

TOWN MANAGER'S REPORT
FOR THE DECEMBER 11, 2018 TOWN COUNCIL MEETING

◆ **Reassessment Project**

On Friday, November 30th, a meeting was held with Georgianna Trietley and Janet Parks of Appraisal Services Ms. Trietley was provided with the following:

- 1 A flash drive containing assessment cards for all properties within the Town;
- 2 An excel spreadsheet containing the last full assessment of all parcels that was completed in December 2017 and used for the FY18 tax bills,
- 3 A list of all new homes and completed improvements through October 2018,
4. A login to ShoreScan for the purpose of reviewing permits and plans,
- 5 ID badges that must be worn when performing onsite inspections.

A public notice has been prepared and will appear in the Coastal Point on December 7th and 14th advising residents that this project will begin and field inspectors will need access to several properties for the purpose of assessing new values

We have notified our software vendor of the Town's decision to "reverse" the FY19 tax billing, remove the Sussex County assessment values, add new assessment values for FY19 and then "rebill" the FY19 taxes all before April 30, 2019 so that a Budget Amendment can be prepared for FY19.

We will also use these values to bill FY20 tax bills in May 2019 (with any updates to property values that have occurred since April 30, 2018)

We have asked our software vendor, Edmunds, for their assistance to do the following:

1. Reverse the FY19 tax billing that was done on 05/17/2018,
2. Remove the existing Sussex County assessment information from the property tax records,
3. Replace the assessment information with new assessed values from Appraisal Services once it is received in February 2019;
- 4 Rebill new FY19 tax bills in April 2019,
5. Bill FY20 tax bills in May 2019 (using the same assessment information as #3 above plus any updates Appraisal Services provides for the period May 1, 2018 – October 31, 2018

We want the cleanest, easiest way to accomplish these goals while keeping both fiscal year's data separate – both for our property owners as well as for all the banks to whom we will need to provide tax information to for both FY19 and FY20

We plan to print two (2) separate tax bills, one for each fiscal year, this is to keep billings clear for our property owners, mortgage/escrowing banks as well as our auditors.

We are waiting for a response from Edmunds to let us know how long it may take to accomplish Steps 1 – 3 above

◆ **Pre-Construction Services for the Exterior Restoration of the Melson Building**

In August, EDiS Company provided the Town with a proposal for preconstruction services of the Melson Building The scope of services included the following

Preparation of bidding documents,
Review of the design documents for constructability;
A pre-bid meeting;
Procurement & Cost Control to include
 > Prepare scope of work,

- Marketing the project to bidders,
- Scope Review Meeting,
- Recommendation of trade contractor.

The proposed price for the work outlined above is \$7,000. Design services are not included in this proposal. Council has previously stated they no longer wish to continue working with EDIS Company

The Whayland Consulting Group has reviewed the scope of work above and will do what EDIS has proposed for \$5,000. Mr. Wheatley has also reviewed the Exterior Assessment Report prepared by TBS and is asking the council to consider letting him help by serving as an Owner's Representative and getting the design documents that the bidders are going to need in order to bid Mr Wheatley knows someone locally that he has worked with before who specializes in developing solutions for these types of construction defects and would like to discuss this further with council I would suggest that Mr Wheatley be invited to the January Budget Workshop to discuss the scope of this work in more detail