

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, February 26, 6: 30 PM, Executive Session followed by Regular Meeting, Town Hall
- ✓ **Board of Adjustment:** Wednesday, March 4, 5:00 PM, Town Hall
 - 1. 673 North Bedford Street (Sign location variance)
- ✓ **Sussex County Association of Towns:** Wednesday, March 4, 6:00 PM, hosted by Laurel
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, March 6, 9:00 AM, Arena's at the Airport
- ✓ **Town Council Meeting:** Wednesday, March 11, 7:00 PM, Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS ...

Finance

- As of February 13, the Town has collected:
 - \$1,602,913 (99%) of the annual property tax billing (\$1,616,317)
 - \$926,912 (90%) of the January Utility Billing (\$1,019,634)
- Worked on FY 2021 Budget Presentation (Laura Givens, Olga Holm)
- Delaware Criminal Justice Council grant review site visit (Laura Givens)
- Met with a representative from Enterprise Fleet regarding Georgetown's Fleet Management Program (Gene Dvornick, Laura Givens)
- January 2020 Budget vs. Actual Report (copy attached)

Wastewater

- Lagoon depths: Large Lagoon is 7.00 feet and Small Lagoon is 5.25 feet
- All bar screens and screening baskets were cleaned at the pump stations
- Replaced six (6) air diffuser assemblies and repaired one (1) air diffuser assembly in the Biolac aeration basin at the treatment facility
- Completed the Sand Hill Pump Station Force Main mark out (from the pump station to Sand Hill Road)

Public Works

- Regraded Kimmey Street Extended (New Street to Pepper Street)
- VOP cleaned up around Wal-Mart and Redner's
- Finalized bids for concrete pad behind The Circle Café (outside dining area)

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Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Code Enforcement Report – January 2020 (copy attached)
- Departmental Press Releases issued as warranted

Planning

- Planning Commission:
 - Isaac's Farm – Preliminary Subdivision and Site Plan Approval – Approved
- Projects:
 - 108 Cedar Street – Rezone public hearing with Planning Commission scheduled for March 18
 - 22065 Dupont Blvd (Bully Frog) – Lot consolidation approved on February 20
- Comprehensive Plan completion kick-off meeting with staff & KCI scheduled for March 10
- US Census 2020 Boundary and Annexation Survey response provided on February 21 (No Changes)
- Predevelopment Meeting:
 - 101 Cedar Street (2nd Floor Apartment) – February 25
 - 20983 Dupont Boulevard (convenience store & gas) – February 25
 - 21393 Park Avenue (pole barn with living space) – February 28

Construction Coordinator

- Certificate of Occupancy Inspection
 - 24105 Crab Apple Court
- Inspection and test water main tap for (2) 6" fire suppression lines at Dunbarton Oaks
- Met with ProShot representative to get pricing on storm water pipe repair
- Met with contractor to resolve landscaping issue at Sussex Academy Arts and Science solar field project
- Miss Utility Locate Summary (copy attached)

TOWN MANAGER'S UPDATE ...

- Met with representatives from HELP Initiative to discuss "Lights On – Georgetown Strong" (Gene Dvornick, Chief Hughes)
- Provided Verizon Wireless contact information for utility billing purposes
- Attended Water Infrastructure Advisory Council (WIAC) Meeting

TOWN MANAGER'S WEEKLY REPORT



- Met with representatives of Enterprise Fleet Management to review FY 2021 vehicles and fleet planning (Gene Dvornick, Laura Givens)
- Attended DelDOT Public Workshop regarding US 113/SR 18/SR 404 Grade Separated Intersection – Provided design comments to Bridge Division
- Responded to scheduling of Step 3 Grievance (Health Care)
- Followed up with Georgetown Little League President regarding Georgetown to Lewes Trail Easement
- Responded to several FOIA request
- Followed up on several code enforcement issues



TOWN MANAGER'S WEEKLY REPORT



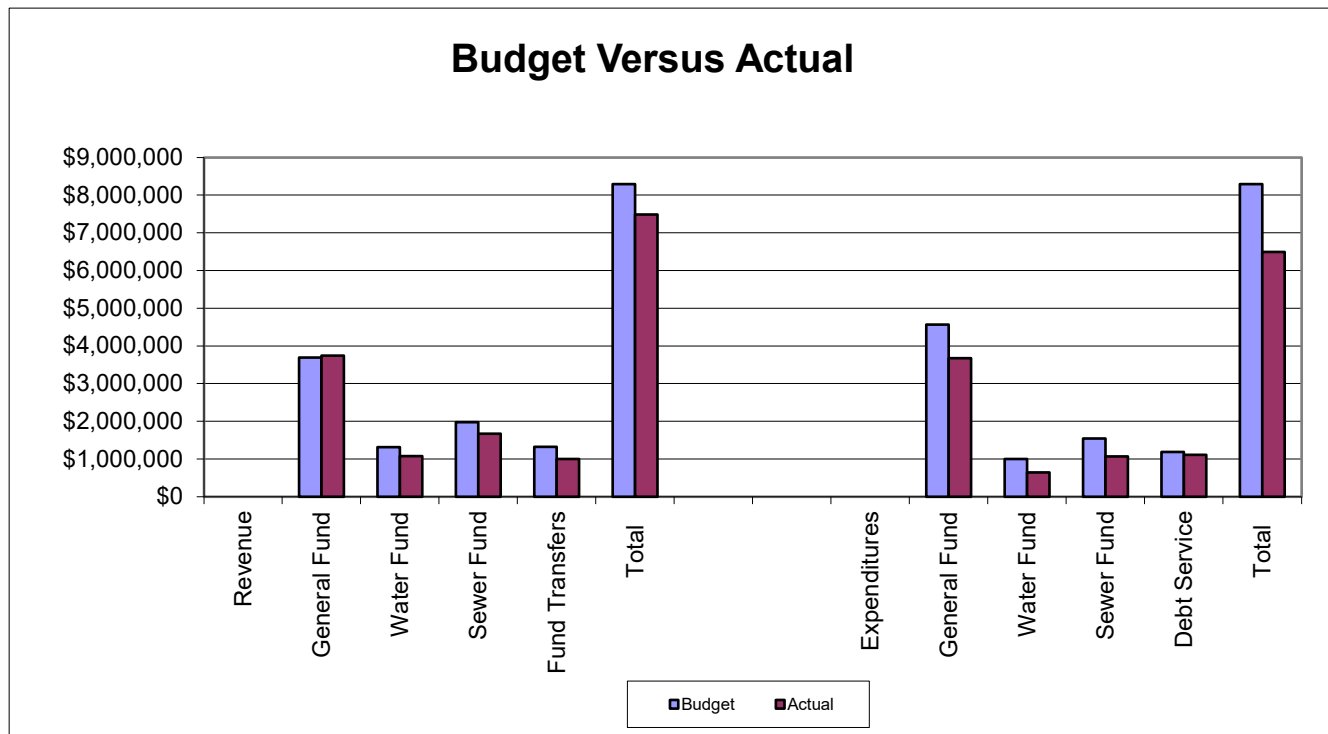
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
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Town of Georgetown
Budget Versus Actual (Operating)
As of January 31, 2020

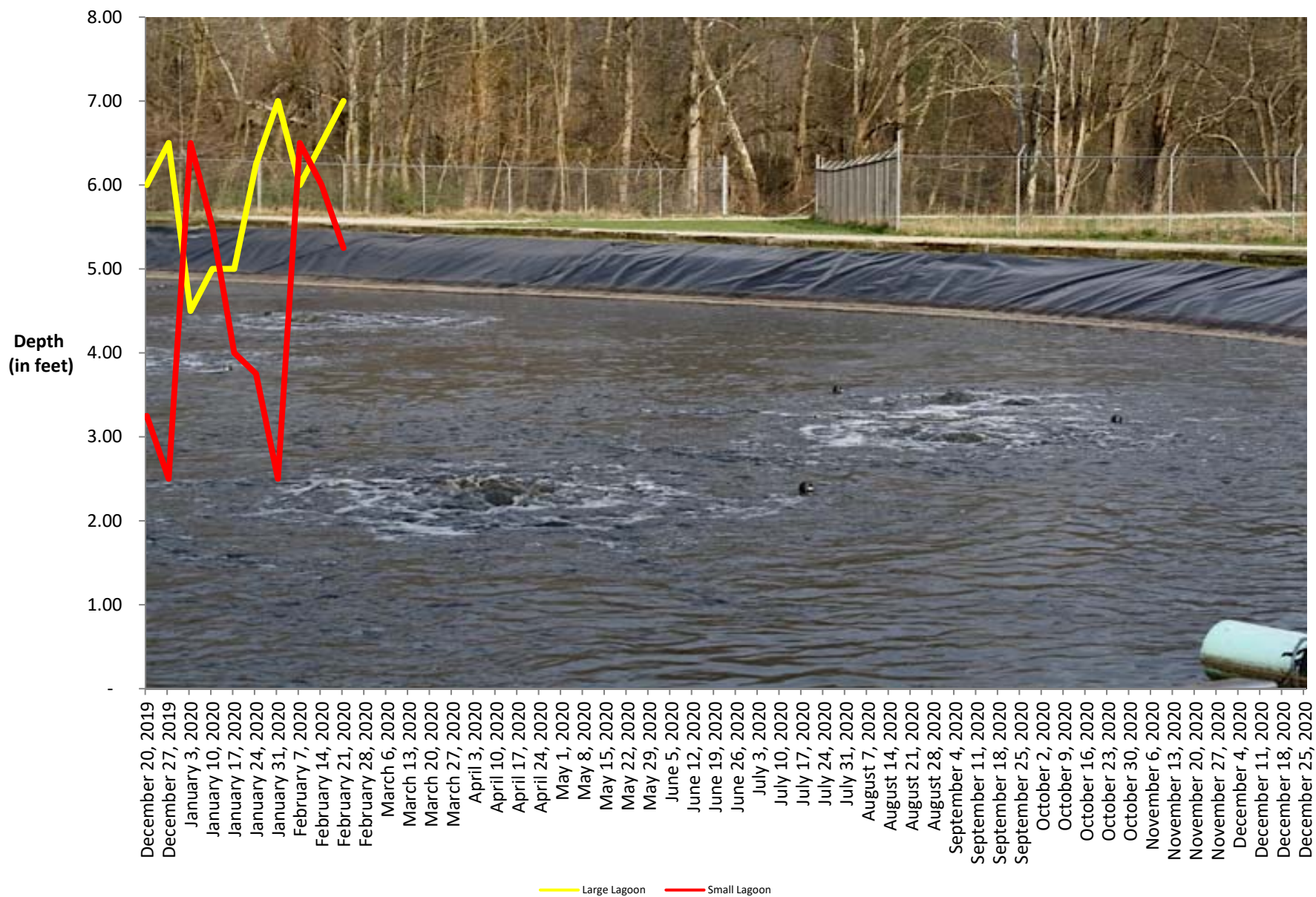
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.75% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$ 3,685,969	\$ 3,737,890	(\$51,921)	101%
Water Fund	\$ 1,313,500	\$ 1,078,656	\$234,844	82%
Sewer Fund	\$ 1,971,500	\$ 1,668,246	\$303,254	85%
Fund Transfers	\$ 1,317,768	\$ 1,002,212	\$315,556	76%
Total	<u>\$8,288,737</u>	<u>\$7,487,004</u>	<u>\$801,733</u>	<u>90%</u>

<u>Expenditures</u>				
General Fund	\$4,561,477	\$3,672,825	\$888,652	81%
Water Fund	\$1,000,236	\$643,225	\$357,011	64%
Sewer Fund	\$1,541,184	\$1,065,741	\$475,443	69%
Debt Service	\$1,185,840	\$1,107,304	\$78,536	93%
Total	<u>\$8,288,737</u>	<u>\$6,489,095</u>	<u>\$1,799,642</u>	<u>78%</u>

* Line item detail available upon request.

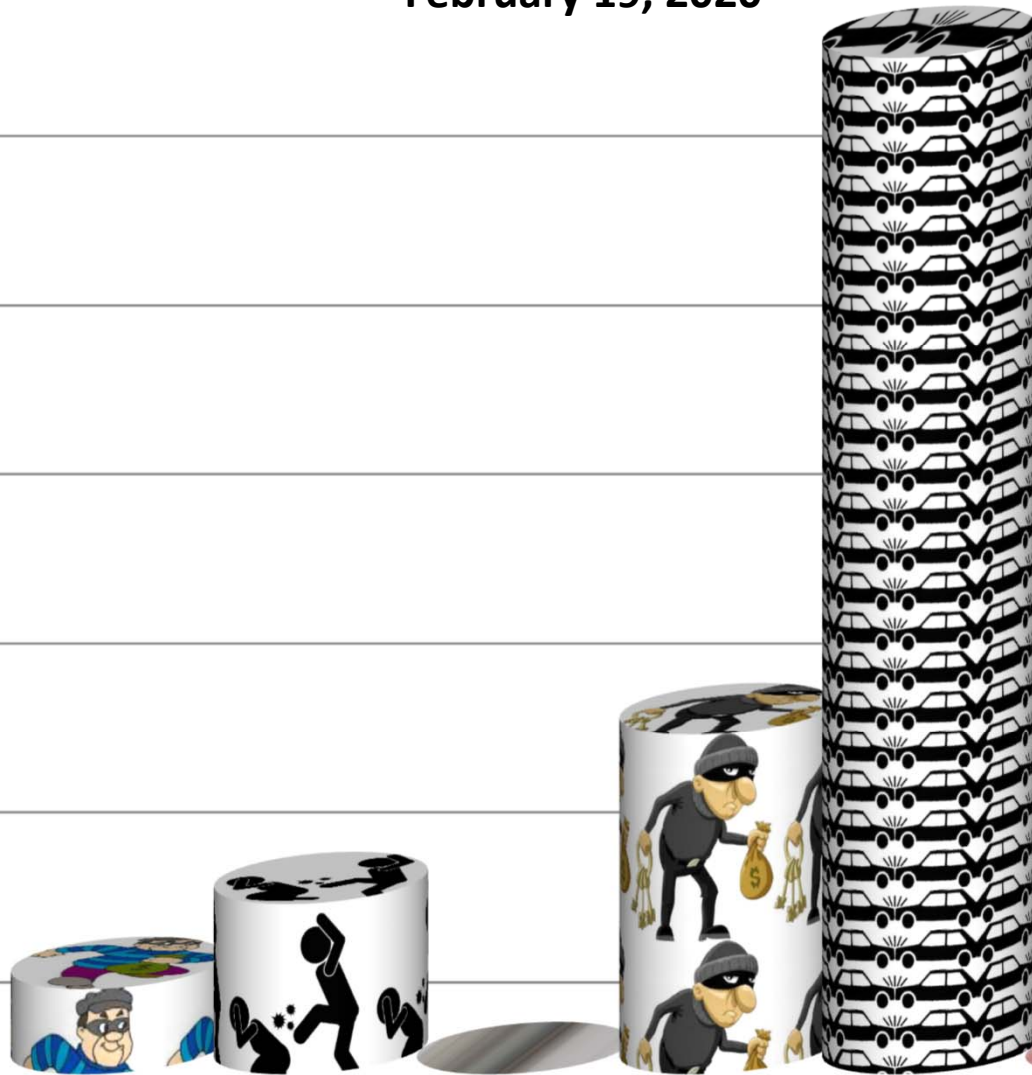


WWTF Lagoon Depths



February 19, 2020

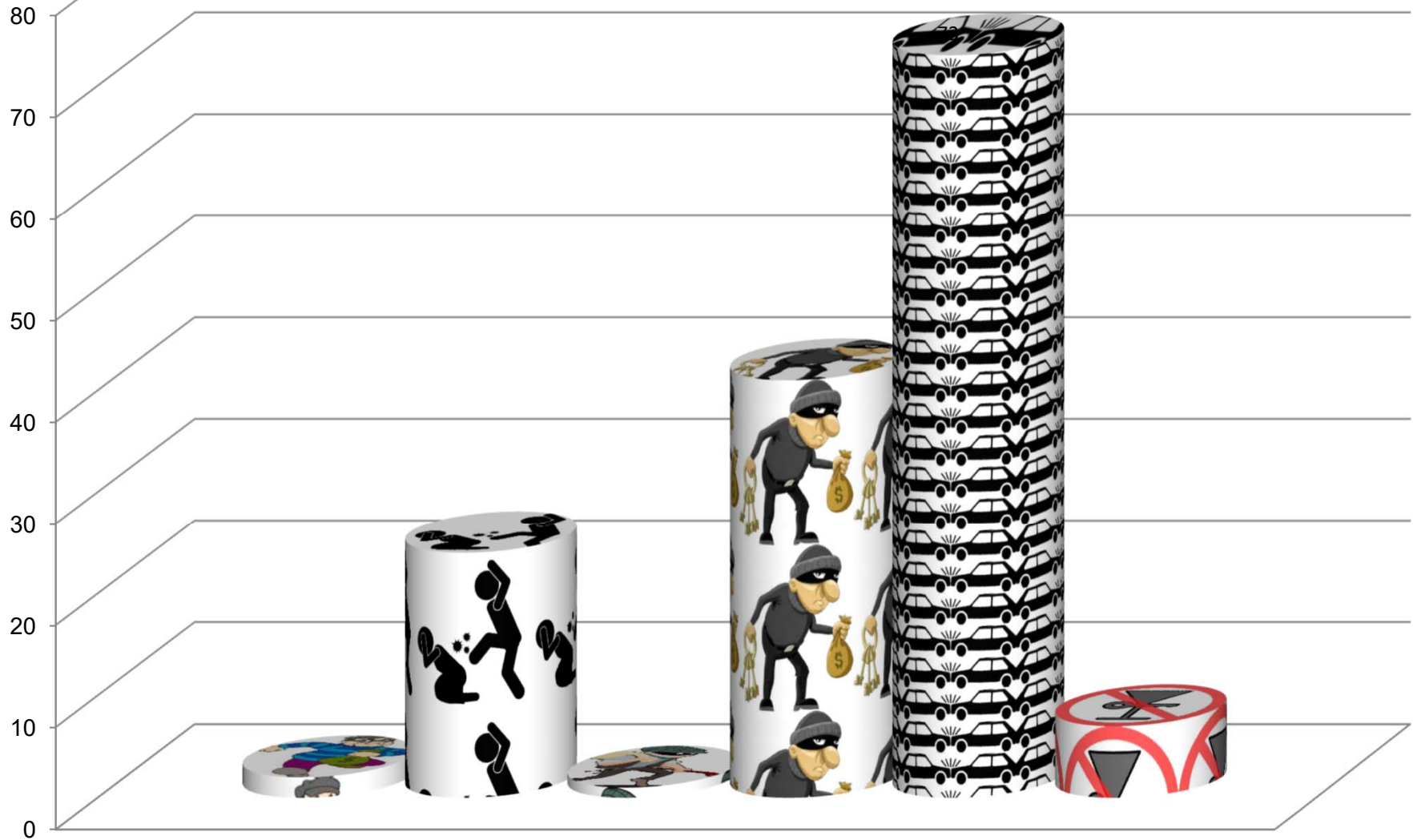
12
10
8
6
4
2
0



Weekly

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

February 19, 2020



Year to Date

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



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	All	01/01/2020	01/31/2020

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		51	51
Closed Cases		64	64
Open Cases at start of period	4	71	75
Open Cases at end of period	4	58	62

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Animals not allowed to be kept		2	2
Depositing garbage prohibited		3	3
Detrimental Objects		12	12
Habitual Offender - Rental dwelling units		1	1
Indoor Furniture/Outside		1	1
Noise - Keeping of noisy dogs and cats		1	1
Outdoor Burning, Permit Required		1	1
Parking - Certain other parking prohibited		9	9
Permit for construction required		2	2
Prohibited discharges to sanitary sewer		1	1
Rental/Business License		3	3
Running at large prohibited Amended 4-27-2011		1	1
Scrap Tire Management - General		1	1
Spaces prohibited for sleeping purposes		1	1
Trash, Collection		20	20
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2	2
Violations and penalties (Zoning)		1	1
Window Treatments		1	1
Windows and doors to be weathertight.		1	1
Windows, Doors & Frames		1	1
Yard Waste		2	2
Totals		67	67



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	1	01/01/2020	01/31/2020

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		8	8
Closed Cases		12	12
Open Cases at start of period	3	14	17
Open Cases at end of period	3	10	13

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Depositing garbage prohibited		1	1
Detrimental Objects		5	5
Indoor Furniture/Outside		1	1
Parking - Certain other parking prohibited		1	1
Trash, Collection		4	4
Totals		12	12



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	2	01/01/2020	01/31/2020

Case Activity:

	Dvornick, Gene	Picarelli, Michael	Total
New Cases		17	17
Closed Cases		26	26
Open Cases at start of period	1	39	40
Open Cases at end of period	1	30	31

Violation Activity

New Violations Cited	Dvornick, Gene	Picarelli, Michael	Total
Depositing garbage prohibited		1	1
Detrimental Objects		3	3
Noise - Keeping of noisy dogs and cats		1	1
Parking - Certain other parking prohibited		3	3
Rental/Business License		3	3
Running at large prohibited Amended 4-27-2011		1	1
Spaces prohibited for sleeping purposes		1	1
Trash, Collection		5	5
Violations and penalties (Zoning)		1	1
Windows and doors to be weathertight.		1	1
Totals		20	20



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	3	01/01/2020	01/31/2020

Case Activity:

	Picarello, Michael	Total
New Cases	20	20
Closed Cases	20	20
Open Cases at start of period	15	15
Open Cases at end of period	15	15

Violation Activity

New Violations Cited	Picarello, Michael	Total
Animals not allowed to be kept	2	2
Depositing garbage prohibited	1	1
Detrimental Objects	4	4
Habitual Offender - Rental dwelling units	1	1
Outdoor Burning, Permit Required	1	1
Parking - Certain other parking prohibited	3	3
Permit for construction required	2	2
Prohibited discharges to sanitary sewer	1	1
Scrap Tire Management - General	1	1
Trash, Collection	7	7
Vehicles wrecked, dismantled, inoperable or unregistered on private property	2	2
Window Treatments	1	1
Windows, Doors & Frames	1	1
Yard Waste	2	2
Totals	29	29



Code Enforcement

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	4	01/01/2020	01/31/2020

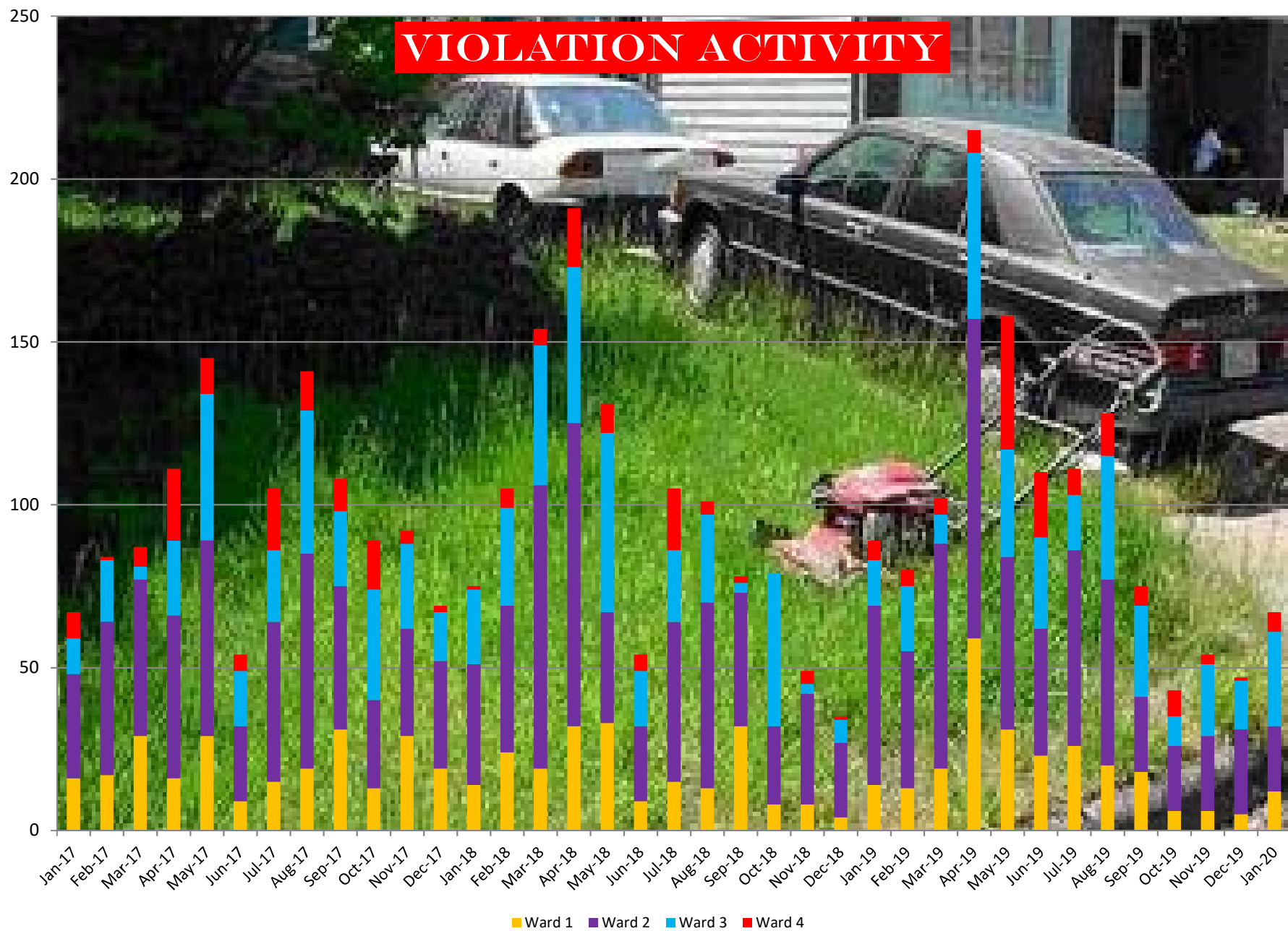
Case Activity:

	Picarello, Michael	Total
New Cases	6	6
Closed Cases	6	6
Open Cases at start of period	3	3
Open Cases at end of period	3	3

Violation Activity

New Violations Cited	Picarello, Michael	Total
Parking - Certain other parking prohibited	2	2
Trash, Collection	4	4
Totals	6	6

VIOLATION ACTIVITY



Miss Utility Locate Tickets

