presentation from the auditors has been scheduled for February 15th during the Town Council meeting.