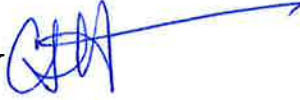


TOWN OF OCEAN VIEW
DELAWARE

February 3, 2021

TO: Mayor and Council
FROM: Carol S. Houck, Town Manager
SUBJECT: Charter Review Committee



Our Charter includes a provision requiring it be reviewed every ten years. In doing so a Charter Review Committee is required to be named. We would like Council's support of a committee that would meet to review the Charter and ultimately make recommendations to Mayor and Council for any changes. After considering the makeup of the committee I recommend the following:

- Town Solicitor Shrader
- Town Finance Director Dawn Parks
- Town Clerk Donna Schwartz
- One Member of Council and
- One Member of the Public

Might I recommend that you consider the option of asking a former Councilperson to fill the public spot in relationship to their familiarity with the Town operations and that you discuss among yourselves which member of Council would be interested in participating. We can deliver the Charter (or it can be accessed online) and zoom meetings could be called to hold an initial meeting and subsequent meeting or two to discuss and determine recommendations. This is not expected to be overly time consuming as over the years the Town has addressed necessary changes as they are realized.

Please advise if you have any questions.