

**TOWN OF SOUTH BETHANY
LEADERSHIP AND COMMITTEE REPORTS
FOR NOVEMBER 9, 2018, TOWN COUNCIL REGULAR MEETING**

LEADERSHIP REPORTS

- **Mayor's Report**—Submitted by Mayor Saxton:
 1. Along with the Town Manager attended the Association of Coastal Towns (ACT) meeting on November 7th. Key items discussed at the meeting:
 - a. Update on Resilient Communities Partner Grant
 - b. Discussed the Water Resource Development Act recently signed by the President. Our discussion centered around the lack of funding for preparedness versus the response once a catastrophe occurs. We need to look for ways to fund preparedness to reduce the cost monetarily and emotionally when catastrophes occur.
 2. Worked with the Ambulance SOC to finalize a contract with BBVFD. The contract assures no increase in the current fee to Property Owners for the next 5 years. This brings a stable fee to all Property Owners.
 3. Started work on the renewal of the Agreement between the communities that support the Ambulance Service mentioned in item 2. The draft contract among the communities is being reviewed by the Town Attorney.
 4. Continued work with the Town Manager on negotiating renewal of the Town contract with Sharp Energy. Working to have our first draft contract to Sharp by the end of November.
 5. Attended a discussion in Bethany Beach presented by Sen. Tom Carper regarding climate change and beach replenishment. Sen. Carper discussed the impact of the recent bill signed into law (Water Resource Development Act) that he co-sponsored. I briefly spoke with Sen. Carper to thank him for the support of beach replenishment and efforts to improve the inland bays including South Bethany canals.

- **Town Manager's Report**—Submitted by Maureen Hartman:
 - Pam and I have begun working on changes to the website. We are hoping to move forward with the Delaware Government Information Center (GIC) as our new webmaster. We are in the preliminary stages and look forward to a new appearance for the Town's website.
 - Renee and I continue to work on the kiosk and parking permit project.
 - I attended an excellent class entitled Executive Lessons on Public Sector Leadership, which was hosted by the Institute for Public Administration, University of Delaware.
 - The Resilient Communities meeting was held in Oct. Several topics of discussion included methods of drafting model ordinances; who our target audiences should be; stormwater fees; and MS4 (Municipal separate storm sewer system).
 - I've been working with Councilman Weisgerber regarding maintenance of the floating wetlands as well as other canal/water quality issues.
 - Pam and I continue to work on the 50th anniversary celebration with Councilwomen Stevenson and Callaway.
 - Public works and I have been working on several projects (current & future) such as stormwater, road repair, holiday activities/decorations, and landscaping for 2019.

NOVEMBER REMINDER

Town Council Regular Meeting, 6:00 PM	November 9, 2018
Town Council Workshop	None in November
Town Hall Closed	Veterans Day (11/12)
Town Hall Closed	Thanksgiving (11/22-23)

- **Treasurer's Report**—Submitted by Councilmember Boteler:

11/7/2018

Town of South Bethany
Monthly Treasurer's Report - As of October 31, 2018
 by Don Boteler, Treasurer



Fiscal 2019 Year-to-Date (5/1/18 – 4/30/19) Revenues and Expenditures

	<u>Adopted Budget</u>	<u>Amended</u>	<u>Total Budget</u>	<u>Actual</u>	<u>%</u>
Total Operating Revenue	\$2,394,690		\$2,394,690	\$2,011,503	84%
Total Operating Expenditures	<u>\$2,394,690</u>		<u>\$2,394,690</u>	<u>\$1,286,317</u>	<u>54%</u>
Revenue less Expenditures	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$725,186</u>	
Revenue from Grants/Donations	\$7,624		\$7,624	\$1,812	24%
Expenditures from Grants/Donations	<u>\$7,624</u>		<u>\$7,624</u>	<u>\$1,812</u>	<u>24%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$0	
Capital/Reserve Revenue (from Fund Balance)	\$197,966		\$197,966	\$86,652	44%
Capital/Reserve Expenditures	<u>\$197,966</u>		<u>\$197,966</u>	<u>\$86,652</u>	<u>44%</u>
Revenue less Expenditures	\$0	\$0	\$0	\$0	
Total Revenue - All Funds	\$2,600,280	\$0	\$2,600,280	\$2,099,967	81%
Total Expenditures - All Funds	<u>\$2,600,280</u>	<u>\$0</u>	<u>\$2,600,280</u>	<u>\$1,374,781</u>	<u>53%</u>
Revenue less Expenditures	\$ -	\$0	\$0	\$725,186	

Fiscal 2019 (5/1/18 – 4/30/19) Summary of Year-to-Date Departmental Budget to Actual

<u>Revenues:</u>	<u>Budget</u>	<u>Amended</u>	<u>Total Budget</u>	<u>Actual</u>	<u>%</u>
Property Taxes	\$520,463		\$520,463	\$517,438	99%
Realty Transfer Taxes	\$380,000		\$380,000	\$355,925	94%
Gross Rental Taxes	\$522,000		\$522,000	\$449,759	86%
Grants	\$7,624		\$7,624	\$1,812	24%
All other revenue	\$947,790		\$947,790	\$775,033	82%
Transfer from Reserve (Capital Projects)	\$197,966		\$197,966	\$0	0%
Budgeted Surplus	<u>\$24,437</u>		<u>\$24,437</u>	<u>\$0</u>	<u>0%</u>
Total Revenue	\$2,600,280	\$0	\$2,600,280	\$2,099,967	81%

Expenditures:

General & Administrative Department	\$691,838		\$691,838	\$372,177	54%
Public Works Department	\$268,075		\$268,075	\$110,256	41%
Trash	\$327,400		\$327,400	\$163,845	50%
Public Safety Department	\$733,316		\$733,316	\$323,415	44%
Ambulance	\$74,518		\$74,518	\$37,074	50%
Beach Patrol Department	\$274,653		\$274,653	\$263,805	96%
Town Committee	\$24,890		\$24,890	\$15,746	63%
Grants	\$7,624		\$7,624	\$1,812	24%
Other (Capital)	<u>\$197,966</u>		<u>\$197,966</u>	<u>\$86,652</u>	<u>44%</u>
Total All Expenses	\$2,600,280	\$0	\$2,600,280	\$1,374,781	53%

Highlights on Revenue

Property Taxes - there are 15 delinquent property tax bills

Highlights on Expenditures

Expenditures are tracking to budget

- **Police Department Report**—Submitted by Chief Troy Crowson:

Officer Vacancy

There has been diligent advertisement and search for officers to fill the vacancies in the South Bethany Police Department over the last 5 months. Applications for these vacancies have not been plentiful after phone inquiries by potential candidates concerning rank structure. We will continue to try to fill these vacancies.

The department continues to have open hours due to the loss of employees.

Our department number is 302-539-3996. If an officer is on duty and available your call will be answered by the officer. Nationwide, citizens are always encouraged to dial 911 for all emergencies. Please use our 302-539-3996 for all non-emergency calls. If no response, citizens are encouraged to contact SUSCOM non-emergency line at 302-855-2980. SUSCOM will then dispatch the appropriate agency with whom we share mutual aid agreements, such as the State Police, Bethany Beach Police, Fenwick Island Police and Ocean View Police. In addition to mutual aid, SUSCOM when necessary will contact the Chief of Police who is available 24/7.

Complaint Reporting/Suspicious Activity

We have had several reports of suspicious activity at various locations. As always, the Police Department appreciates all calls received and the continued vigilance of its neighborhood watch and homeowners. We do not have anything other than suspicious activity at these locations with no crime apparent at this time. This is not to say that the reported activity does not bear monitoring and extended vigilance regarding these reported complaints. It also does not suggest absence of intent to commit crime if opportunity is presented to these individuals. We also encourage all to call the Police immediately so we can access the situation (we have been getting some calls days later or through delayed emails). Some of the more noteworthy calls pertaining to suspicious activity include a report of subjects at South 4th, Subject(s) in backyard with flashlight on Bay Shore Drive, subject walking perimeter of residence driving a white PT Cruiser on Russell Road and unknown pickup parked in driveway on Anchorage.

Family Holiday Traffic Safety

During this year's Safe Family Holiday season, OHS will be funding additional officers to patrol the state for enforcement areas in occupant protection (seat belts), pedestrian safety, distracted driving, and impairment. On Wednesday, November 21st, OHS will be operating a statewide Checkpoint Strikeforce with DUI checkpoints in each county. We would like to take this opportunity to remind everyone to buckle up, put the phones down while driving, slow down, and make sure you always have a sober ride home.

COMMITTEE REPORTS

- **Charter and Code Committee** – Submitted by John Fields, Chair:

The Charter and Code Committee has not met since the last Council meeting and is not currently working on any Charter or Code changes, therefore there is nothing to report at this time.

- **Communications and Public Relations Committee** – Submitted by Councilmember Stevenson:

A Halloween Pot Luck Dinner Party was held on Saturday, October 27, at Town Hall sponsored by the Committee. Members decorated the Council Room with Halloween Decorations. Soft drinks and punch were provided. Town guests furnished dishes and those who wore costumes participated in a contest. The Best Costume Contest was won by Margaret Oliver and Earl VanCleve. Each won a \$25 gift certificate for The Café on 26. Another Town Pot Luck Dinner is planned for March 16, 2019; a St. Patrick's Day Party. Everyone will be Irish for the evening. More information will be provided later in the year.

Work and planning on the Town 50th Anniversary Party continues. An Anniversary Seal is being developed by a local graphic artist. The town wide party will be held from 1 to 4pm outside in the Town Hall Parking Lots on Sunday, June 30. Tents will provide shade, and plans are being made for music, food, exhibits from local public service organizations as well as our own organizations. There will be door prizes, free gifts, snow cones, face painting and fun for children and adults. The Committee as well as Town Staff will help with planning and execution of the event. Also assisting with planning, funding and staffing of the event are the South Bethany Property Owners Association, the South Bethany Women's Club, and the South Bethany Historical Society. The SBPOA has generously agreed to provide food for the event, and the SBHS is planning a very large surprise. The SBWC has volunteered to provide a staff of volunteers. Town staff is reaching out to local vendors for a variety of donations and giveaways.

The Committee will meet in December to work on the budget for the next fiscal year and to plan remaining activities for this fiscal year.

- **Community Enhancement Committee** – Submitted by Councilmember Callaway:

CEC Meeting

The following members met on Friday, October 26, 2018: Sue Callaway, Chair; Donna Farrow; Bobbe Stephan; Carol Stevenson; Garnet Timbario; Jon Stiffler, Public Works Supervisor; and Rick Gentile, Public Works. Diann Nazarian and Kent Stephan were absent.

Update from Department of Public Works

- Holiday decorations were checked on October 29th and Signarama will be installing the holiday lights on November 14th. The lights will be turned on the night before Thanksgiving and will run through January 1. Public Works will remove the fall decorations the week after Thanksgiving.
- The following tasks are being completed as we transition from summer to fall and winter: cleaning and painting lifeguard stands; preparing snow plows; and cutting back bushes and plants.
- The group explored the best ways to landscape and maintain the Route 1 bio retention beds and the adopted canal ends that are no longer maintained by the original adopters. After discussion, it was agreed that Public Works would like to tackle the maintenance of the ends and the bio beds for the coming season as this is Jon's first year overseeing the Department. The CEC agreed however, as the FY 20 Budget season is approaching, changes in strategy would have to occur by December-January.

2019 50th SB Anniversary Celebration Update – CEC Involvement –

Carol Stevenson, Celebration Chair summarized the decisions the Committee has made thus far. The group focused on the role of the CEC at the event and what ideas the CEC had to contribute. After discussion, the group agreed to host a booth; prepare a banner for the booth highlighting the CEC's accomplishments; give away geraniums (200) in a decorative bag for display on docks or front doors to raise community spirit and focus on enhancing our community; and perhaps design a celebratory garden flag that would be for sale. Carol agreed to check with the Town Manager regarding the sale of such an item. The Committee also agreed to include the planning of a Tailgate (Cornhole) Contest that Sue Callaway will take the lead on.

Looking Ahead – 2019/2020 CEC Initiatives and Initial Focus on FY20 CEC Budget

- Although subject to change, the group agreed to focus on the following ideas for FY 20 Budget: maintaining landscaping throughout town that continues to improve; the 50th Anniversary Celebration; expansion of the Fitness area (based only on receipt of grant funds); and researching the idea of decorative wraps for the green utility boxes located throughout town. The group also made a decision to display the current Ocean Drive Art Boards an additional year. The 2019 season will be the 5th year using these art boards.
- Grant Update: On November 7, 2018 we were notified that South Bethany was approved to receive Delaware State Parks' ORPT Fitness Grant in the amount of \$8000. The agreement will be sent to the town next week. The grant will allow us to add up to five additional pieces of fitness equipment to the existing SB Fitness Area without further cost to the town.

December CEC Meeting Date

The CEC will meet on Wednesday, December 12 at 10:00 am. The meeting will be followed by the annual Holiday Party that includes CEC members, spouses and Town staff.