

**TOWN MANAGER'S REPORT**  
**DECEMBER 2019**

➤ **Financial Report YTD FY20**

- Unrestricted General Funds Balance \$6,655,101; Restricted Funds Balance \$5,402,657
- General Revenue \$1,380,042; Budget \$1,179,480; 117.00% of budget
- General Expenses \$462,986; Budget \$1,179,480; 39.25% budget
- Restricted Revenue \$1,026,600; Budget \$614,877; 166.96% of budget
- Transfer Tax Expenses \$679,433; Budget \$2,587,334; 26.26% of budget
- Grants/Other Expenses \$133,934; Budget \$119,924; 111.68% of budget
- Total Cash Assets \$12,084,055; Total Cash Liabilities \$123,895

➤ **Administration**

- Town Clerk Matt Amerling has finished the gargantuan task of scanning all important documents associated with a tax parcel - including the deed(s), the certificate(s) of occupancy, the certificate(s) of completion, and all building permits from 2010 to today - into the Edmunds database system individually. He went through every individual property folder and through each individual paper to see what could be destroyed, scanned and/or kept. He also cleaned out all unnecessary, repetitive papers from the files. A big thanks goes to Matt on completing this task and making records all the more easily accessible electronically!
- The supplemental property tax billing will go out next week.

➤ **Planning and Zoning Commission**

- The P&Z Commission met on Thursday, January 9th to review the following application:
  1. A preliminary site plan submitted by Ocean Atlantic Companies, LLC, located on the Northwest Side of Roxana Road; Tax Map Parcel #134-15.00-93.01; 32.750+/- acres; zoned Master Planned Community, to construct a 216-apartment unit complex. P&Z voted 4-0 recommending the Town Council to approve with a ten percent (10%) reduction in parking.

Attached are the following reports:

1. Crime Mapping for October
2. Delaware State Police Patrols
3. Code & Building Department Reports

Respectfully submitted,  
Deborah Botchie  
Town Manager