

ADMINISTRATIVE REPORT FOR THE MONTH OF JANUARY 2013

➤ **Financial Report YTD 2013**

- General Funds Balance \$1,320,092; Restricted Funds Balance \$3,098,538
- General Revenue \$697,331; Budget \$455,139; 153.21% of budget
- General Expenses \$311,547; Budget \$455,139; 68.45% of budget
- Restricted Revenue \$347,025; Budget \$141,074; 245.99% of budget
- Restricted Expenses \$4,849; Budget \$255,311; 1.90% of budget
- Grants/Other Expenses \$25,979; Budget \$26,440; 98.26% of budget
- Total Assets \$4,434,896; Total Liabilities \$25,483

Notes:

- Transfer tax received in January (gross) \$19,282 (Windhurst Manor 4 lots only; Woodcrest 1; MBTS 2; Coventry 1; Creekside 1 resale.
- Eric issued 10 building permits in January; \$20,639 (report attached)

➤ **Administrative Department**

- January 9th, Deputy Mayor Subity, Secretary Gordon and me attended the SCAT meeting held at the Baywoods Country Club. The speakers were Jamie Turner, DEMA and Joe Thomas, Sussex County Emergency Operations Center. The gentlemen gave a re-cap of Hurricane Sandy and commented on how some procedures needed improvement which they will continue to work with other State and County agencies as well as the Towns.
- January 24th, Councilman Kent, Eric Evans and Matt Amerling attended the DLLG in Dover. The speaker was Adria B. Martinelli, Esq., attorney with Young, Conaway, Stargatt & Taylor, and LLP. Ms. Martinelli discussed the best practices for conducting public meetings in compliance with Delaware's Freedom of Information Act. Attention was given to the process for conducting open and executive sessions, maintain minutes and records, and issuing notice and agenda for public meetings.
- Kyle Gulbranson, URS, is finalizing the material for the upcoming training session for Town Council members, Planning & Zoning commissioners, Board of Adjustment members, and pertinent Town staff. Dates will be forthcoming.
- Town staff is collecting data for the FY14 budget. Should Council have any items they wish to address, please send the information to me.

Respectfully submitted,
Deborah Botchie
Town Manager