

TOWN MANAGER'S REPORT
SEPTEMBER 2013

➤ **Holiday Tree Lighting in the Park**

The holiday tree lighting will be held on Saturday, December 14th. Festivities will begin at 3:00pm with the arrival of Santa Claus. Sunshine Entertainment will provide a face painter and balloon artist to entertain the children. Hot chocolate and cookies will be served and the tree lighting and caroling will take place at 5:00pm.

➤ **Homecoming Event**

The next Homecoming Event is scheduled to be held on Saturday, May 10, 2014 rain or shine. Fulton Bank has again agreed to provide a \$2,500.00 sponsorship towards the event. Since there are so few volunteers to assist next year additional sponsorships will be sought to support the success of the event. The committee plans to meet again on October 9th.

➤ **John West Park Landscaping Improvements**

The Gardeners by the Sea Club has donated \$300.00 to the Town towards a landscape project in the passive park area. The plants will be purchased and planted mid-October.

➤ **John West Park Play Equipment Improvements**

Liberty Parks & Playgrounds has prepared a proposal to replace the two pieces of play equipment that were removed at the request of our insurance carrier. The old merry go round will be replaced with a ten spinner and a new poured safety turf will be added around the spinner that will prevent ruts from occurring in the ground. The see-saws are being removed for non-compliance and will be replaced with a new piece of equipment. The slings on the swing sets are being replaced and the tot swings will be relocated to a new location for safety reasons. Two gliding benches will be installed to replace the old ones. Current delivery timeframe for the equipment is approximately 3-4 weeks. These improvements were provided for in the FY-14 Budget and will be funded from the Capital Fund. In addition, staff has asked Liberty Parks to prepare a five year improvement plan for the park before the next budget cycle begins.

➤ **Public Works Building – Update**

On September 13th, Bob Wheatley brought to staff's attention that subsurface soils exploration indicating allowable soil bearing pressure for the foundation for the building site had not been completed. Bob recommended that we obtain a geo-tech report to determine soil bearing pressure and subsurface conditions. John D. Hynes and Associates will be performing this work.

On September 19th, a meeting was held with Bob Wheatley to review the revised design concept for the building. A few minor changes were recommended. The revisions were given to Fred Horn to incorporate into the final set of plans.

On September 20th, Bob Wheatley met with Dennis Schrader to clarify questions regarding the bid documents.

On October 7th, a meeting was held in Ocean View to review the drawings, specification book, discuss document preparation, and establish tasks and a timeline for getting the project out to bid.

➤ **Ditch Maintenance Ordinance**

A Ditch Maintenance Ordinance has been drafted which defines responsibilities for the maintenance of ditches, swales, pipes and culverts for property owners, associations and Town owned property. The Ordinance was reviewed by the Town Administrative Official for comments, changes and additions. The proposed ordinance has been placed in tonight's packet for discussion purposes only.

➤ **Police Chief's Employment Agreement**

The Police Chief and I have worked together on a new employment agreement which would become effective May 1, 2014. The agreement has been presented to the Town Solicitor for a legal review.

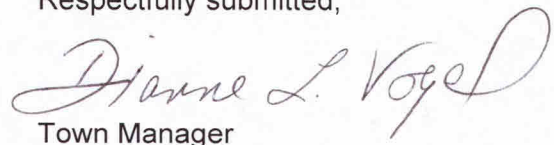
➤ **Police Department - Update of Policies, Procedures and the Field Training Officer Program**

A contract for services has been signed with Dr. Gregory A. Warren, President of the Strategic Management Research Center. Dr. Warren is a twenty-two year veteran of the Delaware State Police, retiring 2005, as the Director of Training, for the Division of State Police. He will provide the Ocean View Police Department with a set of comprehensive, state of the art, useful and legally defensible policies and procedures that will allow each officer to work within the confines and guidelines of nationally accepted law enforcement standards and best practices. Additionally, Dr. Warren will provide Ocean View with a legally defensible Field Training Program. These professional services were provided for in the FY-14 budget at \$15,000.00. The actual cost of services will be \$6,770.00.

Miscellaneous

- On September 11th, I attended the SCAT dinner meeting.
- On September 18th, I participated in a full scale exercise sponsored by DEMA. The exercise was designed to establish a learning environment for the participants to role play emergency response plans, policies, and procedures as they pertain to response to and recovery from a major hurricane. Representatives from select State and Local agencies took part in the planning process and also participated in the exercise.
- On September 22nd, I attended the Delaware League of Local Governments Annual Meeting and Dinner with Officer Ballentine who was the recipient of the "Police Officer of the Year" Award.
- On October 21st, I will be attending a Grant Workshop and Fair at the University of Delaware.

Respectfully submitted,


Town Manager