

**TOWN MANAGER'S REPORT**  
**FOR THE MARCH 8, 2016 TOWN COUNCIL MEETING**

➤ **FY17 Operating and Capital Budgets**

Staff has not received any recent changes that should be reflected in Draft #3. At the request of Mayor Curran and Council Member Olsen, the Finance Director, Lee Brubaker, will provide council with the impact of removing Transfer Fees from the budget from the current \$25,000 to \$50,000 and \$75,000. The Budget Ordinances will be introduced this evening.

➤ **RFP for Auditing Services**

The Town solicited bids for a three year contract for auditing services. Four bids were opened on January 29, 2016. The bids were reviewed and a recommendation to award a contract in on tonight's agenda.

➤ **Panasonic Copiers**

Lord Baltimore School has picked-up the two copiers and extends their gratitude for the donation of the copiers.

➤ **Homecoming Festival - Saturday, May 14, 2016**

To date the following companies have agreed to provide a sponsorships for the Homecoming Event:

Fulton Bank  
Morris James  
Lyons Insurance Company  
Sussex County Council

To date we have 10 crafters/vendors signed up to participate. A meeting will be scheduled in the near future with the OVHS to discuss their planned activities for the festival.

➤ **Commercial Insurance Package for the Town**

Applications for the commercial insurance package have been completed and returned to Lyons Insurance. Lyons will market the insurance package to various carriers and provide the rates to the Town. The insurance renews on May 7, 2016.

➤ **Employee Manual**

The new employee manual is very close to be finalized. Lee Brubaker and I have provided our final comments to Diane Campanile, Director of Human Capital Management with Lyons Insurance Company. After these edits have been completed the new manual will be given to each Department Head for comments. At the appropriate time the manual will be reviewed by the Town Solicitor's office before it comes to council for adoption.

➤ **Other**

Attended the Valor Award Luncheon at the Den at Bear Trap Dunes on 02/19/16.  
Attended the SCAT Dinner meeting on March 2, 2016.