

RESOLUTION NO. 140

A RESOLUTION OF THE COMMISSIONERS OF THE TOWN OF DEWEY BEACH, DELAWARE, ESTABLISHING, CONTINUING, AND DISSOLVING COMMITTEES.

WHEREAS, the Commissioners of the Town of Dewey Beach desire to establish, continue or dissolve Town committees.

NOW, THEREFORE, BE IT RESOVED BY THE TOWN COMMISSONERS OF THE TOWN OF DEWEY BEACH, DELAWARE IN SESSION MET THIS 12th DAY OF DECEMBER, 2009, THAT:

SECTION 1. The “STANDING COMMITTEES” attached as Exhibit A to this Resolution establishing, continuing, and dissolving committees is incorporated into this Resolution.

SECTION 2. To the extent the provisions of this Resolution are inconsistent with the provisions of any prior adopted Town Resolution, the inconsistent provision of the prior adopted Resolution shall be and is hereby repealed.

SECTION 3. If any provision of this Resolution shall be deemed or held to be invalid or unenforceable for any reason whatsoever, then such invalidity or unenforceability shall not affect any other provision of this Resolution which may be given effect without such invalid or unenforceable provision, and to this end, the provisions of this Resolution are hereby declared to be severable.

SECTION 4. This Resolution is effective by its adoption by a majority of the Commissioners of the Town of Dewey Beach on December 12, 2009.

Mayor Richard N. Solloway

Town Manager

EXHIBIT A

STANDING COMMITTEES

1. Audit Committee

- a. Chairman: Don Zeigler
- b. Continue Committee; Continue Chair
- c. Membership: Chair (Member of Budget and Finance Committee) plus two additional members.
- d. Goals and Objectives;
 - a. Work with outside auditors to submit final Audit Report for Mayor and Commissioner approval within 90 days of fiscal year end.
 - b. Review internal financial statements quarterly for accuracy and completeness.
 - c. Review Balance Sheet and account balances quarterly for accuracy and completeness.
 - d. Review investments and insure adherence to Town's Investment Policy quarterly for accuracy and completeness. Respond to requests from the Budget and Finance Committee and the Mayor and Commissioners.

2. Budget and Finance Committee

- a. Chairman: Commissioner Marc Appelbaum
- b. Continue Committee; Continue Chair
- c. Membership: Chair (Town Commissioner), Vice Chairman and Secretary plus four additional members.
- d. Goals and Objectives
 - a. Recommend detailed budget for Mayor and Town Commissioner approval by March 10th of each fiscal year.
 - b. Monitor detailed budget performance and variance on a monthly basis.
 - c. Review the Town's investment positions quarterly and at least 30 days prior to the expiration of any specific investment instrument, and recommend changes consistent with the Town Investment Policy when appropriate.
 - d. Review all Town fee and fine structures annually and recommend changes as appropriate to the Mayor and Town Commissioners.
 - e. Look for and recommend to the Mayor and Town Commissioners new revenue producing opportunities as appropriate.
 - f. Look for and recommend to the Mayor and Town Commissioners cost savings opportunities in Town operations.
 - g. Respond to requests from the Mayor and Town Commissioners, Town Manager and Audit Committee.

3. Information Technology (IT) Committee (former CIS Committee)

- a. Chairman Mayor Richard N. Solloway
- b. Continue Committee; appoint new Chairman
- c. Membership: Chairman plus four additional members.
- d. Goals and objectives

- a. Review and assess the use and performance of the Town website on a quarterly basis and make recommendations for change or upgrades to the Town Manager.
- b. Train Town employees, committee chairs and committee members on an as needed basis regarding the use and posting of information on the Town website.
- c. Recommend structure and software for the Town to establish and maintain public and a proprietary data bases for efficient operations and communications with the Town's citizens and property and business owners.
- d. Establish and review proper adherence to Town on-line privacy and password policies quarterly; provided training as necessary.
- e. Define process and policy for posting Town business on Town's website, and review operations and adherence to policy quarterly.
- f. Respond to requests from the Commissioners and Town Manager.

4. Display Committee (dissolved December 12, 2009)

- a. Current Chair: Claire Walsh
- b. Dissolve committee; goals and objectives of this committee will be assumed by the Marketing Committee.

5. Events Committee (dissolved December 12, 2009)

- a. Chairman Dell Tush resigned.
- b. Dissolve committee; goals and objectives of this committee will be assumed by the Marketing Committee.

6. Noise Committee (dissolved December 12, 2009)

- a. Chairman Dell Tush resigned.
- b. Dissolve committee; goals and objectives of this committee to be assumed by the Marketing Committee.

7. Roads Committee (dissolved December 12, 2009)

- a. Current Co-Chairs: Peter Lucas and Mayor Solloway
- b. Dissolve committee and re-establish as a sub-committee of the Infrastructure Committee.

8. Voter Registration Committee (dissolved December 12, 2009)

- a. Chairman Dell Tush resigned
- b. Dissolve and re-establish as the Election Committee

9. Policy Committee

- a. Chairman: Commissioner Marty Seitz
- b. Continue committee; continue Chairman.

10. Public Intoxication Committee (dissolved December 12, 2009)

- a. Chairman: Commissioner Marc Appelbaum

- b. Dissolve committee.

THE FOLLOWING NEW COMMITTEES ARE HEREBY ESTABLISHED:

11. Infrastructure Committee

- a. Chairman: Rick Judge
- b. Membership: Chairman, Vice Chairman, Secretary and four to six additional members, at least one of which is a regular town employee:
- c. This committee would address all Town infrastructure concerns
- d. The former roads standing committee is hereby reconstituted as a sub-committee of the Infrastructure Committee.

12. Marketing Committee

- a. Co-Chairman: Mayor Richard N. Solloway and Commissioner Diane Hanson
- b. Membership: Co-Chairman (or a Chairman and Vice-Chairman), Secretary, and four to six additional members:

13. Charter /Code Committee

- a. Co-Chairman: Town Manager and Mary Nelson
- b. Membership: Co-Chairman (or a Chairman and Vice-Chairman), Secretary, and two to four additional members:
- c. Goals and objectives: Committee helps review and craft language and map out strategy for Charter and Town Code amendments.

14. Election Committee

- a. Co-Chairman Beverly Corelle and David Kaminsky
- b. Goals and objectives
 - a. Comply with all state election laws.
 - b. Performs a post election review.
 - c. Review and make recommendations for absentee voting.
 - d. Get materials prepared well in advance of elections.
 - e. Research and make recommendations regarding entity voting.
 - f. Review how to avoid election on holidays.
 - g. Respond to Mayor and Commissioner requests.