

TOWN MANAGER'S REPORT
FOR THE NOVEMBER 13, 2018 TOWN COUNCIL MEETING

◆ **Tree City USA**

The application for the Town to receive their 2018 Tree City USA designation has been completed and submitted. The Town has retained this designation for eleven years.

◆ **Holiday Lighting**

The holiday lighting is being installed and expected to be completed by Thanksgiving Day.

Holiday Staff and Volunteer Luncheon

The holiday luncheon for the staff and volunteers will take place on Friday, December 14, 2018 from noon until 2:00 pm at The Den @ Bear Trap Dunes.

◆ **Holiday in the Park**

Holiday in the Park will not take place this year. Last year it was cancelled due to snow and this year, I believe my remaining time working with the Town would be better spent on getting as much work completed for the FY2020 budget.

◆ **Bear Trap Dunes Curb Painting Project**

Because it was necessary to obtain sealed bids for this project, it got off to a very late start. All prep work should be completed by the end of this month weather permitting with painting planned for December. If the temperatures fall below 50 degrees, painting will have to be postponed until the Spring.

◆ **FY2020 Operating and 5-Year Capital Budget**

- ◆ The budget timeline will be presented at the December Town Council meeting.
- ◆ Budget worksheets will be distributed to Department Heads by Thanksgiving Day.
- ◆ Sandra Peck, the Town's former Finance Director, has updated the budget model by putting in the 2018 audit amounts. It is now ready for our new Finance Director, Dawn Parks, to input the FY2020 budget amounts.
- ◆ Kercher Engineering is updating the 2014 Paving Management Report.
- ◆ I have reached out to Bob Wheatley with the Whayland Group regarding updating the 2015 Reserve Study. Ordinance 213 requires that it to be updated every five years. While the update could wait for one more year, I believe it would be easier and quicker for me to provide the updates that have occurred over the past five years to the Reserve Specialist.
- ◆ The Planning & Zoning Department will be undergoing a reorganization in 2019. Debbie Karwacki, the current Administrative Assistant, will be retiring at the end of March. Jessica Hommel-Snader, current Office Coordinator, will be replacing Debbie. The Office Coordinator's position will be advertised as a Receptionist and changed to a Grade 3. The Director of Planning and Zoning has prepared new Job Questionnaires for the Code Compliance Officer and Assistant to the Director of Planning and Zoning. Current salaries for this department total \$282,000. With some salary adjustments and downgrading one position the total salaries would be reduced to approximately \$275,500.
- ◆ It is time for the bi-annual Compensation Survey to be updated. The last one was completed in 2016. We just received a copy of a Salary Survey from Rehoboth Beach completed by the Segal Waters Consulting. However, the participants include municipalities from all over the State, Sussex County Government, State Employees and Ocean City, Md. Council needs to compile a list of those municipalities they wish to include in Ocean View's Survey.
- ◆ Depending how quickly some of the above reports can be completed, it might be worth considering a budget workshop in November or December to begin budget discussions sooner rather than later.