



## **March 2019 Town Manger's Report**

### **Economic Outlook:**

The Town collected \$2,880 in building permit fees during the month of March. There was one (1) building permit issued for new construction.

The Town also received a check from the Recorder of Deeds in the amount of \$18,892 for realty transfer taxes (RTT) collected on our behalf during February. This amount will be set aside for future debt payments or capital projects. We have reached the amount necessary to balance the FY19 operating budget.

### **2019 Property Assessments:**

The property assessment report was created and distribute to the Commissioners for their review and approval. The Town held a Court of Appeals on March 23<sup>rd</sup>, which was advertised in the local paper and properly noticed around town.

### **Website Welcome Video:**

Working with the EDC to update the welcome video on the Town's website. The creator of the video, CGI, wants to update it with new language, pictures and voice-overs.

### **DDD Application:**

Per the direction of the Commissioners, a meeting was held with Rick Farrell to begin the application process for the State's Downtown Development District (DDD) program. We hope to be one of the three successful applicants for this round. Applications are due by May 15<sup>th</sup>, so there will need to be a lot of work accomplished before then.

### **New Police Station:**

Met with the contractor, engineer and Sussex Conservation District to review the stormwater system at the new pd. There may be some issues with the construction of the ponds that will be determined over the next month or so.

### **2020 Census & Associated Redistricting:**

Reached out to the University of Delaware to set up an agreement for assistance with the redistricting process that will be required once the census figures become available.

Vehicle Idling Policy:

Drafted an idling policy for town owned and operated vehicles in an effort to eliminate unnecessary idling.

Committee Appointments:

Appointment letters were drafted and sent to the recent appointments to the Town's Board of Adjustment and Planning & Zoning.

Employment Anniversary's Upcoming in May:


- none

Upcoming Events:

- April 8<sup>th</sup> @ 7:00 P.M.- Commission Meeting
- April 10<sup>th</sup> @ 6:00 P.M.- SCAT Meeting
- April 16<sup>th</sup> @ 7:00 P.M.- Planning & Zoning Meeting
- April 25<sup>th</sup> @ 6:00 P.M.- DLLG Dinner
- April 29<sup>th</sup> @ 5:00 P.M.- Commission Workshop

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