



February 2018 Town Manger's Report

Economic Outlook:

The Town collected \$8,726 in building permit fees during the month of February. There were five (5) building permits issued for new construction.

The Town also received a check from the Recorder of Deeds in the amount of \$20,173 for realty transfer taxes (RTT) collected on our behalf. We have collected the amount required to balance the operating budget and future collections will be put towards the cost of the new police department.

RFP- Auditing Services:

The bid tabulation sheet was finalized. Drafted letters to all bidders for the auditing services RFP informing them of the outcome.

Bridgeville Public Library- Children's Area Open House:

I attended the Children's Area Open House on February 1st. This event was well attended and the pre-school children put on a great show. The Library offers many great services and Karen Johnson does an awesome job.

Heritage Shores Addressing:

Worked with the developer and to clear up the addressing issue that came up when two lots were added to incorporate the model homes on Royal View Drive. Lots also had to be re-addressed on Waterview Drive. We are awaiting new plats that will be recorded.

Vehicle Operation Safety Policy:

I began working on a policy that would detail what is expected of all employees who operate a vehicle as part of their normal job duties. A draft will be given to Commissioners for review once it has been completed.

Delinquent Taxes:

A final notice was sent to all delinquent tax accounts. Property owners were notified that liens would be placed on their property should they fail to make arrangements to pay the delinquent balance.

Evaluations:

Employee evaluations for 2017 were completed and distributed.

Morning Star News Progress Article:

Reviewed and answered questions pertaining to the Town's progress over the last year and what we are expecting in 2018. The article ran in the February 15th edition of the Seaford Star.

2018 Property Tax Assessments:

Assessments were requested from the County. Upon receipt, I created the assessment roll that will be available for review at Town Hall. Tax assessment appeal day will be held on March 24th, from 1:00 PM to 2:00 PM.

Vehicle Replacement Guide:

I began working on a guide that would assist Department Heads in determining when they should begin making plans to replace a vehicle.

Development Plan Review:

I met with Debbie Pfeil of KCI Technologies to discuss our development plan review process. Specifically, we will look to utilize their services to make our development plan review process easier and more understandable to the applicants.

Employment Anniversary's Upcoming:

- Robin Bohn- 5 Years (March 4th)
- Burke Parker- 16 Years (March 4th)
- Justin Wechtenhiser- 5 Years (March 4th)

Upcoming Events:

- March 3rd- Commission Election, District #3
- March 7th- SCAT Meeting- Laurel (3 or more Commissioners may be in attendance, but no action will be taken).
- March 12th- Commission Meeting (7:00 P.M.)
- March 15th- Commission Workshop (5:00 P.M.)
- March 20th- Planning & Zoning Meeting & Public Hearing (6:00 P.M.)
- March 22nd- DLLG Meeting- Dover (3 or more Commissioners may be in attendance, but no action will be taken).
- March 24th- Tax Appeal Day (1:00 P.M. – 2:00 P.M.)

Regular daily activities and duties were completed throughout the month, and weekly department meetings were held. Also attended necessary quarterly and monthly meetings pertaining to SCAT, DLLG and CMAD.

Respectfully Submitted,



Jesse Savage
Town Manager