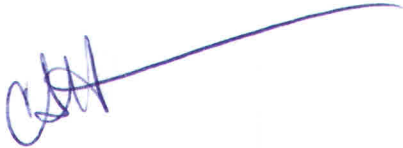


**TOWN OF OCEAN VIEW**  
**DELAWARE**

March 7, 2019

TO: Honorable Mayor and Council

FROM: Carol S. Houck, Town Manager 

SUBJECT: Town Manager Report for the Council Meeting of March 12, 2019

It is my pleasure to provide you with information related to the activities of the Town and my engagements during the past month:

We have continued to fine tune our FY2020 Budget figures based on additional feedback received from Council at the Budget Workshop of February 26. Where applicable the Budget draft has been updated and represented in the Draft 2 document to be provided for your meeting of March 12, 2019. The remaining timeline for the FY2020 Budget review follows:

**Tuesday, March 12** – FY2020 Budget Workshop - 6:00p.m. Followed by the Regular Town Council Meeting (and Introduction of FY2020 Budget Ordinances) - 7:00p.m.

**Tuesday, March 26** – Council Workshop on Budget (Review/Possible Amendments for Operating, Capital and Water Budgets) - 6:00p.m.

**Tuesday, April 9** – Regular Town Council Meeting – Tentative Adoption of Budget Ordinances for the FY2020 Operating, Capital and Water Budgets - 7:00p.m. (Tentative Approval of the FY2020 Budget)

Building Envelop and Roof Updates (201 Central Ave):

Since my last report we have had no further roof leaks. We will continue to monitor this and engage the roofer and or the consultant EDIS that oversaw the project as necessary.

I am currently awaiting proposals for (1) performing an explorative (invasive) evaluation of our Building envelope that will (2) allow for the development of a proper Request for Proposals for the ultimate repairs. These proposals will be received of a construction defects expert recommended by the Towns consultant Mr. Wheatley of Wayland Consulting Group. I will bring the full plan of action forward for Council support in the weeks ahead.

Comprehensive Plan 2020 Update

I attended the kick-off meeting of our Comprehensive Planning Update with Planning and Development Director Ken Cimino, Finance Manager Dawn Parks and all other Planning and Development team members. The meeting was led by our consulting firm AECOM. More

information and sharing of our timeline for the process and public engagements will be shared as the engagement progresses.

#### Pavilion Post Repairs

Public Works staff will perform maintenance to several poles of the picnic table pavilion and grill pavilion in advance to an overall plan of action to address drainage around these structures and ensure all efforts made address all issues for the long term.

#### Safest Place to Live in Delaware – Ocean View!

An independent review based on crime data of cities in Delaware recently named Ocean View as the Safest Place to live in the state. I commend Chief McLaughlin and the dedicated members of our Police Department for their efforts on behalf of our community.

#### Chamber Valor Awards Ceremony – Corporal Hopkins Valor Award Recipient

I had the privilege of participating in the luncheon and ceremony that recognizes high achieving members of Sussex County Police, EMS and Fire Departments for acts of valor in the line of duty or in bettering their department or field of work. The overall 2019 Valor Award was announced at the luncheon honoring Ocean View Corporal Hopkins for his dedication to training for K9 handlers across the state, including fund raising efforts. Cheers to Corporal Hopkins for a job well done!

#### Phone System/Computers/Server

We continue to evaluate our options associated with the replacement of our phone systems. One goal will be to update equipment and streamline connectivity between the Police Department and our Administrative Offices on the second floor. Currently we are supporting two different systems.

We have satisfactorily transferred our backup and IT support to a new firm and we're receiving improved response to inquiries, getting confirmation of our backups and system alerts, and have completed a staff user computer/system evaluation that supports a proactive replacement plan.

SCAT - The June 5, 2019 Sussex County Associations of Towns (SCAT) dinner meeting will be hosted by Ocean View. Bear Trap Dunes Meeting facility has been reserved for the venue and Ann Grunert, Executive Director of Special Olympics Delaware will present an overview of the organization and its activities with the assistance of at least one Special Olympics athlete who will share their experience. I had earlier noted Secretary Coupe however there was a conflict with the date.

#### Assessment Update

Informal Appeals are underway at this time. As of writing there were approximately 13 informal appeals being addressed. Informal appeals will continue through March 10<sup>th</sup>. Formal Appeals

(those not addressed or concluded through the informal process) will be scheduled between March 15<sup>th</sup> and 20<sup>th</sup>, with all Appeals concluded by March 31, 2019. **Of special note, an additional Board of Assessment Member needs to be appointed by Council.**

#### Mosquito Spraying

We have submitted the required documents to the State of Delaware regarding spraying for mosquito's this spring and summer. No dates have been provided at this time.

#### HVAC Replacement

The air conditioners and furnace at 201 Central failed last season and we are in the process of obtaining quotes for their replacement.

#### FY2019 Audit

Our Fiscal year 2019 Audit has been kicked off with initial meetings between myself and the Finance Director and the Audit team taking place. The auditor was also previously engaged to gather data to compile a salary study on our behalf. This is something the Town intends to complete every two years. I expect to have the information in the weeks ahead and will evaluate it and share with Council any thoughts.

#### FY2020 Community Events

Efforts continue to fully identify dates and activities to be offered our community in the coming Fiscal year. The activities will align with that discussed during our budget workshops with items of significant change being shared as necessary. Goal will be to finalize specifics in time share it in our next newsletter which is mailed to every resident.

#### Wheelchair Swing

We have been approached by the South Sussex Rotary regarding their provision of a wheelchair swing for the John West Park playground. A meeting at the site to evaluate options and path forward is planned. I will follow-up on this as more information is known.

I have attended the following meetings/events representing the Town of Ocean View:

February 12	Town Council meeting
12	Retirement Luncheon for Town Manager Dianne Vogel
13	Meeting with Legal Shield/Identity Shield Reps.
14	City Manager's Association of Delaware Meeting
15	Phone System Vendor Meeting
20	Nationwide 457 Representative – Town Benefits
21	Auditor meeting – FY2019 Audit
21	Planning and Zoning Team meeting
21	Planning and Zoning Meeting & Board of Adjustment meeting

22	Chamber Awards Luncheon
25	Comprehensive Plan Kick off meeting
26	Site meeting – 201 Central Bldg Envelop
28	League of Local Government Dinner Meeting
March 2	John West Park – Meeting with Movie Nite Provider
6	Phone System Vendor Meeting
6	SCAT dinner meeting – Laurel DE
8	SCAT Steering Meeting