



TOWN MANAGER'S REPORT **December 2023**

Town Projects Status

Millville Zip Code: I was notified on Dec 27th by the USPS that they needed a little more information on the West Villages that have been approved in Millville by the Sea.

Administration

Our new Finance Administrator, Will Mumford, began work on Monday, December 18th. We are continuing to utilize our subcontractor to get Will acclimated to our finance software and payroll software.

Liz Kain-Bolen, Park, and Recreation Administrator will be moving into the Town Hall building. We feel there is too much of a disconnect with her being alone at the community center.

Upcoming in January, February, March 2024

- Anna Scarola preparing for the Supplemental Tax Billing for FY24.
- Will Mumford working on the Budget vs. Actuals as we need to amend some line items in the FY23 Budget.
- I am in the first stages of preparing the required notices regarding the expiration of terms for 2 Council seats.
- I will begin due diligence on the upcoming FY25 Budget.
- Employee Job Performance Appraisals.

(At the time of drafting this report, I did not receive any reports from the Delaware State Police and the Millville Volunteer Fire Company.)

Respectfully submitted,
Deborah Botchie
Town Manager