

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, February 12 – **Cancelled**
- ✓ **Sussex County Association of Towns:** Wednesday, February 12, 6:00 PM, hosted by Georgetown
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, February 14, 9:00 AM, Arena's at the Airport
- ✓ **Planning Commission Meeting:** Wednesday, February 19, 6:00 PM, Town Hall
- ✓ **Town Council Meeting:** Wednesday, February 26, 7:00 PM, Regular Meeting

UPDATES FROM DEPARTMENTS ...

Finance

- As of January 31, the Town has collected:
 - \$1,602,913 (99%) of the annual property tax billing (\$1,616,317)
 - \$721,616 (71%) of the January Utility Billing (\$1,019,634)
- Meeting with Records Management scheduled for February 11
- Monthly Key Revenue Items Report (January 2020) – Copy Attached
- December 2019 Budget vs. Actual Report – Copy Attached
- Real Estate Transfer Tax Summary (January 2020)

	January 2020		January 2019	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$27,605	\$233,297	\$14,880	\$190,055

Wastewater

- Lagoon depths: Large Lagoon is 6.00 feet and Small Lagoon is 6.50 feet
- Replaced sections of fascia and soffit boards on the generator room building at the Main pump station
- Rebuilt air diffuser assemblies for future repairs in the Biolac aeration basin
- Pulled Pump 1 at Stevenson Lane to clear obstruction in the impeller

Public Works

- Cleaning of water plants in preparation for annual inspection
- Initiated equipment preparation for grass cutting season
- Street sweeper sent to First State Chevrolet for repair of body damage

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Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Departmental Press Releases issued as warranted

Planning

- Projects:
 - Marvel Museum – Final site plan resubmittal on February 6
 - Royal Farms #219 – Category I site plan submitted on February 4
 - Bully Frog (22065 Dupont Blvd) – Engineer approval on lot consolidation received on February 5
 - 673 North Bedford Street – BOA application for signage received on February 3
- Predevelopment Meeting:
 - 303 Albury Avenue (lot subdivision) – February 7
- Building Permit Summary (January 2020)

Building Activity	January 2020	December 2019	January 2019
Permits Issued	23	24	16
Value of Improvements	\$370,466	\$501,474	\$5,288,259
Permit Revenue	\$2,047	\$2,955	\$26,764

Construction Coordinator

- Certificate of Occupancy:
 - 21133 Sterling Square
- Resolved water main tap for (2) 6" fire suppression lines at Dunbarton Oaks
- Reviewed water service line replacement for Market & Bedford Street plans from DBF
- Meeting with engineer for 4 & 6 East Laurel Street
- Miss Utility Locate Summary (copy attached)

TOWN MANAGER'S UPDATE ...

- Completed and submitted Monarch City USA application
- Worked with Delaware League of Local Governments – Legislative Advocacy Committee in review of legislative items and prioritization
- Meeting with Simone Collins and representatives of Georgetown Apartments, Georgetown Little League, and Grace Church regarding conceptual design for trail

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easement joining the Georgetown to Lewes Trail (Phase 8) to our street network (Gene Dvornick, Laura Givens)

- Attended Sussex Sports Center Foundation Board Meeting (Gene Dvornick, Bill West)
- Met with representatives of Sussex County regarding potential for sewer redirection and water supply interconnect (Gene Dvornick, Laura Givens, Eric Rust, Kenny Wilson)
- Reviewed and issued Circle Use Permits
- Researched building addressing requirements for multi-family buildings – future ordinance anticipated (Gene Dvornick, Jocelyn Godwin, Jeff Ward)
- Answered local organization questions regarding temporary placement of a storage trailer on their property
- Provided map and location information for International Women's Day Event planners
- Walked East Market Street to identify potential areas for planter placement (Gene Dvornick, Chris Lecates)
- Assisting local Boy Scout in identifying potential Eagle Scout Projects here in Town
- Responded to FOIA request
- Drafted Circle Use Permit Process Flowchart
- Followed up on several code enforcement issues

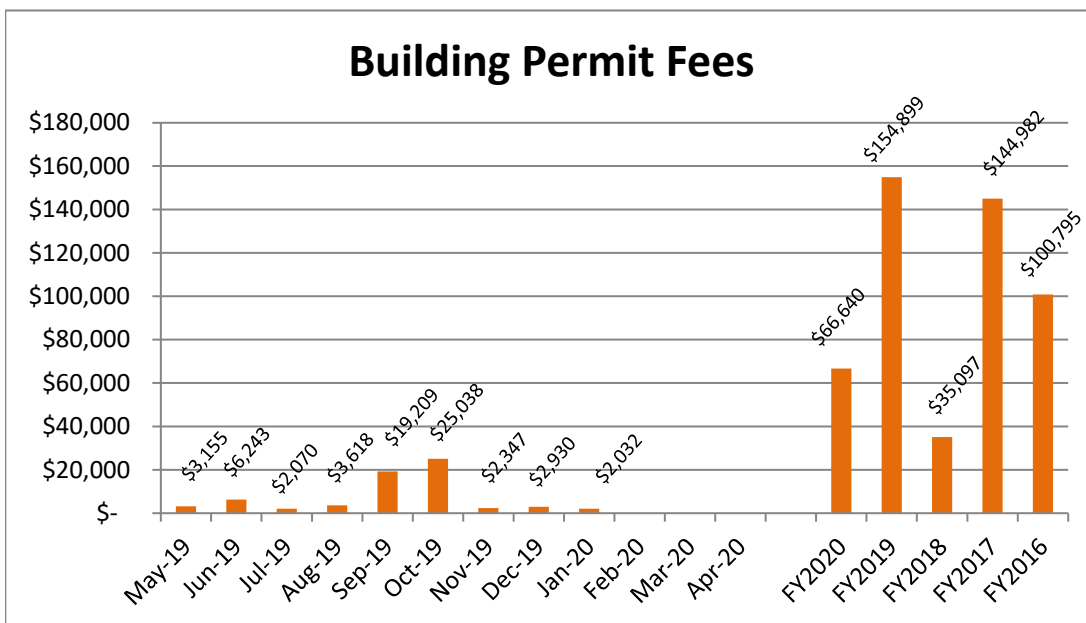
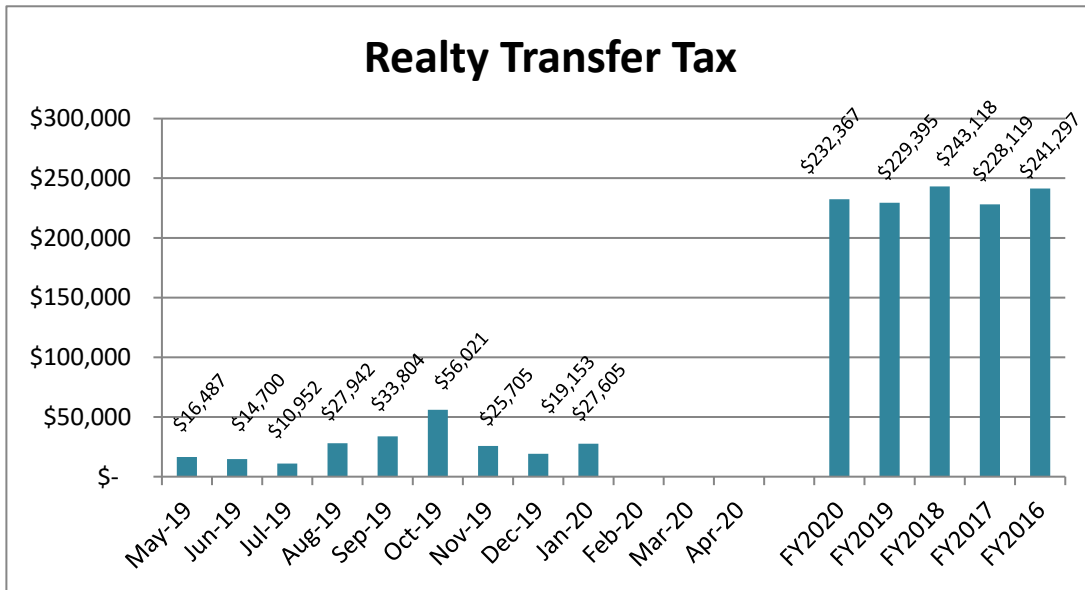


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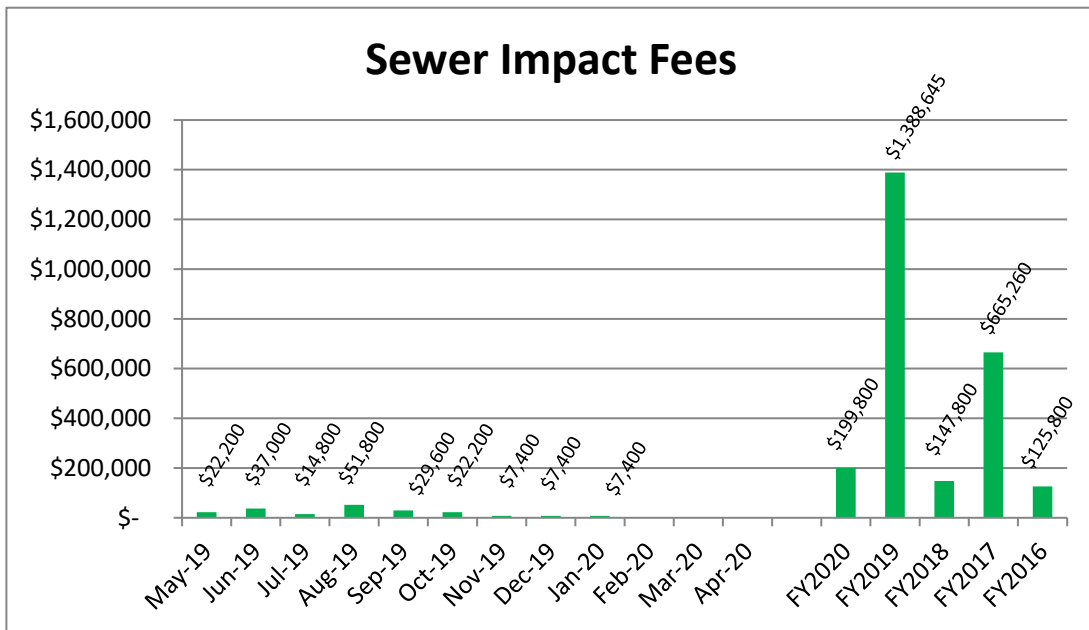
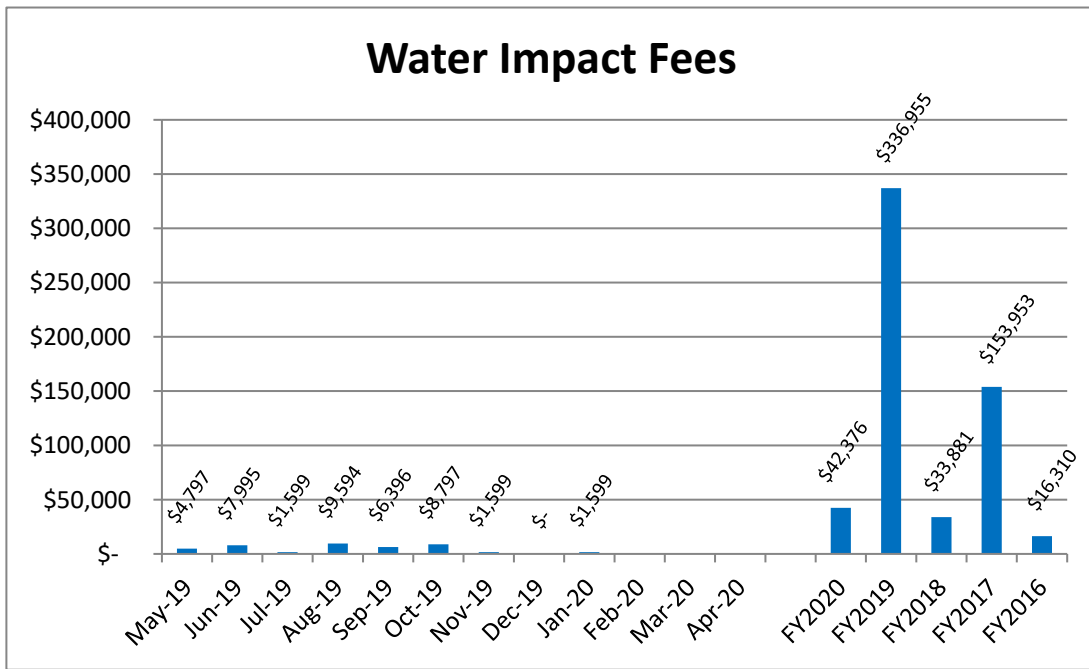


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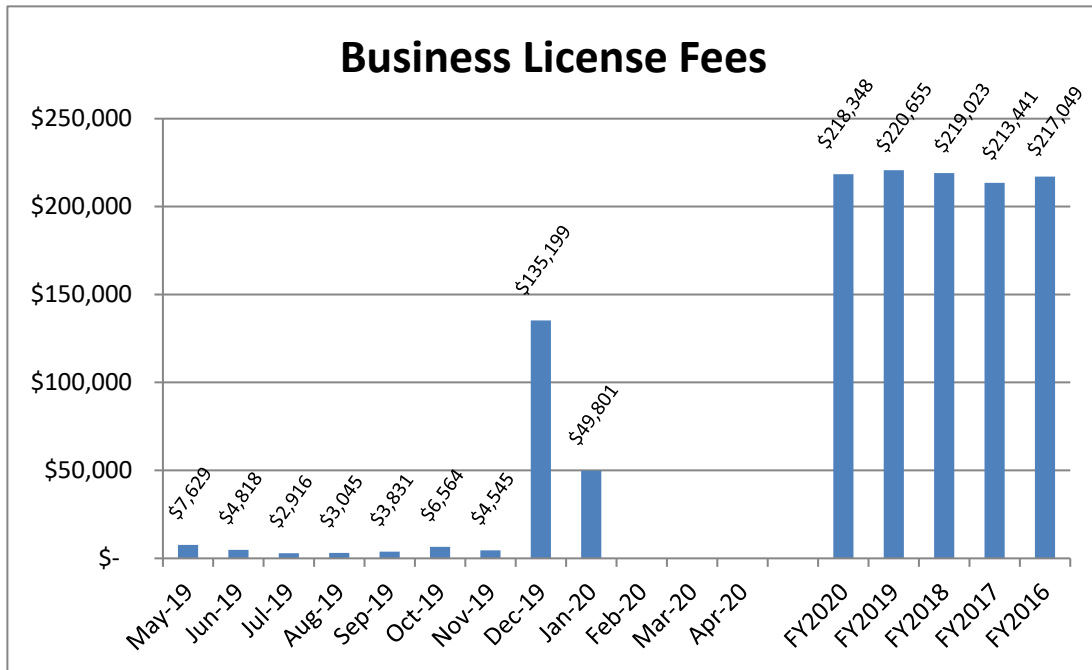
Key Revenue Items



Key Revenue Items



Key Revenue Items

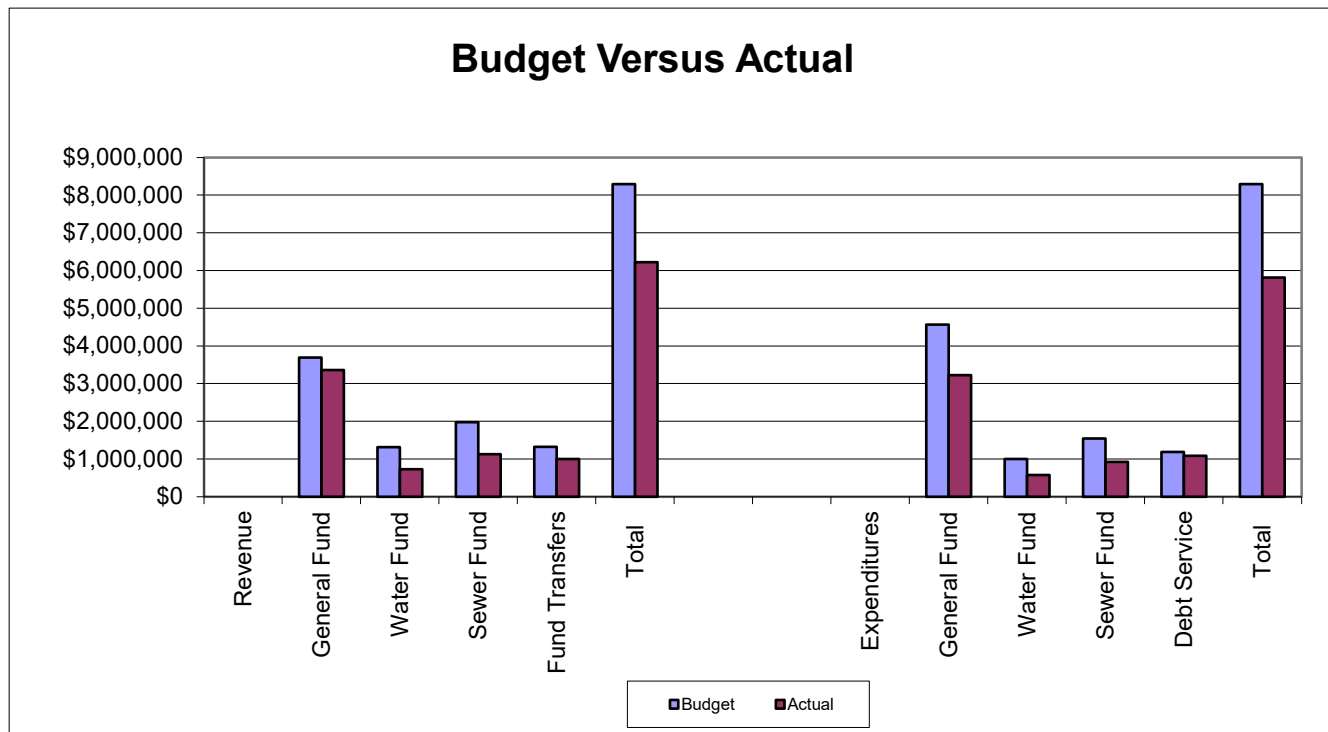


Town of Georgetown
Budget Versus Actual (Operating)
As of December 31, 2019

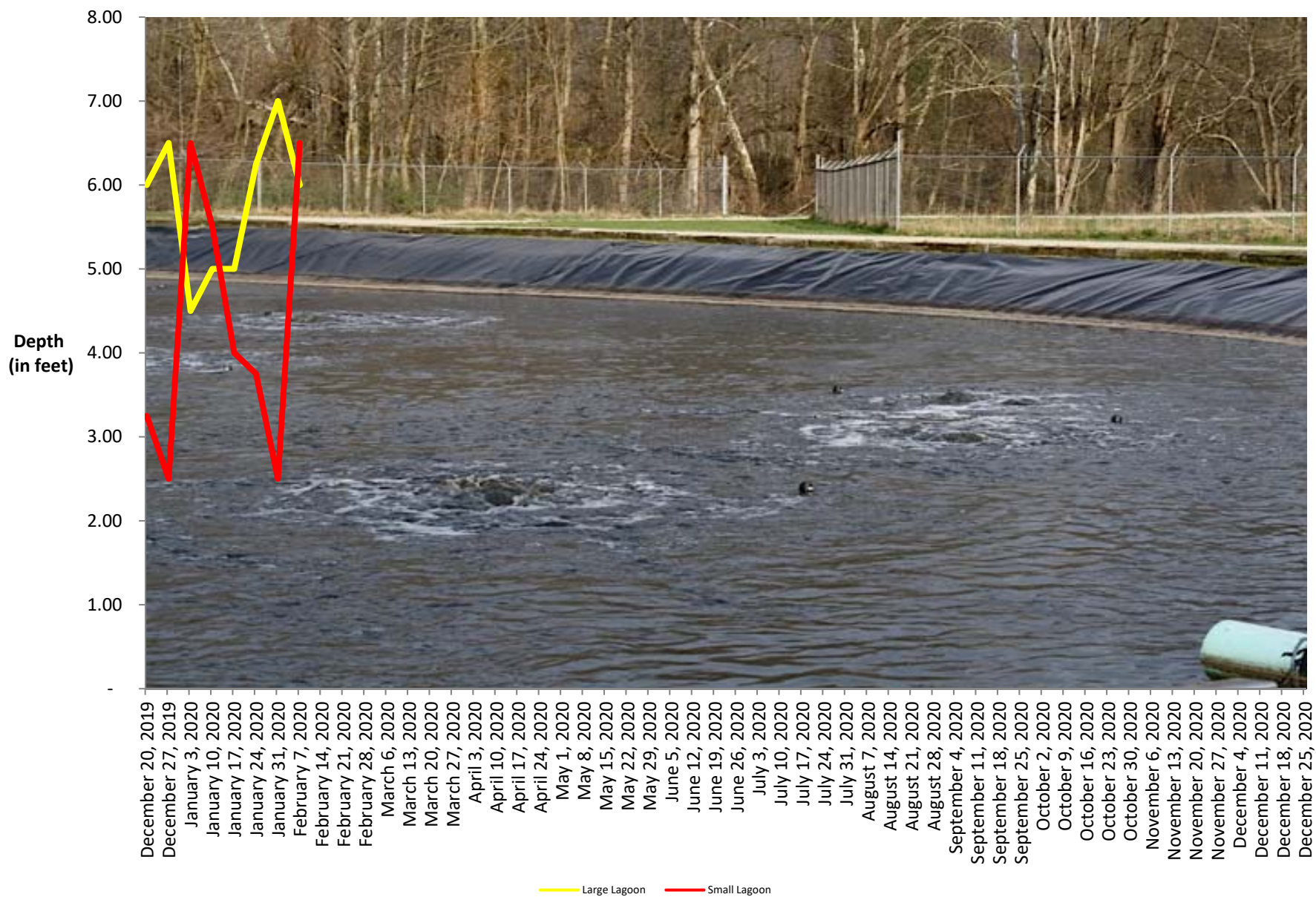
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.67% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$ 3,685,969	\$ 3,356,877	\$329,092	91%
Water Fund	\$ 1,313,500	\$ 728,315	\$585,185	55%
Sewer Fund	\$ 1,971,500	\$ 1,129,566	\$841,934	57%
Fund Transfers	\$ 1,317,768	\$ 1,002,212	\$315,556	76%
Total	<u>\$8,288,737</u>	<u>\$6,216,970</u>	<u>\$2,071,767</u>	<u>75%</u>

<u>Expenditures</u>				
General Fund	\$4,561,477	\$3,227,019	\$1,334,458	71%
Water Fund	\$1,000,236	\$573,431	\$426,805	57%
Sewer Fund	\$1,541,184	\$926,050	\$615,134	60%
Debt Service	\$1,185,840	\$1,086,630	\$99,210	92%
Total	<u>\$8,288,737</u>	<u>\$5,813,129</u>	<u>\$2,475,608</u>	<u>70%</u>

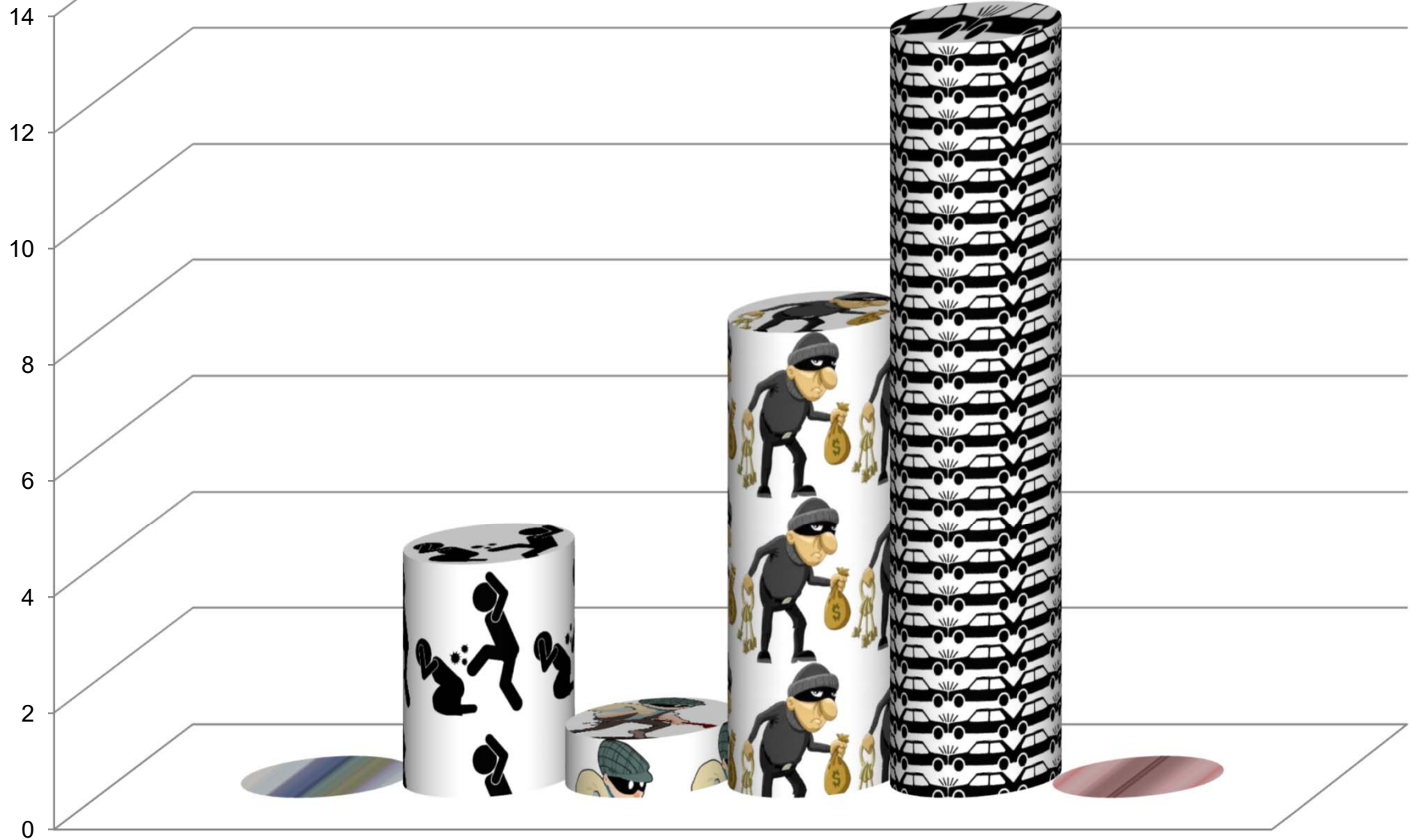
* Line item detail available upon request.



WWTF Lagoon Depths



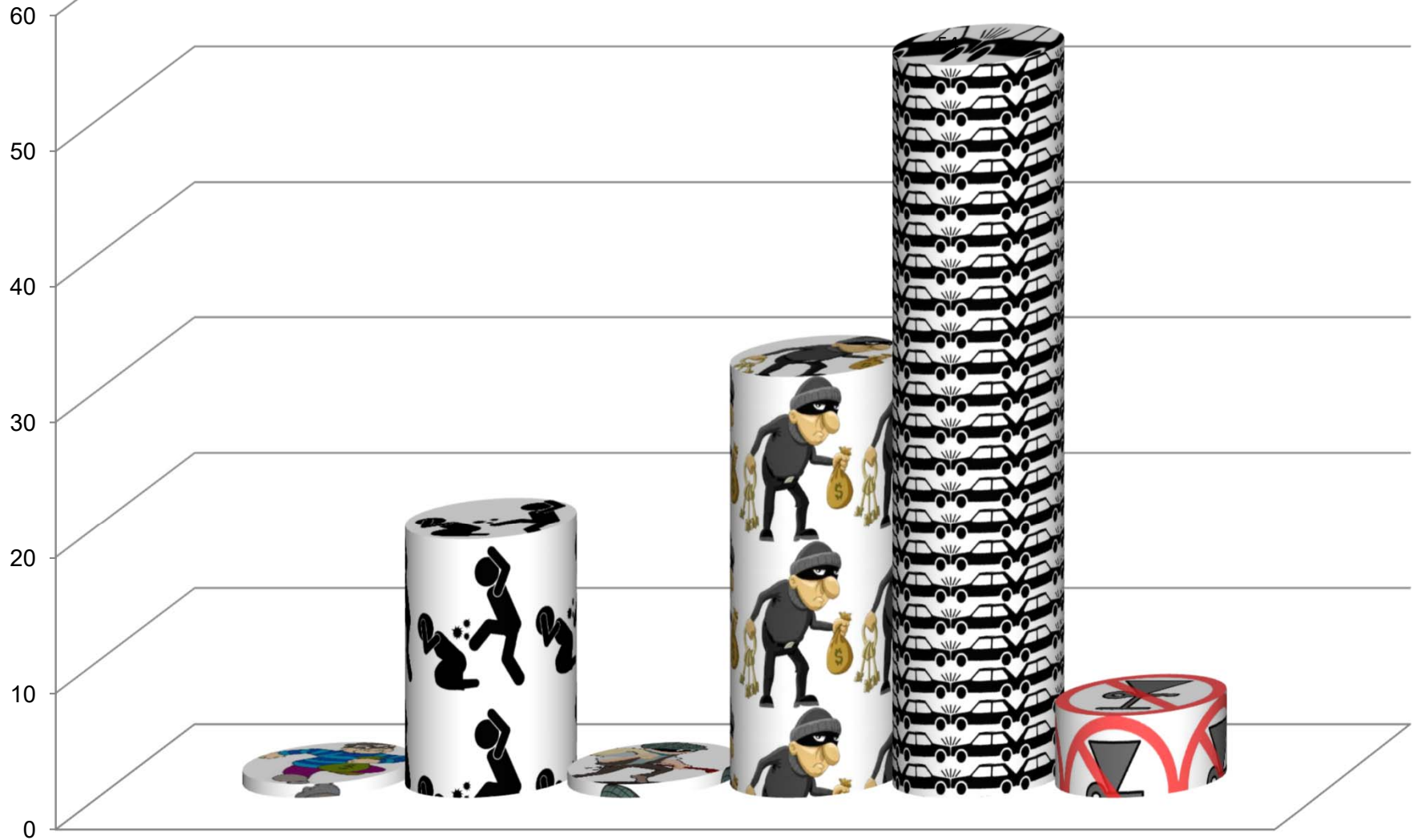
February 5, 2020



Weekly

■ Robbery ■ Assault ■ Buglary ■ Theft ■ Collision ■ DUI

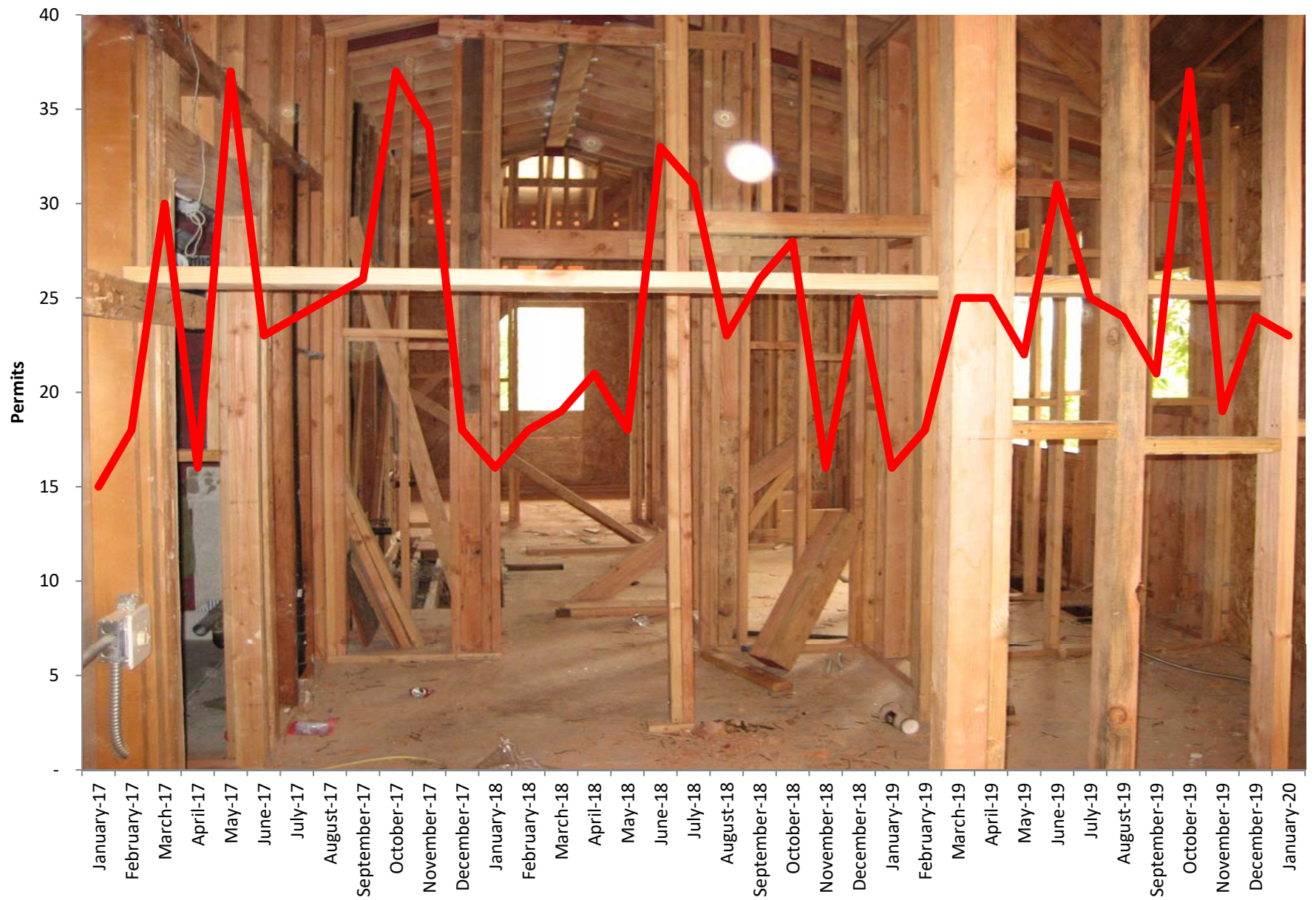
February 5, 2020



Year to Date

■ Robbery ■ Assault ■ Buglary ■ Thefts ■ Collision ■ DUI

Building Permit Activity



Miss Utility Locate Tickets

