

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

March 4, 2020

TO: Honorable Mayor and Council

FROM: Carol S. Houck, Town Manager 

SUBJECT: Town Manager Report for the Council Meeting of March 10, 2020

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

**FY2021 Budget**

Following the February 25<sup>th</sup> Public Hearing and 2<sup>nd</sup> Workshop staff has updated the highlights page and the introduction of the FY2021 Budget Ordinances are on your agenda for this meeting. In advance to your meeting of April 14<sup>th</sup> we will provide the final draft budget documents that align with direction from February 25<sup>th</sup> and the Budget Ordinances.

**Mediacom Cable Franchise Agreement**

Town Solicitor Schrader and I are working on the 1<sup>st</sup> draft of the Towns Cable Franchise agreement that is up for renewal this year. Mediacom will be here for our May Council meeting and public hearing on the topic. The draft, pending Mayor and Council support will include our request for their provision of a Government Access Channel (also referred to as a PEG channel – Public, Education and Government). This channel is required to be provided is requested by local towns/cities. To my knowledge, we have never made such a request. Additionally, the draft will also request grant funding to support our Government Access channel including start up costs for content management software and annual maintenance of same thereafter. I have made Mediacom aware of this interest and they have expressed no concerns. More to follow on this topic however I would like to know if Mayor and Council are in favor of our moving in this direction. If so, the Town of Ocean View Channel will provide another opportunity for us to communicate with our citizens in a quick and cost-effective manner.

**Water Utility**

Our evaluation of our Water Utility and its operations continues. Staff, the Town Solicitor, our consultant and I are scheduled to meet with Tidewater/Middlesex on March 17<sup>th</sup>.

**Chamber Valor Awards Luncheon**

Ocean View Administrative Officer Russ Carter was one of the honorees at this year's luncheon. His dedication to our department and Town is greatly appreciated and his award well deserved.

### **Arbor Day Celebration – Friday April 24 at 3pm Including Little Free Library Unveiling – John West Park**

Boy Scout Troop 281 has agreed to participate again this year. Planning details are being made at this time and trees and planting locations have been determined. We expect to have tree giveaways again and additional activities. It is our also our plan to hold our unveiling of our new **Little Free Library** in the park including the inclusion of some Arbor Day books the same afternoon. The Bare family has agreed to participate on that date. Staff continues to work with the family on final install, etc.

### **Spring Concerts and Summer Movies**

Final confirmations are underway. I expect we will have all performers booked and movies selected by next month.

### **Annual Audit**

The Town's independent audit will begin this month. Staff are preparing documents for the audit team's arrival.

### **Ogre Drive Lights**

I have not received any dates associated with changes made to the streetlights at this time, but I will continue to engage Delmarva.

### **Sussex County Association of Towns (SCAT) – May 6<sup>th</sup> – Hosted by Ocean View, DE**

The May dinner meeting of SCAT will be hosted by Ocean View at Bear Trap Dunes. We are happy to advise that we have secured Michelle Freeman, President of the Carl M. Freeman Foundation and Joshua M. Freeman Foundation as our speaker. She will share her thoughts and that of the Foundations regarding Leading Smart and Responsible Development and being Philanthropic in Sussex County.

### **Osher Lifelong Learning**

My Osher Lifelong Learning Institute recommendation for a lease extension is on this evening's agenda for consideration.

### **Ocean View Historical Society**

I was informed last week that I was confirmed and voted by a majority of the Board Members to join the Board of Trustees for the Ocean View Historical Society. The induction of new Board members will take place on April 16<sup>th</sup> at Town Hall.

### **Quiet Resorts 2020 Area Guide**

Our event dates are included in this year's calendar pages and we have an ad highlighting the Town as well!

### **Beautification Efforts**

Along with the recent turf improvement efforts at John West park we now have plans underway for the beautification of the area around the porch at the park to be followed by the beautification of two of our Town signs along Atlantic Ave.

### **Delaware League of Local Governments**

The Delaware League of Local Government's Local Government Day at Legislative Hall in Dover will be held on April 30<sup>th</sup>. All Towns are encouraged to be represented and will be recognized on the floor of the House and the Senate.

### **Public Works Manager – Highlights of Accomplishments:**

- Finishing trimming plants and bushes at John West Park
- Painting first floor wainscot at 201 Central
- Erection of street signs in beach club
- Signs organized at the shop
- Adding protective wainscot in Police department reception area
- John West Park clean up from storm/winds
- Street/debris clean-up following car accident on Central Avenue
- Attended DFIT training meeting on proper use of chain saws
- Organized Town event materials in 32 West staging room
- Trimmed low hanging branches from trees in north end of John West Park
- Met with Local Tree Experts about tree work at 32 West
- Placed order for mosquito spraying supplies for this summer
- Daily building checks at 201 Central and 32 West
- Daily playground inspection of equipment and bathrooms
- Weekly round around town to pick up trash and check ditches and damage to street signs
- Apple electric replace to ballast that were out at 201 Central
- Assisted Tidewater with its response to water leak in vicinity of Lord Baltimore School
- Assisted Town Manager with flooring quotes and selection
- Caulked entrance area doors at 201 Central
- Met with Town Manager regarding 2020 Town Events
- Met with Town Manager and Finance Director regarding Budget following first workshop
- Met with irrigation company for quotes and plan for area adjacent to Central Ave
- Met with Town Manager and Planning & Dev Dir regarding 32 West Parking lot plans and tree removal and lighting quotes

### **I have attended or participated in the following:**

Feb 11	Attended the Mayor and Council Meeting
Feb 12	Conference with TelVUE – re Cable Channel Programming
Feb 12	Attended the SCAT dinner meeting in Georgetown

Feb 13 Held a Management Team Meeting  
Feb 13 Attended an Economic Dev Luncheon hosted by Gov. Carney and Sussex County  
Representatives  
Feb 18 Met with representatives of the Public Service Commission in Dover  
Feb 19 Met with Collin's Lawn Care at Park regarding our landscaping agreement  
Feb 19 Met with Air Base Carpet reps  
Feb 20 Attended the City Manager's Association of De Quarterly Meeting  
Feb 20 Met with Mediacom regarding Government Access Channel  
Feb 21 Attended the Chamber Valor Awards Luncheon at Bear Trap  
Feb 25 Attended the Town's Public Hearing and Workshop #2 on the FY21 Budget  
Feb 26 Attended Del Women Leading Government Dinner meeting in Lewes  
Feb 27 Attended League of Local Government's Monthly Dinner meeting in Dover  
March 3 Attended the Legislative Advisory Committee Meeting of League in Camden  
March 5 Met with Mayor Elect Reddington