

TOWN MANAGER'S REPORT
December 3, 2013 – January 8, 2014

➤ **Financial Report YTD 2014**

- Unrestricted General Funds Balance \$2,013,977; Restricted Funds Balance \$3,507,598
- General Revenue \$876,713; Budget \$626,063; 140.04% of budget
- General Expenses \$276,033; Budget \$626,063; 44.09% of budget
- Restricted Revenue \$352,059; Budget \$319,437; 110.21% of budget
- Restricted Expenses \$8,398; Budget \$252,713; 3.32% of budget
- Grants/Other Expenses \$26,729; Budget \$38,136; 70.09% of budget
- Total Assets \$5,530,914; Total Liabilities \$25,807

Notes:

- Transfer tax received in December (gross) \$32,030; 3 MBTS, 3 Bishop's Landing, 1 Creekside resale.
- Eric issued five (5) building permits in December totaling \$5,320.

➤ **Administration**

1. December 4th; I met with Kenneth Cimino, Construction Manager for AECOM. This company was hired by DelDOT to manage and oversee the SR26 construction. Mr. Cimino has set up meetings with the emergency service companies that will be impacted by the SR26 project. I will be an attendee and a meeting is scheduled for Friday, January 10th. I also requested display boards that show a rendering of what SR26 will look like once the construction has been completed. Those display boards were delivered January 8, 2014 and are in the Council Chambers.
2. December 4th; Mayor Hocker, Councilmember Kent and I attended the Christmas SCAT dinner which was held at Victoria's Restaurant in Rehoboth.
3. December 9th; The Planning & Zoning Commission (P&Z) met to review for the second time, a preliminary site plan submitted by Dickens Parlour Theatre, LLC, located at 35715 Atlantic Avenue, Millville, tax map parcel #134-12.00-282.00, to build an addition to the existing facility; approximately 1600 sq. ft. The P&Z voted to approve the preliminary site plan and recommends the Town Council approve the final site plan.
4. December 12th; The staff and volunteers who work in the office and Linda Kent, Chairperson of the MVG, held their luncheon and Christmas gift exchange at the Town Hall.
5. December 17th; The staff and I enjoyed a wonderful dinner at the Blue Coast Grill. We gratefully thank the Mayor and Council for approving this appreciation dinner and also for your continued support in our efforts to keep the Town running smoothly as possible.
6. December 18th; The Employee Salary & Benefits committee met and held an executive session to discuss personnel matters in which the names, competency, qualifications and abilities of individual employees. The committee will be meeting again in the next few weeks.

Respectfully submitted,
Deborah Botchie
Town Manager