


**TOWN OF OCEAN VIEW  
DELAWARE**

April 4, 2019

TO: Honorable Mayor and Council

FROM: Carol S. Houck, Town Manager 

SUBJECT: Town Manager Report for the Council Meeting of April 9, 2019

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

I would like to again commend the finance staff and our departments for their efforts related to the FY2020 Budget preparation and in assisting with our presentations for the Council Budget Workshops including the upcoming meeting of April 9th. We appreciate the feedback received from the Mayor and Council during this process as we reach the final "previously scheduled" and advertised Budget Ordinance Town Council Meeting:

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

Building Envelope and Roof Updates (201 Central Ave):

Roof - As you are aware, the Administrative Building on Central Avenue had a new roof installed last year. Unfortunately, we have experienced leaks have been addressed to some extent. Additional repairs are however necessary in association with roof stacks (vent pipes) and a gutter replacement that have been negotiated and being planned.

Path forward for the Building Envelope- has been discussed most recently at your Budget Workshop of March 26<sup>th</sup> and has been included for final vote at your meeting of April 9, 2019. The path forward includes hiring American Home Inspection Technologies to perform an invasive review and the preparation of an RFP in association with findings as well as engaging the Whaylan Consulting Group as our Owners Representative assisting with RFP, bid review and contractor recommendation.

Assessment Update:

The time for Appeals has passed and no formal appeals were scheduled. Work is underway to prepare for the May 2019 (FY2020 Tax yr.) tax billing which will be sent to all property owners

along with the Town Newsletter. Additionally, this will include a cover letter that attempts to explain the entire assessment process and return to our own assessor vs. that of Sussex County. Mayor and Council will be asked to sign this correspondence at your meeting of April 9<sup>th</sup> so that it can be printed for the May mailing.

#### Arbor Day Celebration:

As you are likely aware, Ocean View is a Tree City USA Community. Further, Arbor Day will be celebrate its 147<sup>th</sup> year on Friday, April 26<sup>th</sup>. In honor of the celebration, towns across the country will plant trees just as Ocean View has for some time. This year, we will hold our **Arbor Day celebration at 3 p.m. in John West Park where a Serviceberry tree will be planted with the assistance of Scout Troop 281 from Ocean View.** The tree was donated by the Delaware Forest Service in association with the Arbor Day Foundation. Members of Council are encouraged to attend if available. Final details of the event are still in the works. We will push out the event details on Facebook/Website and ask for newspaper coverage.

#### Energy Audit:

We will take part in an energy audit of our three facilities on the morning of April 26<sup>th</sup> which is offered through Energize Delaware and performed by University of Delaware students and faculty. This audit will result in written recommendations for becoming more energy efficient.

#### Town Seasonal Events:

Enclosed you will find our final proof for the May issue of Beach Life. The same will be included in our May Newsletter mailing to all property owners. Thank you to Jill Oliver for her assistance in guiding its completion to ensure attractiveness. We will begin working on the next version for the remaining events in the weeks ahead.

#### Salary Study:

We have received the initial salary study information from our Audit firm and all communities previously surveyed have provided their information. We will be asking some follow-up questions in advance to performing an evaluation of its findings and reporting all to Mayor and Council. Currently I don't have a delivery date but will advise as soon as possible.

#### Phone System:

Phone system improvements (as associated with their end of life) will be phased in over the course of several months that will result in better interoperability between the Police Department and the balance of Town staff on the second floor of our Administrative Building.

The new phones will be digital and improve our capabilities while being more reliable. These changes are expected to result in at least a \$300 a month savings on phone service billings to the Town.

Negotiating Service Agreements (copier and refuse collection/recycling):

I'm in the process of negotiating the successor agreements for each of the services we use noted above. Included in the Copier lease change is a buyout of one of our leases to align their renewals, allow for improved equipment and for the elimination of desk top printers and fax machines. All will produce service improvements and or monthly cost savings to the Town especially in relationship to the reduction of printers.

IT Support:

I am happy to report that our move to our new IT Support Firm Diamond Computer has been smooth and has resulted in monthly savings to the Town while delivering improved service and responsiveness.

I have attended (or will this week) the following meetings/events representing the Town of Ocean View:

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| March 12 | I attended the Regular Meeting of Mayor and Council and participated in interviews for our receptionist position this week.                 |
| 15       | Met with and discussed advertising options with Kelly Bradshaw of Beach Life  |
| 19       | Participated in a 2 <sup>nd</sup> Comprehensive Plan Update meeting with staff and AECOM  |
| 21       | Attended the DFIT Stewardship meeting in Dover representing Ocean View<br>Attended the Ocean View Historic Association Meeting at Town Hall |
| 25       | Research and hiring of interpreters for meetings<br>Consulted with Town Assessor along with Finance Staff                                   |
| 26       | Participated in the Council Budget Workshop – where Draft 3 was presented   |
| 27       | Attended the ICMA Del Chapter of Women Leading Government Breakfast along with four of our employees – topic – Innovation in Government     |
| 28       | Attended the monthly Del League of Local Governments dinner meeting – speaker – Energize DE   |
| April 1  | Participated in an introductory meeting with our Insurance Broker and several meeting with copier vendors                                   |

