

**TOWN OF OCEAN VIEW  
DELAWARE**

January 8, 2020

TO: Honorable Mayor and Council

FROM: Carol S. Houck, Town Manager



SUBJECT: Town Manager Report for the Council Meeting of January 14, 2020

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

**John West Park – Turf Improvement Project**

The photo below tells the story here! The turf improvement project was completed just before the holidays and our contractor and staff are very pleased with the outcome. Adjustments have also been made to the irrigation and we're working towards determining mowing and upkeep plans for this coming spring through fall.



**Ocean View Community Events and Programming Schedule for 2020**

Please find attached the dates selected for our lineup of community events. More detailed information will be shared seasonally. Our 2019 lineup enjoyed good participation from the community, and it is our hope to build upon the success and engagement in 2020. Additionally,

we were able to submit our dates for inclusion in the Quiet Resorts 2020 Area Guide and Map Calendar.

#### **Atlantic Avenue Streetscaping/Beautification/Improved Safety & Walkability**

Ken Cimino and I met with a lighting design representative to become more familiar with options in association with possible future improvements. We hope to have some conceptual ideas for a possible mockup (trial/pilot) beautification effort to take place later this year pending funding approval with the FY21 Budget. Additional safety improvement and signage options are also being researched.

#### **FY2021 Budget**

Staff continue to prepare their budget submissions in advance to meeting with Town Manager and Finance Director. Finance Director working to prepare revenue forecasts for FY21. Town Manager completing review of salary survey and additional information gathered from surrounding Towns and met with Division heads on same for consideration in the FY21 Budget process. Our experience with the piloted outsource of DPW duties has been positive and therefore we are eliminating 3 full time positions and benefit costs from the first draft of the FY21 Budget.

#### **Holiday Luncheon**

On behalf of all Ocean View employees and committee representatives we thank the Mayor and Council for the lovely Holiday luncheon in December.

#### **Vehicle Markings**

Over the past two weeks we had our Town seal placed on our vehicles. This identification is necessary to ensure awareness that our employees are representing Ocean View during engagement with citizens, contractors and businesses.

#### **Management Team Meetings**

I continue to hold Management Team meetings on Thursday mornings directly following our Council Meetings to allow us the opportunity to discuss directions given by council, update each other on projects and keep all moving towards the same goals.

#### **Employee Manual Update**

I continue to work on the updates to the Employee Manual in association with input from Mayor and Council. Additionally, the Town Solicitor and I have spent time discussing staff input and determining procedural vs Employee Manual language. Where necessary, clarification of intent will be made to the updated manual.

## 201 Central Sign

Along with the Building exterior improvements set to start this summer we are exploring the update of our sign facing Central Avenue for improvement to allow for easier identification of our location. This becomes more necessary as it has been recommended that we don't reinstall signage that penetrates the front columns. Likewise, we will have our posting board at the rear/main entrance to our Administration Building placed on a pedestal like the placement of same at Town Hall.



## Public Works Manager – Highlights of Accomplishments:

- Vehicle cleaning of all town trucks (inside and out)
- Coordinated with Local Tree Experts for the removal of two trees (one in the park and one in the right of way on West Avenue)
- Coordinated/oversaw the sod installation project at John West Park and proper mulching around trees
- Completed the gutter cleaning at 32 west and plan to install gutter guards
- Took truck to DMV for inspection
- Completed a leaf clean up at 32 West and within the town park
- Completed a drywall repair and paint project at 201 Central
- Attended a DFIT Safety meeting in Dover
- Coordinated with SurFire for our fire safety inspection of our fire suppression system at 201 Central
- Continue to prepare details for submission of the DPW FY2021 budget
- Performed daily rounds picking up trash around town and checking ditches for trash

- Performed daily building checks at 201 Central and 32 West
- Completed daily park and playground safety check
- Shuttled work trucks to Ad-Art to have Town Seals placed on trucks
- Completed the removal of inside Holiday decorations at 32 West
- Installed speed limit signs on Woodland Avenue between Atlantic Avenue and Daisy Avenue
- Met with Town Manager on 2020 event schedule and DPW Budget
- Upgraded our mosquito backpack sprayer in advance to the 2020 summer season

I have attended or participated in the following:

Dec 10 – Attended a Council Workshop on the Employee Manual and the Council Meeting

Dec 12 - held Management Team Meeting

Dec 12 – Met with Water System Consultant in advance to commencing a sustainability review of the water utility

Dec 13 – Prepared for and attended the Council Sponsored Holiday luncheon for staff and Committee Volunteers

Dec 17 – Met with Lighting consultant with Ken Cimino regarding Atlantic Ave

Dec 18 – Met with Ad-Art regarding sign options for 201 Central

Jan 8 – Attended the SCAT dinner meeting at Baywoods – Governor Carney was the speaker

Jan 9 – Met with Playground representative regarding existing and possible future equipment as well as placement options/consideration for the Rotary Club donation of a handicapped swing unit.

Jan 10 – Attended the Institute of Public Administration/University of Delaware ICMA Student Chapter's career trek and networking lunch event in Milford.

Jan 13 – Attending the Coastal Towns Museum meeting for the 2020 Chicken Festival set for June 20<sup>th</sup> in John West Park and the Museum facilities.