

**TOWN MANAGER'S REPORT**  
**FOR THE OCTOBER 11, 2016 TOWN COUNCIL MEETING**

◆ **PKS & Company, P.A.**

The FY2016 audit report has been completed. A presentation will be made by representatives from PKS & Company, P.A. to council members at the October meeting.

◆ **Millville Volunteer Fire Company – Ambulance Fee**

A third meeting was held on October 4th at the Millville Fire Company. Representatives from Millville Volunteer Fire Company and Ocean View discussed and revised the draft agreement. The draft has been reviewed by Dennis Schrader and will appear on the October agenda.

◆ **DeLea Founders Insurance Trust**

On September 15<sup>th</sup> the Finance Director and I attended the quarterly DFIT meeting. The Town was presented with a check in the amount of \$15,012 which represents a return in premiums for the 2013-2014 policy year.

Safety National announced a new program which has been created for Law Enforcement & EMS, Safety: Emergency Responder Vehicle Education. The new program will be offered free to all members of the DFIT program with the goal to reduce on the job injuries. Statistics show that at least 50% of all workers compensation claims involve first responders.

◆ **Osher Life Long Learning Institute**

On September 14<sup>th</sup>, I will meet with the Program Director, Anna Mosher, to discuss the renewal of Osher's lease with the Town which will expire on May 31, 2017. It is their desire to renew the lease for an additional three years.

◆ **Five Year Full Reassessment of Property Values**

Sec. 3.112 (A) 1 of the Charter provides that a full reassessment be done every 5 years. The last assessment was done by PTA/Delval, Inc. (PTA) in 2011/2012 and the new values were used for the FY13 property tax bills. Next spring we will bill for FY18 property taxes so it is time to go through a full reassessment again.

The Town only had one response to the 2011 RFP and we suspect that PTA is the only company that provides this type of service. PTA was selected by Rehoboth Beach in 2013 when it did its first city-wide reassessment since 1968. PTA also does the work for many other Sussex County municipalities including Bethany Beach, Seaford, and Milton.

Procurement rules governing professional services are as follows:

- If the professional services contract is expected to be in excess of \$7,500, Sec. 6.102 of the Charter governs. This section provides that all we'd need to do is to "advertise the intention to negotiate for such professional services" and then have a contract "negotiated by the Town Manager or the Council".
- The Town's process is similar to Chapter 5.6 "Professional Service Contracts" in the Delaware OMB procurement policy.

We have checked with the Town Solicitor who has indicated that it would be appropriate for us to simply announce our intention to negotiate for assessment services by way of a Public Notice in the local newspaper.

The expense for the reassessment project in the amount of \$120,000 has been provided for in the FY17 Operating Budget.

◆ **Halloween**

Trick or treat will be held on Monday, October 31<sup>st</sup> from 6:00 pm until 8 pm. Residents who wish to participate in handing out treats should turn their porch lights on during these hours.

◆ **Upcoming Town Events**

Cops and Goblins – Sunday, October 30<sup>th</sup> 1:00pm – 4:00pm

Holiday in the Park – Saturday, December 10<sup>th</sup> – 3:00pm – 5:00pm