

TOWN MANAGER'S REPORT
November 5, 2013 – December 3, 2013

➤ **Financial Report YTD 2013**

- Unrestricted General Funds Balance \$2,036,782; Restricted Funds Balance \$3,371,801
- General Revenue \$863,295; Budget \$626,063; 137.89% of budget
- General Expenses \$237,196; Budget \$626,063; 37.89% of budget
- Restricted Revenue \$319,067; Budget \$319,437; 99.88% of budget
- Restricted Expenses \$1,195; Budget \$252,713; 0.47% of budget
- Grants/Other Expenses \$25,462; Budget \$38,136; 66.77% of budget
- Total Assets \$5,420,163; Total Liabilities \$23,038

Notes:

- Transfer tax received in November (gross) \$26,977; 3 MBTS, 1 Coventry, 2 Bishop's Landing

➤ **Administration**

1. The Planning & Zoning Commission (P&Z) met on November 18th to review a preliminary site plan submitted by Richard Bloch of Dickens Parlour Theatre, to build an addition to the existing facility. The commission voted the site plan be corrected and a checklist is to be performed against the design standards. The P&Z will review the site plan December 9th.
2. The Holiday Market scheduled for Saturday, December 7th will have 20 vendors in attendance. Food will be provided by the IRHS JROTC and the IRHS Cross Country Boosters. We will have several elves passing out ornament kits for the kiddies. A trooper from the Delaware State Police will also be on RT 26. The MVG will also be collecting non-perishable food items to be delivered to the Delaware Food Bank
3. November 8th; representatives from the Town and URS Corp met with the Millville by the Sea team to discuss and review a preliminary concept plan for the master planned community. More information will be provided once I receive an application for Council to review.
4. November 14th; Councilman Kent and I attended a class at the University of Delaware in Dover regarding "Takings". Also this date, Councilman Kent joined me at the quarterly City Managers of Delaware Association meeting. I was appointed Treasurer of the organization.
5. December 2nd; Councilmembers Gordon and Kent met with Mr. Abbott of Delaware Electric Signal regarding the fire and security systems for the Town Hall, to get a better understanding of process with the State Fire Marshal's office.
6. I'm meeting with Ken Cimino, a new representative from DelDOT today who has been assigned to the SR26 Mainline Project. DelDOT did host a public hearing on October 15th at the South Coastal Library in preparation of the SR26 Mainline Project.
7. I'm currently in the process of reviewing the FY14 budget for our 6 month review. I'll be meeting with Treasurer Joan Bennett in the near future for finalization prior to Council's review.
8. The Town Staff and Office Volunteers will be having a Christmas luncheon and gift exchange on Thursday, December 12th at the Town Hall during regular lunch time 12 till 1.

9. The Town Staff's Christmas appreciation dinner will be held on Monday, December 17th at the Blue Coast Grill.

10. The Town office has received many calls, emails and visits from residents and non-residents stating how nice the Town Hall looks with the new Christmas decorations.

Respectfully submitted,
Deborah Botchie Town Manager