

TOWN MANAGER'S REPORT
MAY 2019

➤ **Financial Report YTD FY20**

- Unrestricted General Funds Balance \$5,998,390; Restricted Funds Balance \$5,259,610
- General Revenue \$291,239; Budget \$1,179,480; 24.69% of budget
- General Expenses \$49,306; Budget \$1,179,480; 4.18% budget
- Restricted Revenue \$101,593; Budget \$614,876; 16.52% of budget
- Transfer Tax Expenses \$7,374; Budget \$2,587,334; 0.29% of budget
- Grants/Other Expenses \$0; Budget \$119,924; 0.00% of budget
- Total Cash Assets \$481,710; Total Cash Liabilities \$103,709

➤ **Administration**

- Our financial software company, Edmund & Associates, had a representative here for training on our new Code & Permitting module. Lisa, Robin, and Eric spent 3 days with the representative and all felt that the new module was user friendly as well as being very beneficial to the Code & Building Department. I've been shown how this software will work for the Town and I'm very impressed. Lisa has also had on-line training for the new Escrow module and she is very pleased with this software as well. Both new modules will help expedite the necessary paperwork to perform their duties.
- Matt has taken on a very tedious task for me. The Property Tax financial software now allows us to scan all important documents associated with a tax parcel into the system. Documents include the deed, the certificate(s) of occupancy, the certificate(s) of completion, and all building permits from 2010 to today. All physical copies of building permits are kept in the corresponding property folder(s). He goes through every individual property folder and goes through each paper to see what can be destroyed, scanned and/or kept. Also, while he is doing this, he is cleaning out all unnecessary, repetitive papers from the files. When scanning documents, Matt scans each deed, certificate, building permit individually - giving each a name - and saving it to the Edmunds database. This is a job he does in addition to his other duties when he has any downtime.
- Councilmembers Ron Belinko and Peter Michel, Planning & Zoning Commissioner Marshal Gevinson, Eric Evans, and myself, attended the University of Delaware Institute for Public Administration training program on May 3rd for "Introduction to Real Estate Development for Local Governments." The program introduced local government officials to the Real Estate Development process from the Developer's perspective. The program was very informative.
- I've received the Office of State Planning & Coordination (OSPC) Preliminary Land Use Services (PLUS) comments on the 2019 Municipal Comprehensive Plan. Comments are minor in nature and Debbie Pfeil of KCI will be addressing those comments and submit back to the OSPC.

➤ **Planning & Zoning Commission**

- The commission met on Thursday, May 9, 2019 to review, discuss and vote on possible recommendation to the Town Council on the following:

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1. A subdivision preliminary plan submitted by Miken Builders, for the subdivision on one parcel located on Tax Map Parcel 134-12.00-419.01, to separate the Collins house from the rest of the Southern Landing parcel. The commission recommended to the Town Council to approve the final subdivision site plan.
2. A revision to the Millville by the Sea master plan submitted by Civil Engineering Associates, LLC on behalf of Millville Town Center, LLC, to change 3.86 acres in area 2 and 6.4 acres in area 3 from Residential to Commercial B Town Center, located at Tax Map Parcel 134-15.00-93.01. However, we found prior to the meeting that there was a discrepancy in the acreage listed on the application vs. the actual site plan. The Commission is recommending the Town Council approve this application with the condition the correct acreage is represented on both the application and site plan.
- The commission met on Thursday, May 23, 2019, to review and discuss a concept site plan submitted by Ocean Atlantic Companies, LLC, located on the Northwest Side of Roxana Road zoned Master Planned Community. The proposed project will be for 216 Apartment Units and a 220,245 square foot Assisted Living Facility. The applicant has already completed the required review by the Office of State Planning & Coordination.

Mr. Preston Schell and Mr. Greg Tobias, the applicants, did a power-point presentation showing the commission and attendees their current apartment complexes and assisted living facilities. The commission was impressed with the proposed products and the applicant will now start preparing the preliminary site plan for the commission's review.

- The commission will meet on Thursday, June 13, 2019 at 7 p.m. to review a Conditional Use application submitted by LandTech, LLC on behalf of JIIS Management, LLC, for the Beaches Car Wash. The applicant is requesting a Conditional Use for an automated express car wash.

Attached is the following report:

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

Respectfully submitted,
Deborah Botchie
Town Manager