

TOWN OF FENWICK ISLAND, DELAWARE

2015 Town Council Orientation Packet

1. Town Charter and Town Code

The Town Charter and Code are in one book – Town Code. We will supply you with updates as they are published and ask that you return the book to our office when you leave Council. The Code can be accessed online.

2. Freedom of Information Act (FOIA)

State of Delaware Title 29 Chapter 100, Freedom of Information Act, governs the conduct of meetings and other matters affecting the public policy. The code may be accessed online. A copy of the Code is included here. A complete copy of all FOIA and related code is available in the Town Clerk's office.

3. Budget (operating and capital)

The Town Budget is effective on August 1. A copy of the approved budget is filed in Town Hall and available online. A copy of the most recent financial plan is included for your convenience.

4. Annual Financial Report

The Town has contracted with Tom Sombar and Company, CPA to conduct annual audits of its records. This audit takes place shortly after the beginning of the new fiscal year. A copy of the audit may be obtained from the town manager.

5. Fee Schedule

The Town conducts an annual review of all fees and establishes a fee schedule by resolution. The fee schedule is posted in Town Hall and online. A copy is provided for your convenience.

6. List of Dates, Due Dates

The Town Fiscal Year begins on August 1 and ends on July 31. The following is a list of important dates:

Council Meetings - Regular	4 th Friday of the Month - no fewer than 10 meetings per fiscal year
General Election	1 st Saturday in August
Reorganization of Council	No sooner than 7 days after the election or what would have been election day
Property Tax Cycle	Bills sent on or about 8/1 and due no later than 9/15 to avoid late fees
Utility Tax Cycle	Bills sent on or about 8/5 and due 10/15
Gross Rental Tax Cycle - Residential	RENTAL INCOME NOVEMBER 1 TO APRIL 30 - 7.5% TAX DUE <u>MAY 31</u> RENTAL INCOME MAY 1 TO OCTOBER 31 - 7.5% TAX DUE <u>NOVEMBER 30</u>
Gross Rental Tax Cycle - Commercial	RENTAL INCOME JANUARY 1 TO MARCH 31 - 3.0% TAX DUE <u>APRIL 30</u> RENTAL INCOME APRIL 1 TO JUNE 30- 3.0% TAX DUE <u>JULY 31</u> RENTAL INCOME JULY 1 TO SEPTEMBER 30- 3.0% TAX DUE <u>OCTOBER 31</u> RENTAL INCOME OCTOBER 1 TO DECEMBER 31- 3.0% TAX DUE <u>JANUARY 31</u>
Trash Collection	Every Monday and Thursday May - September Monday only October - April
Recycle Collection	Every Friday May - September 1 st and 3 rd Friday October - April
Yard Waste Collection	April thru December once per month
Bulk Trash Collection	May & September (3-day collection)
Appoint Commission & Committee Members	September but not later than October
Fenwick Island Newsletter	Published quarterly
Holiday Tree Lighting	n/a
Memorial Day Service	n/a
Comprehensive Land Use Plan Annual Report	July
Annual Bonfire	1 st Saturday in July or closest to 4 th of July
Budget Review	At least two (2) meetings in April /May, adoption in June or July

7. Election Information

The General Election is on the 1st Saturday in August. A Solicitation Notice for Candidates is advertised in June, and all nominees are reviewed/certified by the Board of Elections. Voting and Election information is available online.

Voter registration information is available online. Section 9 Voter Qualifications addresses all those who are eligible to register to vote.

8. Commissions and Committees (see master list for updates)

Town Council may appoint members of the public to serve on various Commissions and Committees. Membership applications are made available year-round in Town Hall and online. Citizens are urged to submit their applications before the regular September Council meeting so that Council will have time to consider all requests.

Current Town Commissions and Committees:

Name	Number of Members	Meeting Day/Time	Term Expiration
Audit Committee	Unlimited	As needed	Annual
Beach Committee	Unlimited	As needed	Annual
Board of Adjustments	5	As needed	3-year term - rolling expirations
Board of Elections	3	As needed	1-year term - rolling expirations
Budget Committee	Unlimited	As needed	Annual
Building Committee	Unlimited	As needed	Annual
Charter & Ordinance Committee	Unlimited	1 st Tuesday of Month @9:30 AM	Annual
Emergency Management Committee	Unlimited	As needed	Annual
Environmental Committee	Unlimited	As needed	Annual
Planning Commission	7	2 nd Tuesday of Month @2:30 PM	2-year term -rolling expirations

The Council may create other committees as needed to complete certain specialized tasks if they choose. A list of 2014-2015 committees/members is included for reference.

9. Employee Roster and Contact Information

An employee contact list is maintained at Town Hall and updated as needed. This list also includes other information that Town Hall Staff may need during the course of the day. This list includes the holiday schedule and other information that is not for distribution to the public. A copy of the current roster is included here for your information.

10. Website, Facebook, Twitter and Email Information

The Town website is located at fenwickisland.org. The Town now has a Twitter account maintained by the town manager and the lifeguard captain.

Both the website, Facebook page and Twitter feed are used to disseminate information as quickly as possible to the public especially in the event of an emergency. Interested persons are encouraged to sign up for email notification from the Town's website. The Town now has the ability to send out emergency weather alerts to all who are signed up. The emergency alert appears on the top of the home page and may appear on other pages as well depending on the nature of the emergency. Notification of emergency status is placed on the Facebook page with a redirect to the Town website for more information.

11. Personnel Policy Manual

The Town of Fenwick Island Personnel Policy Manual contains information relating to personnel functions/activities. The Policy may be amended with a 10-day posted notice to staff. Amendments to the Personnel Policy are by Resolution of Council. A copy of the current Personnel Policy Manual can be requested from the town manager or town clerk.

12. Comprehensive Land Use Plan

The Town of Fenwick Island Comprehensive Land Use Plan was certified by the State of Delaware in November 2007 and in 2012. State Law required that this plan be reviewed after five years for appropriate changes. A full review is done every ten years. The Planning Commission will begin the 2017 certification in January, 2016. A copy of the Plan and Annual Report to date is posted on the website.

Misc. Information

Also included in the Council Orientation Guide is as follows:

- FY 2015 Emergency Management Plan
- 2015 Solid Waste Calendar
- Fenwick Island Zoning Map
- All other information can be located on the Town website at fenwickisland.org.