

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

December 4, 2019

TO: Honorable Mayor and Council

FROM: Carol S. Houck, Town Manager



SUBJECT: Town Manager Report for the Council Meeting of December 10, 2019

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

Building Envelop Update (201 Central Ave):

Contract FY2020-11 Administrative Building Exterior Improvements was awarded to All States Construction by Mayor and Council at your November meeting. Agreement documents are being completed as well as bonds and insurance requirements. Per the Council vote, the work will commence in July of 2020. This delayed start provided the Town with project savings of \$12,000.

32 West Ave – Town Hall – John West Park – Sod Project:

The project to improve the turf condition at John West Park began on Tuesday, December 4, 2019. R and L Irrigation was awarded the contract by Mayor and Council at your November meeting. I will keep you posted as to progress. Our Website and social media outlets have been updated to advise park users of full or partial play area closures that are expected to continue as necessary through the month of December. Signs will also be posted at the park.

Neighboring Community Engagement – Mediacom/Comcast

We have again met with a Comcast representative and the Towns of Ocean View, South Bethany, Bethany Beach and Millville are currently providing the company with information regarding residential developments in our Towns for consideration regarding residential internet and or cable service provision. Comcast reports it will be moving forward with its commercial internet deployment along Atlantic Avenue and into our Town boundaries. The hope is that residential internet installation may be deemed feasible by the company as it moves through our area. No guarantees or timing for consideration has been provided by Comcast at this time.

At the request of several of our area Towns Mediacom will participate in Town meetings in advance to our July 2020 **Cable** Franchise renewal. Their attendance at a public meeting will allow Mediacom to inform our communities of updates and improvements to their system underway or completed recently as well as to respond to questions. The company is scheduled to attend a presentation/open house at 6pm in advance to your Council meeting of May 12, 2019.

We have engaged via conference call with Mediacom in recent weeks and have again expressed concerns that have been raised regarding internet service. I have also had the opportunity to respond to a complaint from at least one resident regarding service that was quickly resolved when brought to the attention of Mediacom representatives.

Again, both companies have been made aware of our engaging the other.

FY2021 Budget Timeline:

We have previously supplied you with our recommended timeline for the FY2021 Budget preparation. Management staff and I are on schedule and have met to discuss expectations and advance preparations for turning around our first Draft of the FY2021 Budget for the Town. Additional information will be shared during the December 10<sup>th</sup> Council meeting.

Community Events:

I am happy to report that our first ***Old Town Holiday Market and Tree Lighting*** event was held on Saturday, November 30<sup>th</sup> and attracted a large crowd throughout the day from 1pm to 6pm. Reports and outreach to staff on the day of the event and afterwards were positive with appreciation for the offering also expressed. As Town Manager, I thank Mayor and Council for its confidence in our efforts to develop the new event and being there to celebrate with our community. Additionally, I'm proud of the engagement of our staff and our partnerships within the community and surrounding areas that helped to make the event a success. Of note is the dedication of Town staff and the Police Department to pitch in at one point or another to prepare for the event. Special appreciation for the work of Public Works Manager Jerrad Steele, Assistant Planner Jill Oliver and Finance Director Dawn Parks who fully embraced the event and provided much needed support and effort.

Thank you to Mr. Reddington and his helper Trey Parks for their grand entrance on the antique fire truck, delighting all in attendance.

Community support and partnerships for the event included Boy Scout Troop 281, Mariners Bethel Bell Choir, Indian River High School Choir, the Ocean View Historical Society Coastal Cottages Tour, Hocker's Market the Millville Fire Department, Bonkeys Ice Cream, the Ocean View Family Restaurant, Bear Trap Dunes and several neighboring residents that allowed vendor or overflow parking on their properties.

We have heard from several participating vendors, performers and local businesses of their interest in participating again or to be part of our future event.

Overall, we had a strong run of community engagement events from spring through winter. I hope to identify 2020 event dates soon after the new year and incorporate the same in the FY2021 Budget. As always, I welcome feedback and or direction from Mayor and Council

Streetlights Installed Ocean Way Estates- Town Portion of Ogre Drive & Muddy Neck Road:

Both lighting projects approved to provide safety improvements have been substantially completed. We have received positive feedback regarding both projects and two complaints regarding brightness of the lights on Ogre. I have engaged Delmarva Power regarding this matter. As this is likely an item that will not meet with 100% agreement, I will work with Councilman Maly, Chief McLaughlin and Planning Director Cimino to ultimately respond to our residents as we have more information and can consider the matter from both a safety and personal impression standpoint and with the best interest of the community as a whole in mind.

2020 Comprehensive Plan Update – Draft Release Event:

On December 2<sup>nd</sup> we held the Comp Plan and Cookies workshop to present outcomes from our engagements and research that resulted in the Draft plan which is being submitted for consideration and approval by the State. Attendance and participation were strong. The Town staff and our consulting engineers from AECOM received good feedback and recommendations. Thank you once again to Jill Oliver and Ken Cimino for their efforts to prepare for the event and to Coleen Twardzik for supplying sugar cookies and decorating supplies!

I have attended or participated in the following:

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| Nov 12 | Attended the Council meeting  |
| Nov 13 | Participated in a conf call with Mediacom   |
| Nov 13 | Prepared some items for the Holiday event   |
| Nov 13 | Ensured final Holiday event ad was set  |
| Nov 14 | Met with Carpet/Floor vendor for 201 Central  |
| Nov 14 | Attended the Meeting of Boy Scout Troop 281 to discuss Holiday Event Partnership        |
| Nov 18 | Request for checks for all hired vendors for Holiday event                              |
| Nov 18 | Finalized orders for the Holiday event/Corresponded with various partner groups         |
| Nov 19 | Participated in a Pedestrian Safety Meeting   |
| Nov 19 | Attended mtg at Indian River HS on Offshore wind (Sen. Hocker & Rep. Grey held meeting) |
| Nov 20 | Attended the City Manager's Association of DE meeting in Dover                          |
| Nov 21 | Held a Management Team Meeting  |
| Nov 25 | Participated in a meeting to review findings of the Comp plan                           |
| Nov 25 | Event prop painting with Jill Oliver  |
| Nov 26 | Picked up Holiday Trees in PM with Town Truck/stored in Maint. Facility                 |
| Nov 29 | Day before event – Trees up and decorated, canopies up other equip prepped              |

Nov 30 Set up for event – signs out – final prep attended event  
Dec 2 Participated in the Comp Plan and Cookies Workshop  
Dec 4 Attended the Dec SCAT Holiday dinner with Council in Rehoboth

Public Works Manager – Highlights of Accomplishments:

Completed the necessary painting of the Freeman room at 201 Central  
Oversaw ProWorks fall service of all heat pumps at 32 West and 201 Central  
Checked and prepared all Holiday lights for install on Atlantic Ave.  
Trimmed trees in the North end of John West Park  
Continued to change all light bulbs at John West Park and Town Hall to LED  
Oversaw the hanging of the Towns Holiday decorations on Central and Atlantic Aves  
Replaced several areas of rope fencing in John West Park  
Repaired the flagpole in John West Park  
Built and erected Holiday Market event sign for the corner of West Ave and Atlantic  
Built and prepped photo op signs, tree platform, and various other items for the Holiday Market event  
Working to change bulbs on first floor at 201 Central to LED  
Addressed weeds in John West Park in advance to the sod installation  
Installed new water cooler in kitchen area at 201 Central  
Ordered and picked up water meter pits for new homes  
Called in and directed Apple electric for light ballast repair at 32 West  
Organized leaf cleanup by Herker before the holiday event  
Prepared for the Holiday Market the week of the event including Friday  
Oversaw all set up and break down for the Holiday Market event  
Working to complete all after event supply clean up and storage  
Supervised one Herker staff on Friday before event for set up help and two day of helpers  
Continue to complete daily John West Park safety checks on playground equipment  
Check of buildings at 32 West and 201 Central daily  
Attended a DFIT meeting in dover on November 19