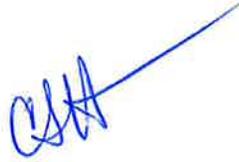


**TOWN OF OCEAN VIEW
DELAWARE**

June 5, 2020

TO: Honorable Mayor and Council

FROM: Carol S. Houck, Town Manager



SUBJECT: Town Manager Report for the Council Meeting of June 9, 2020

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

Building Envelope and Roof Updates (201 Central Ave):

Last week we held a walkthrough with All States Construction to discuss final details in advance to the start of the project later this month. Placement of roll offs and other logistical items were discussed. Coordination with the Police Department has been arranged by having an officer serve as their direct point of contact.

A decision was reached regarding the connection to the building of the solar power equipment. The contract originally contemplated its removal and replacement after the new siding was installed. Consultation with the company that originally installed the system resulted in our decision to allow the solar power equipment to be worked around and boxed off to avoid disruption both inside the building and its exterior.

Efforts are underway to also replace the sign in front of 201 Central to allow for improved visibility and placement. The new sign will coordinate with the building exterior improvements.

Lastly, I would like direction from Council regarding a possible additional improvement to this project. After the contract was finalized staff suggested that it would have been helpful if we had included a vestibule at the rear parking lot entrance side of the building. This feature would provide the benefit of reducing the entry of wind and leaves, heat and air conditioning loss, protection from the elements upon entry or when waiting to enter as well as serve as a debris/walk off mat area aiding in our facility maintenance efforts. The additional cost has been estimated by our contractor/consultant to fall between \$35,000 and \$40,000 (design, construction, etc.) Our budget for this project is \$500,000. To date we have spent \$18,415 on consulting fee's associated with contract development and bidding assistance. The project was awarded to All States Construction for the total bid of \$336,000 (although we opted to save \$12,000 by waiting until June to start the work making the contract value \$324,000) with

contingency funding of \$33,600. This puts us at \$381,515 for the project to-date. The envisioned vestibule quoted by the contractor in advance to actual design is an 8' x 8' x 8' tall glass vestibule with a roof. If desired, we can have the design completed, get a final price and bring the details back to Council at its meeting of July 14th. As currently estimated, the project would remain under the budgeted figure.

Town Seasonal Events:

Our Town events are planned to begin in July at John West Park with three classic movies, a fall concert series, the 6th Annual Cops and Goblins event and lastly our 2nd Annual Old Town Holiday Market and Tree Lighting. A copy of the event listing is attached for your reference and can be found on our website. Advertisements will once again be in Beach Life Magazine and local papers.

Ogre Drive Lighting Survey:

A survey was sent out to all property owners of Ogre Drive to get feedback on the brightness of the lights installed by Delmarva Power. This item should be addressed as an agenda item at your June 9th meeting.

FY2021 Budget:

Finance Director Dawn Parks and I continue to monitor our revenue and spending. You will note that as of the end of April we are trending ahead of budgeted revenue figures. We are keeping a closer eye on this in relationship to the COVID-19 closures and any impact they may have long term on our operations. Hiring's remain on hold.

John West Park:

At time of writing the parking lot improvements were completed with turf repairs and improvements around the project underway. The accessibility path from the lot to both Town Hall, the park and the Coastal Village facilities is complete.

Beautification improvements including seasonal and permanent plantings have been completed. Work continues the irrigation for the passive park area (closer to Central). We expect this to be completed before our first event.

Mediacom Franchise Agreement:

We are in final review of our agreement with the assistance of the Cohen Law Group. Currently, I am hopeful to have the agreement on your July Agenda.

Entrance to Town – Signs:

We are in the process of improving the plantings and look of the Town signs situated on Atlantic Avenue. The sign adjacent Riga Drive/just over the canal from Bethany will soon have a more attractive planting area welcoming travelers to Ocean View.

COVID-19:

Mayor Reddington and I have continued to participate in weekly phone calls with the Governor and his staff regarding the States Covid-19 plans and changes to the state of emergency. The Planning staff has worked with several local restaurants to assist with their applications for an expansion of outdoor seating. Our Administrative facility remains closed to the public and staff time in the facility is being flexed with the opportunity to work from home except for the members of our Police Department at least through June 15. Additional modifications may be made pending guidance from the State of Delaware.

Town Newsletter – Water Quality Report and Tax Bill Statements:

All the above were mailed out on Tuesday May 26th to all property owners of Ocean View. As usual, this results in a surge of phone calls which are being addressed by our staff whether they are in the office or working from home.

Monthly Public Works Report:

Daily playground checks

Weekly rounds to check for damage to street signs and picking up trash and checking ditches

Started weekly mosquito spraying

Cutting of low hanging tree branches in passive park area

Installed baby changing tables in park bathrooms

Daily building checks at 201 Central and 32 West

Weekly grass cutting at DPW building

Supervised Local Tree Experts cutting down 6 dead trees and trimming low hanging branches at the north end of park – turned out great!

R+L Irrigation completed weekly grass cutting at John West Park and 201 Central per contract

Oversaw and coordinated the Collins Lawn Care new plantings at the Town sign at Lord Baltimore and around the porch area at John West Park – Also the construction of brick pavers and plantings at Town sign adjacent Shipwrecked mini golf and the Assawoman Trail – both on Atlantic.

Coordinated R+L Irrigation's work to replace an old section of irrigation in the passive park area of John West Park (closer to Central) and to make repairs as necessary at West in association with parking lot project.

Prepared the order for street signs for Fairway Village and Avenue (Bike Safety).

Oversaw the improvements to the parking lot at 32 West and continue to work with vendors – including the lighting contractor.

Weed control spraying completed for all mulch beds at John West Park.

Replaced ceiling tiles at 201 Central.

Larvicide of ditches and storm water ponds though out town for mosquito control.

Prepared prop items for some of our Summer Movies.

Built support system for Little Free Library.

I have recently participated in the following meetings/events representing the Town of Ocean View:

May 12 - Participated in COVID-19 Call with Governor and staff

May 14 - Participated in a Zoom meeting with Councilmen Twardzik and White to discuss concerns of one development

May 15 - Participated in a Webinar regarding the Reopening of Government offered by ICMA.

May 19 - Participated in a COVID-19 call with the Governor and staff

May 20 - Worked with our contractor Curry Printing to have the newsletter, water report and tax billed printed and mailed.

May 21 - Participated in a Zoom meeting with the Coastal Towns Museum

May 27 - Participated in COVID-19 call with the Governor and staff

June 4 - Participated in a Zoom stewardship meeting with DFIT

Of course, many of the regular league, town manager and Sussex county meetings have been cancelled due to the COVID-19 closures.



Town of OCEAN VIEW Delaware Seasons of Family Fun - 2020



6th Annual Cops and Goblins Event Returns!

Summer Classic Movie Theme Nights

Saturday, Oct. 31 - 1 to 4 pm.

Rain date Sunday, Nov. 1

Wednesday's in July - 7:30 p.m.
July 15 - Jail House Rock
Elvis will be in the house!

Brought to you by the Ocean View Police
Department & its community partners

This is a FREE family event!

July 22 - Grease
with a Classic Car Show in the park
July 29 - Honey I Shrunk the Kids
with water slide & games

Games • Food • Candy • Kids activities galore
Costume prizes • Pumpkin patch & more!

Food • Beverages
Benefiting Boy Scout Troop 250
Bonky's Ice Cream Cart!

Fall Concert Series

Friday's in Sept. - 6 p.m.
Sept. 11 - Over Time Band
Sept. 18 - Delmarva Big Band
Sept. 25 - The Funsters



2nd Annual Old Town Holiday Market & Tree Lighting

Saturday, Nov. 28 - 2 to 6 p.m.

Rain date Sunday, Nov. 29

Unique market vendors • Holiday movies
Kids activities • Musical performances
Seasonally inspired food
FREE train rides through the park!

PLUS - A visitor from the North Pole
and our Fabulous Tree Lighting

John West Park - In Beautiful Ocean View, Delaware
Great times in the neighborhood park! oceanviewde.com

