

## **RESOLUTION 144**

### **A RESOLUTION OF THE TOWN OF DEWEY BEACH, DELAWARE RATIFYING MEMBERS OF CERTAIN COMMITTEES AND FURTHER RATIFYING OBJECTIVES AND GOALS OF CERTAIN COMMITTEES.**

**WHEREAS**, the Commissioners of the Town of Dewey Beach met in public session on January 9, 2010 and duly appointed certain members to constitute Town Committees; and

**WHEREAS**, the Commissioners of the Town of Dewey Beach desire to ratify and memorialize their Committee appointments.

**NOW, THEREFORE, BE IT RESOVED** by the Commissioners of the Town of Dewey Beach, Delaware, that:

**Section 1.** The Commissioners of the Town of Dewey Beach hereby ratify the appointment of the following members to the Town Committees referenced:

#### **AUDIT COMMITTEE**

<u>Committee Member</u>	<u>Term Expiration</u>
Don Ziegler, Chairman	October, 2010
Steve Montgomery	October, 2010
Joe Churchman	October, 2010

#### **BUDGET AND FINANCE COMMITTEE**

<u>Committee Member</u>	<u>Term Expiration</u>
Commissioner Mark Appelbaum Chairman	October, 2010
David King	October, 2010

Don Zeigler	October, 2010
Steve Huse	October, 2010
Ken Lodge	October, 2010

**CHARTER COMMITTEE**

<u>Committee Member</u>	<u>Term Expiration</u>
Town Manager Diana Smith Co-Chairman	October, 2010
Mary Nelson Co-Chairman	October, 2010

**ELECTIONS COMMITTEE**

<u>Committee Member</u>	<u>Term Expiration</u>
Beverly Corelle AND Co-Chairman	October, 2010
David Kaminsky Co-Chairman	October, 2010
Joan Claybrook	October, 2010
Gloria Rogers	October, 2010
Shirley Grutkowski	October, 2010

**INFORMATION TECHNOLOGY COMMITTEE**

<u>Committee Member</u>	<u>Term Expiration</u>
Mayor Richard N. Solloway Chairman	October, 2010
Steve Huse	October, 2010
Richard Cleveland	October, 2010

Dave Davis	October, 2010
Rose Lucas	October, 2010

### **INFRASTRUCTURE COMMITTEE**

<u>Committee Member</u>	<u>Term Expiration</u>
Rick Judge, Chairman	October, 2010
Albert Genemans	October, 2010
Mike Harmon	October, 2010
Mark Norquist	October, 2010
David King	October, 2010

### **MARKETING COMMITTEE**

<u>Committee Member</u>	<u>Term Expiration</u>
Mayor Richard N. Solloway Co-Chairman	October, 2010
Commissioner Diane Hanson Co-Chairman	October, 2010
Jim Dedes	October, 2010
Sally Read	October, 2010
Steve Montgomery	October, 2010
Kelly Ranieri	October, 2010
Steph Przygocki	October, 2010
Denise Campbell	October, 2010
Steve Huse	October, 2010

**POLICY COMMITTEE**

<u>Committee Member</u>	<u>Term Expiration</u>
Commissioner Seitz, Chairman	October, 2010
Dave Davis	October, 2010
Betty Laird	October, 2010
Ryan Malone	October, 2010
Jim Dedes	October, 2010

**Section 2.** The Commissioners of the Town of Dewey Beach hereby ratify the goals and objectives of the Town Committees as those goals and objectives are described in the document attached as Exhibit A.

**Section 3.** This Resolution shall become effective immediately upon its passage and adoption.

**BE IT RESOLVED** by the Commissioners of the Town of Dewey Beach this 13th day of March, 2010.

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Mayor Richard N. Solloway

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Town Manager Diana K. Smith

## **EXHIBIT A**

### **STANDING COMMITTEE OBJECTIVES AND GOALS**

#### **1. Audit Committee**

- 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. Recommend detailed budget for Mayor and Town Commissioner approval by March 10<sup>th</sup> 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. Charter /Code Committee**

- a. Committee helps review and craft language and map out strategy for Charter and Town Code amendments.

#### **4. Election Committee**

- a. Assure preparations are complete for the 2010 elections.
- b. Develop and recommend a charter amendment to enable rescheduling of elections in any year when the third Saturday in September is also a holy day for the Jewish faith.
- c. Examine voter eligibility requirements for individuals and entities, consider modifications, and present findings and recommendations.
- d. Recommend improvements in procedures for validating eligibility of voters, in-person and absentee voting, absentee ballot-counting, and other aspects of the election process.

- e. Design a voter registration system and recommend implementation procedures.

**5. Information Technology (IT) Committee (former CIS Committee)**

- 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.

**6. Infrastructure Committee**

- a. Address all Town infrastructure concerns

**7. Marketing Committee**

- a. To promote a vibrant, healthy, balanced and safe environment for all persons within Town limits. This is inclusive of families, full-time residents, business owners, guests, part-time owners and all others who live, visit or vacation in Dewey Beach.
- b. Continue to advance the beautification efforts that have been on-going.
- c. Develop a more comprehensive plan to promote the plethora of Town attributes such as its beaches, bays, restaurants, and special events.
- d. Contain noise within the Town by implementing a comprehensive solution that will curtail all noise sources.
- e. Improve our understanding hand handling of trash and litter on our streets and provide aesthetically pleasing receptacles to offer the Town's guests and to encourage proper behavior and utilization of our waste disposal process.
- f. Improve our understanding and handling of the public intoxication that occurs within Town limits.

**8. Policy Committee**

- a. The mission of the Policy Committee is to develop a description of policies essential to the efficient operations of the Town of Dewey Beach; describe the status of current Town Policies; and develop a strategy for updating and maintaining relevant Town policy manuals. Through this work the Committee will recommend changes to specific policies. The goals of the Committee are to recommend to the Commissioners revisions and changes to key Dewey Beach policy manuals, and to put forward a strategy for maintaining these policies. The near term goal is to recommend the strategy and brief the Commissioners on the progress of the Committee.