

TOWN MANAGER'S REPORT
NOVEMBER/EARLY DECEMBER 2016

➤ **Financial Report YTD 2016**

- Unrestricted General Funds Balance \$4,312,612.00; Restricted Funds Balance \$4,702,032.00
- General Revenue \$1,004,403.00; Budget \$862,064.00; 116.51% of budget
- General Expenses \$322,912.00; Budget \$862,064.00; 37.46% of budget
- Restricted Revenue \$911,387.00; Budget \$530,217.00; 171.89% of budget
- Transfer Tax Expenses \$716,290.00; Budget \$3,162,166.00; 22.65% of budget
- Grants/Other Expenses \$20,295.00; Budget \$26,861.00; 75.56% of budget
- Total Cash Assets \$9,027,189.00; Total Cash Liabilities \$47,300.00

➤ **Administration**

On October 11, 2016, Council approved an investment plan proposed by Mr. Steve Dunn from WSFS, to open four (4) certificates of deposit (CD). I've attached a spreadsheet of all CD's that were opened or transferred during this fiscal year. I failed to share this in my October report.

November 16th, the volunteers hosted a fabulous luncheon for the staff.

November 29th, a progress meeting was held with GMB, Harkins Construction, Mayor, Deputy Mayor, Eric and myself. The construction on the new addition is going very well. At this point, we're head of the game with the cost/budget, as well as on schedule.

November 22nd, Planning & Zoning Committee reviewed a revised concept plan on the previously approved final site plan for Dove's Landing. Minutes from that meeting are in your packet.

December 3rd, the Millville 4th Annual Holiday Market seemed to be a success with 29 vendors, and we heard nothing but compliments from vendors and patrons alike!

December 5th, Secretary Valerie Faden, Kyle Gulbranson of AECOM, Seth Thompson Town Solicitor, Connie Holland, Director of the Office of State Planning (OSP), Dorothy Morris Town's Circuit Rider Office of State Planning, Janell Cornwell, Planning Director, Sussex County, and Charlie McMullen Town Administrative Official Town of Ocean View, met to discuss the split parcels in which the property boundary line is shared by Millville and Sussex County. The purpose of the meeting was to determine the best process for cleaning up the Town's boundary and to determine the best process for incorporating split parcels either completely within the Town or Sussex County. The meeting was very productive. A process was agreed upon to solve the split parcel problem. The Town, Sussex County and Ocean view will review the list of split parcels to determine if any mapping errors exist. If the issue is simply a mapping error, Town maps will be corrected. For parcels that are truly split, the Town will contact the property owner to inform them of the situation, and to gather their support for their parcel being completely within the Town limits. Once a listing of parcels agreeable to being fully incorporated within the Town is developed, the Town will submit a Comprehensive Plan Map Amendment reflecting the new Town boundary to the OSP for review through the PLUS process. Once approved Town Council will hold a public hearing to

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formally adopt the new Town map. The OSP also suggested the Town develop incentives for parcel owners to help entice property owners to want to become part of Millville. These could be in the form of deferred taxes etc. The Town can also clarify any boundary or mapping issues with the Town of Ocean View through this map amendment process.

Planning & Zoning Committee will be meeting on January 4, 2017, to review a revised conceptual site plan for Phase 5 in Bishop's Landing. The applicant is requesting a revision to the previously approved final site plan for Phase 5, which consists of 53 units of 28' wide townhomes, also referred to as Beach Villas. The applicant is requesting to change to 27 units that are 28' wide and 18 units that are 40' wide for a total of 45 units. This would be a reduction of 8 units.

Town Council will be reviewing the final site plan for Millville by the Sea - Sea Star Village Section 2, at a public hearing on the regularly scheduled meeting night, January 10, 2017.

Attached is the Crime Mapping report from the Delaware State Police website for November.

Respectfully submitted,
Deborah Botchie
Town Manager