

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, June 10, 2:00 PM – Electronic Meeting
- ✓ **Planning Commission Meeting:** Wednesday, June 17 – **Cancelled**
- ✓ **Town Council Meeting:** Wednesday, June 24 – TBD
- ✓ **Delaware League of Local Governments:** Cancelled until further notice
- ✓ **Sussex County Association of Towns:** Cancelled until further notice

UPDATES FROM DEPARTMENTS ...

Finance

- As of May 15, the Town has collected:
 - \$655,332 (40%) of the annual property tax billing (\$1,674,899)
 - \$899,714 (90%) of the April quarterly utility billing (\$1,006,491)
 - ✓ Collections still in alignment with prior quarters
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Submitted the Local Highway Finance Report (FORM 536) for the Town of Georgetown
- Budget vs. Actual Report (see attached)
 - February 2020
 - March 2020
- Monthly Key Revenue Items Report (May 2020) – Copy Attached
- Real Estate Transfer Tax Summary (March 2020)

	May 2020		May 2019	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$14,188	\$14,188	\$17,417	\$17,417

Public Works

- Parklet relocated from East Market Street to North Race Street
- Grass cutting town wide continues
- Weed killer application in Ward 2 completed

Police

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

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Construction Coordinator

- Proshot Concrete, Inc has begun restoration of storm water pipe under West North Street
- C of O Re-Inspection
 - 24021 Crab Apple Court
 - 24038 Crab Apple Court
 - 24044 Crab Apple Court
 - 10 Frankenberry Drive
 - 313 North Bedford Street
- Miss Utility Locate Summary (copy attached)

Wastewater

- Lagoon depths: Large Lagoon is 10.00 feet and Small Lagoon is 5.25 feet
- Installed the bypass pump and piping at Stevenson Lane and began bypass pump operations on Monday, June 1
- Bearing Construction completed repairs to the Stevenson Lane pump station on Wednesday, June 3 (see photo below).
- Disconnected the bypass pump and piping and resumed normal operation of the Stevenson Lane station on Thursday, June 4
- Completed grass cutting at the treatment facility and the pump stations.

Planning

- Projects:
 - Cheer Kitchen Expansion – Resubmittal of site plan on June 1
 - Georgetown Storage Site Plan Amendment – Engineer approval on June 1
 - Isaacs Farm – Resubmittal of site plan on 5/29/20.
 - Village of Cinderberry 75th Declaration approved for Lot 141 on June 4
- Building Permit Summary (May 2020)

Building Activity	May 2020	April 2020	May 2019
Permits Issued	11	15	25
Value of Improvements	\$77,556	\$680,005	\$899,527
Permit Revenue	\$600	\$3,675	\$2,140

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TOWN MANAGER'S UPDATE ...

- Responded to local radio station questions regarding 2020 elections – Agenda item for June 10 meeting
- Provided Downtown Dover Partnership information on our Parklet Program
- Worked with Town Departments (Police and Public Works) on planning for Justice for Floyd Protest
- Responded to Local attorney office concerns over South Race Street closure for outside dining
- Worked with Public Works and State Facilities Management for placement of “social distancing” decals in front of court buildings and East Market Street dining establishments (Gene Dvornick, Bobby Fletcher)
- Participated in weekly call with DHSS, DPH, Sussex County, local nonprofits, and Office of the Governor regarding Coronavirus and activities in Sussex County
- Worked with Maple City Signs to finalize additional signage for the butterfly garden at Wilson Park
- Notified DelDOT that the Town was unsuccessful in securing land for the Parsons Lane/Ingramtown Road tie in for the Georgetown to Lewes Trail, Phase 8 (*as previously noted: if we are unable to get property owner participation the trail will terminate at Sussex Academy near the Airport Road railroad crossing*)
- Participated in teleconference call with Governor Carney (Gene Dvornick, Bill West)
- Updated Town website with Delaware’s Phase 2 Reopening Guidance and other specialized guidance as issued
- Reviewed with staff and Town Engineer proposed comments on the Wagamon Professional Building (East Laurel Street) (Jamie Craddock, Gene Dvornick, Jocelyn Godwin, Jeff Ward)
- Participated in DFIT Quarterly Stewardship Meeting
- Successfully completed Master of Public Administration (MPA) degree at University of Delaware – inducted into Pi Alpha Alpha (National Honor Society for Public Administration) and recipient of Biden School Directors’ Citation
- Followed up on several code enforcement issues

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Stevenson Lane Pipe Repair

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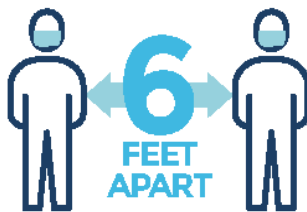


Entrance to Family Court



Sidewalk along Sussex County Courthouse

LIVE SAFELY



**PLEASE STAY
HOME IF YOU
ARE SICK.**



de.gov/coronavirus

TOWN MANAGER'S WEEKLY REPORT



CORONAVIRUS (COVID-19)



**COUGH OR SNEEZE
INTO YOUR ELBOW**

Do not sneeze into your hand. If
you use tissue, dispose of it right away.

de.gov/coronavirus

CORONAVIRUS (COVID-19)



**DO NOT TOUCH
YOUR FACE**

Do not touch your face,
eyes, nose, or mouth with
unwashed hands.



de.gov/coronavirus

CORONAVIRUS (COVID-19)



**STAY HOME WHEN
YOU ARE SICK**

Be safe. If you feel sick, stay home.



de.gov/coronavirus

CORONAVIRUS (COVID-19)



**WASH YOUR HANDS
FREQUENTLY**

Be sure to wash your hands, including
the backs and under your nails, for 20
seconds. Or use alcohol-based
hand sanitizer.



de.gov/coronavirus

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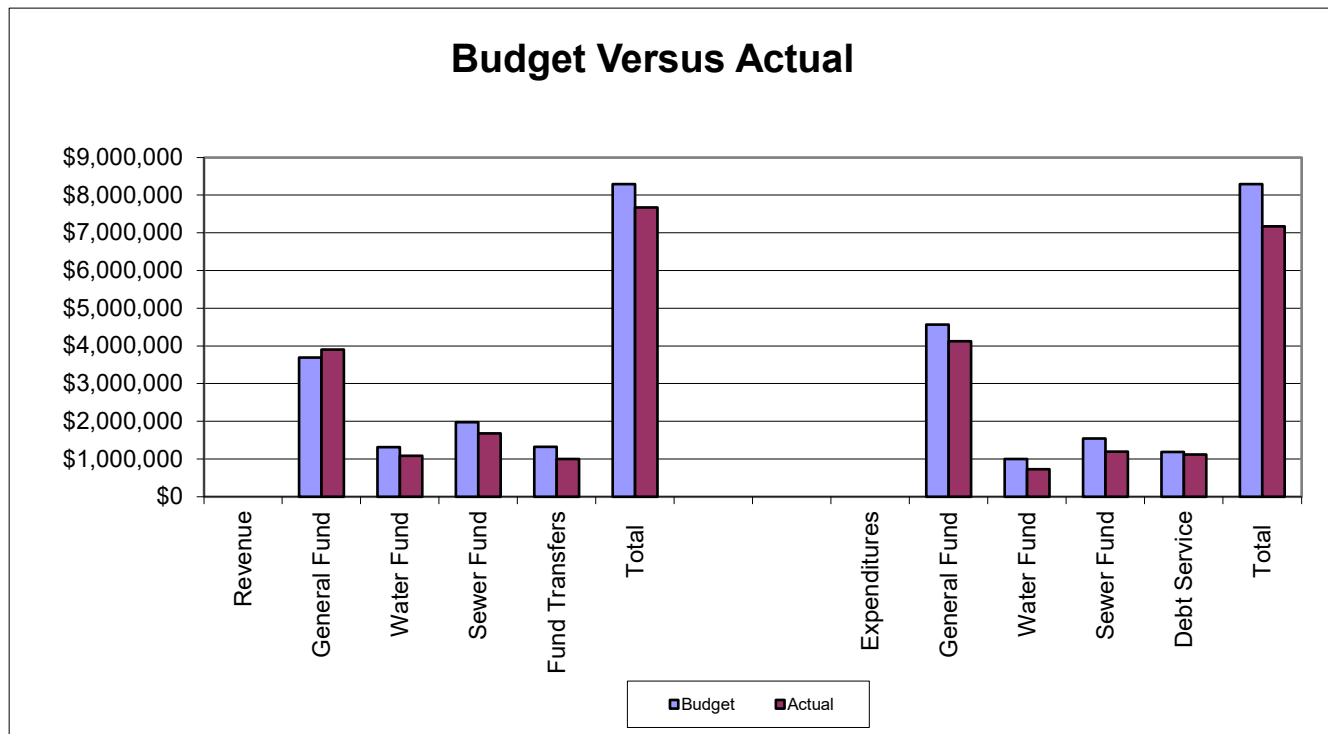
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

Town of Georgetown
Budget Versus Actual (Operating)
As of February 29, 2020

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.83% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$ 3,685,969	\$ 3,900,635	(\$214,666)	106%
Water Fund	\$ 1,313,500	\$ 1,085,587	\$227,913	83%
Sewer Fund	\$ 1,971,500	\$ 1,681,017	\$290,483	85%
Fund Transfers	\$ 1,317,768	\$ 1,002,212	\$315,556	76%
Total	<u>\$8,288,737</u>	<u>\$7,669,451</u>	<u>\$619,286</u>	<u>93%</u>

<u>Expenditures</u>				
General Fund	\$4,561,477	\$4,126,760	\$434,717	90%
Water Fund	\$1,000,236	\$727,869	\$272,367	73%
Sewer Fund	\$1,541,184	\$1,198,089	\$343,095	78%
Debt Service	\$1,185,840	\$1,117,728	\$68,112	94%
Total	<u>\$8,288,737</u>	<u>\$7,170,444</u>	<u>\$1,118,293</u>	<u>87%</u>

* Line item detail available upon request.

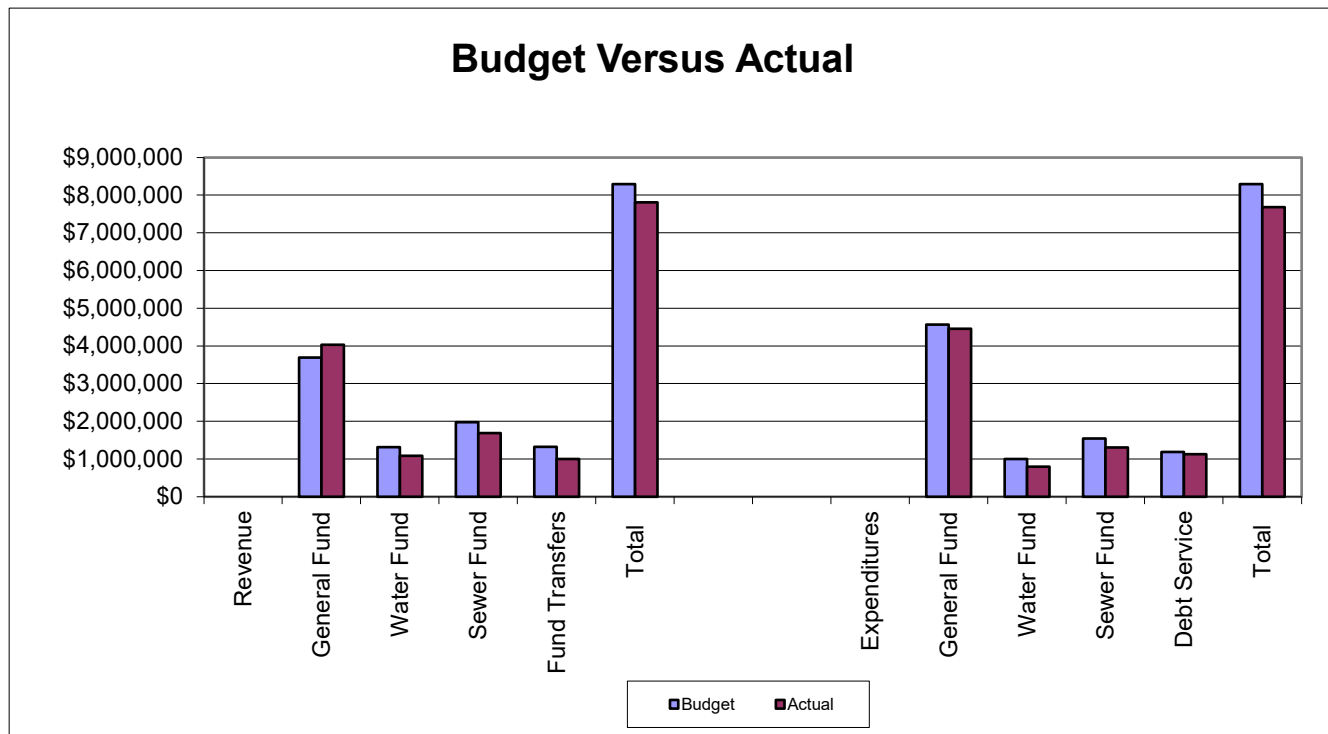


Town of Georgetown
Budget Versus Actual (Operating)
As of March 31, 2020

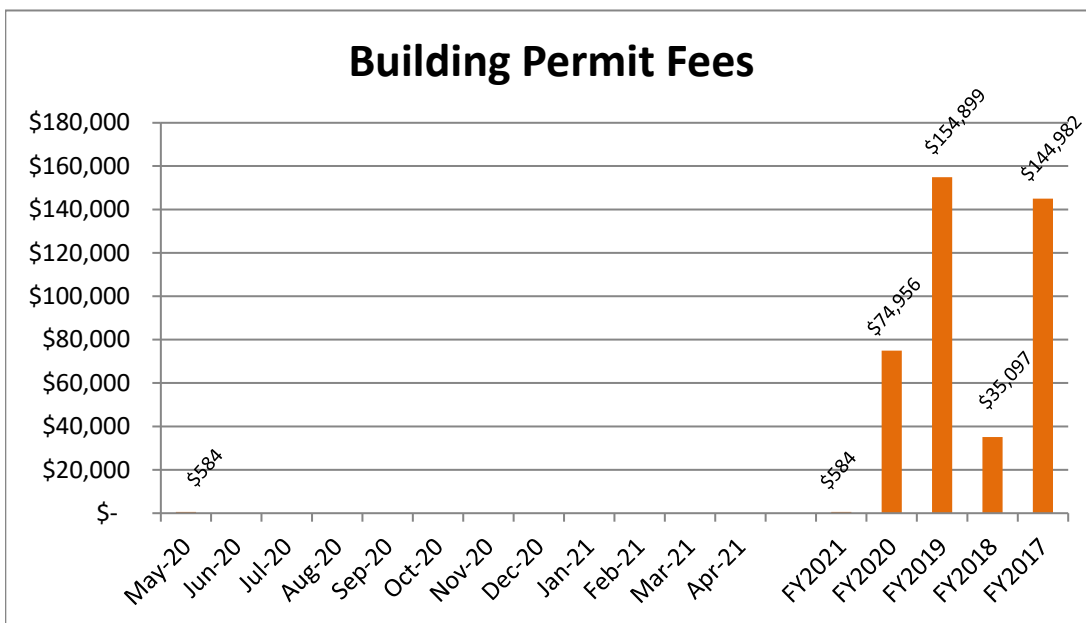
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.92% Percent of Budget</u>
	<u>Revenue</u>				
General Fund		\$ 3,685,969	\$ 4,031,519	(\$345,550)	109%
Water Fund		\$ 1,313,500	\$ 1,087,358	\$226,142	83%
Sewer Fund		\$ 1,971,500	\$ 1,684,771	\$286,729	85%
Fund Transfers		\$ 1,317,768	\$ 1,002,212	\$315,556	76%
Total		<u>\$8,288,737</u>	<u>\$7,805,860</u>	<u>\$482,877</u>	<u>94%</u>

	<u>Expenditures</u>				
General Fund		\$4,561,477	\$4,454,701	\$106,776	98%
Water Fund		\$1,000,236	\$793,187	\$207,049	79%
Sewer Fund		\$1,541,184	\$1,308,980	\$232,204	85%
Debt Service		\$1,185,840	\$1,124,517	\$61,323	95%
Total		<u>\$8,288,737</u>	<u>\$7,681,386</u>	<u>\$607,351</u>	<u>93%</u>

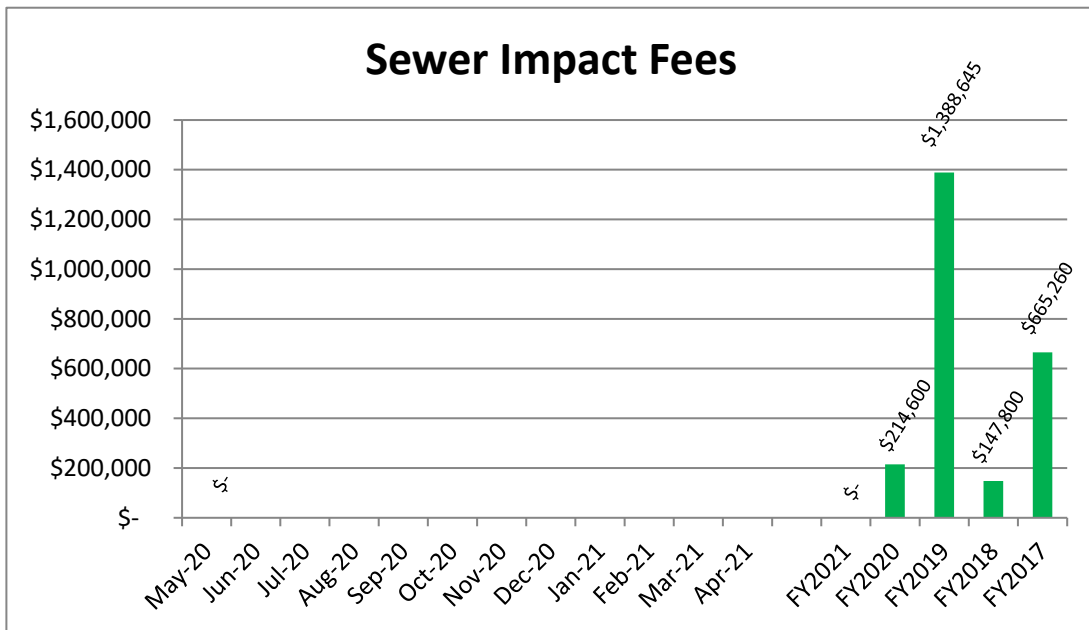
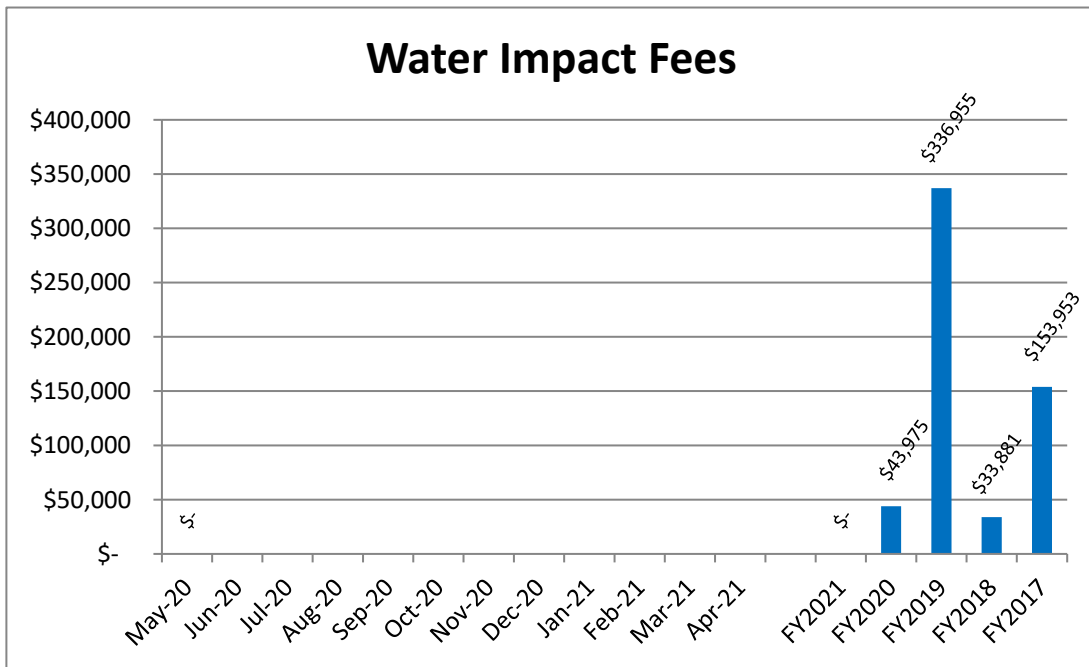
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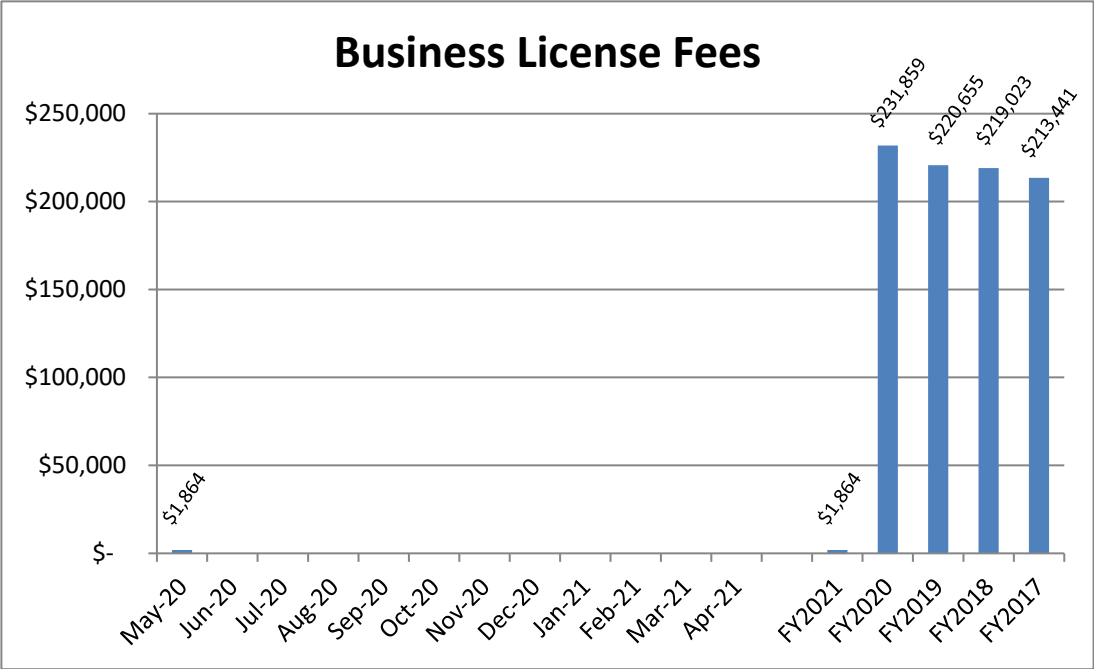
Key Revenue Items



Key Revenue Items

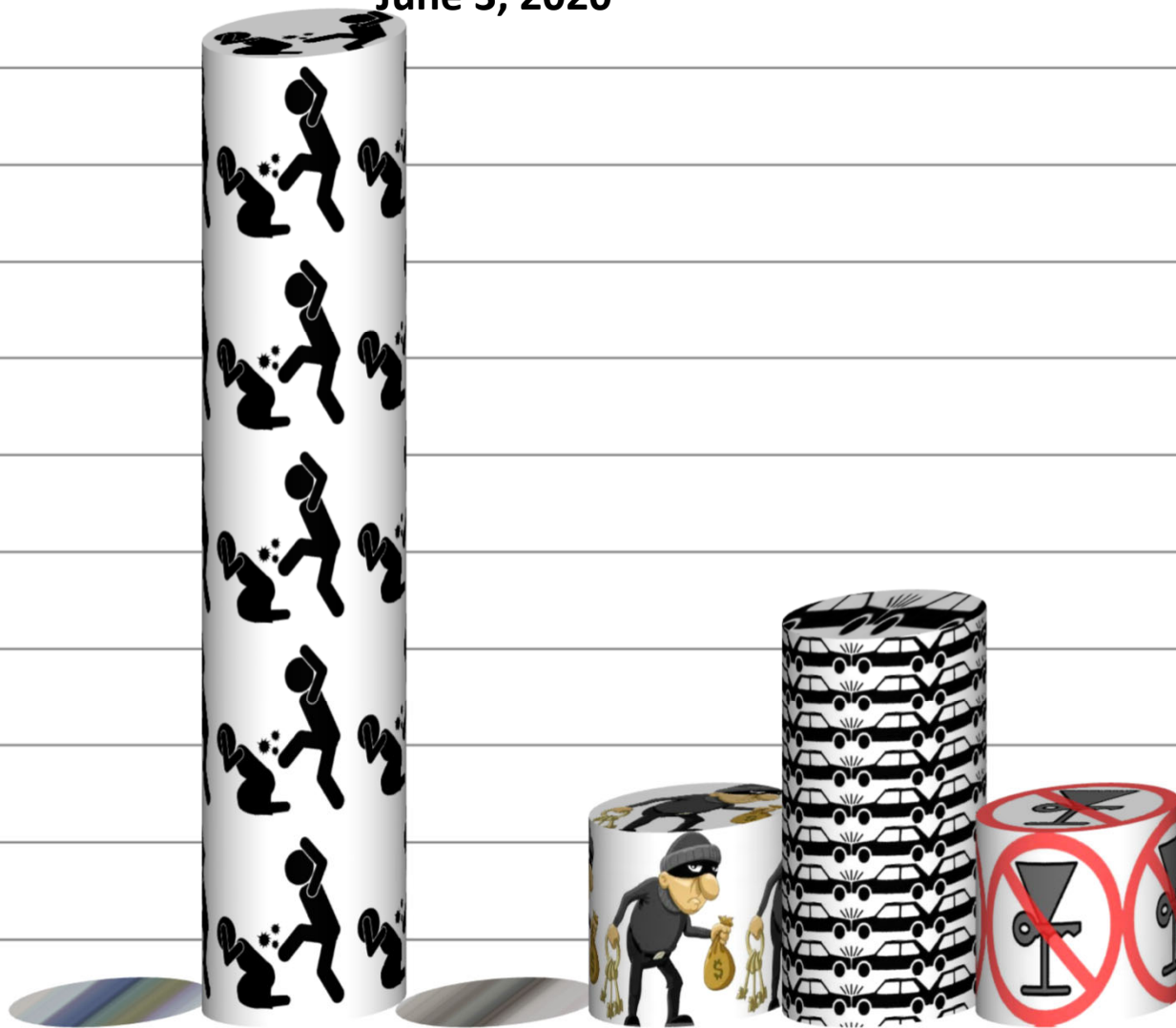


Key Revenue Items



June 3, 2020

5
4.5
4
3.5
3
2.5
2
1.5
1
0.5
0

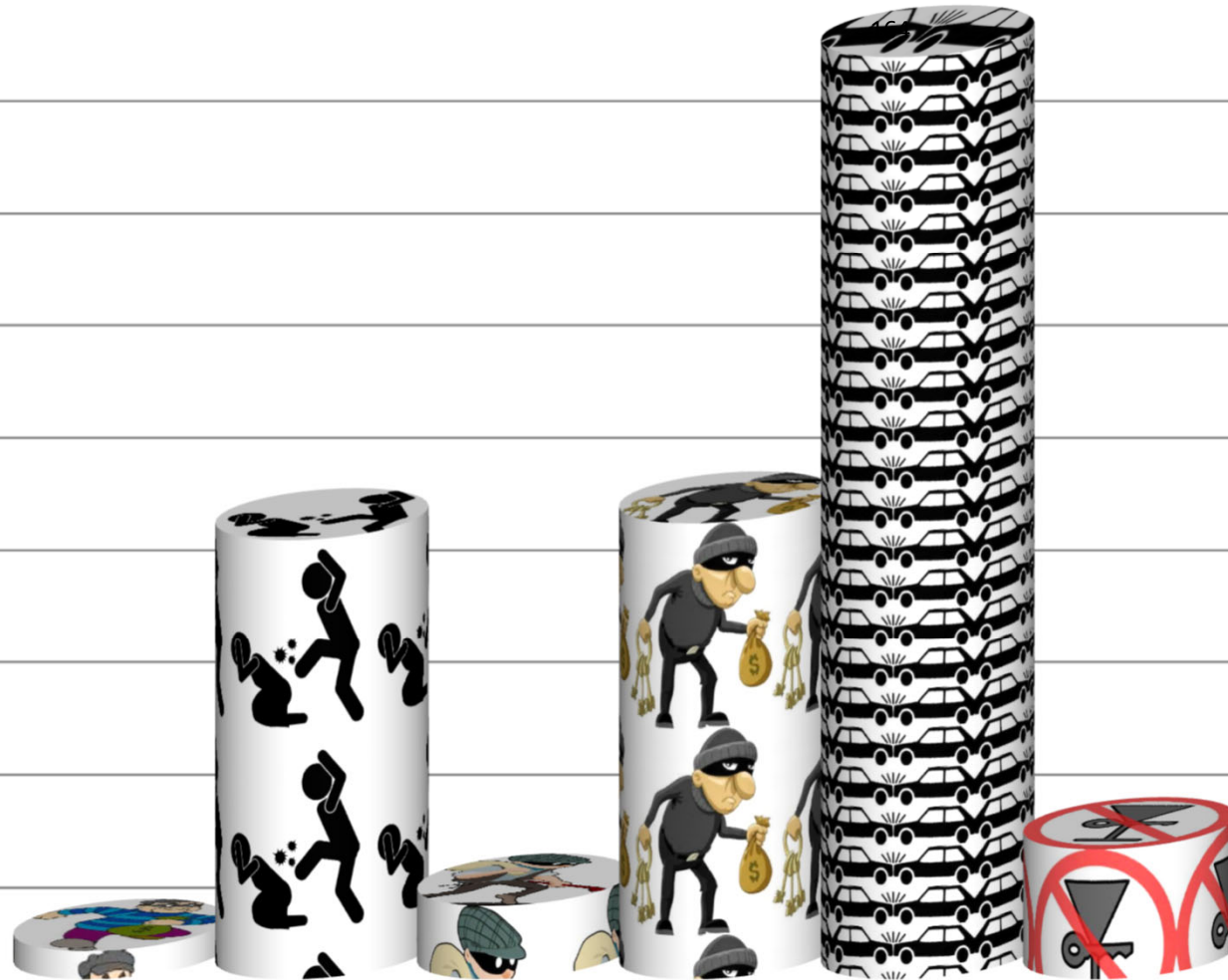


Weekly

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

June 3, 2020

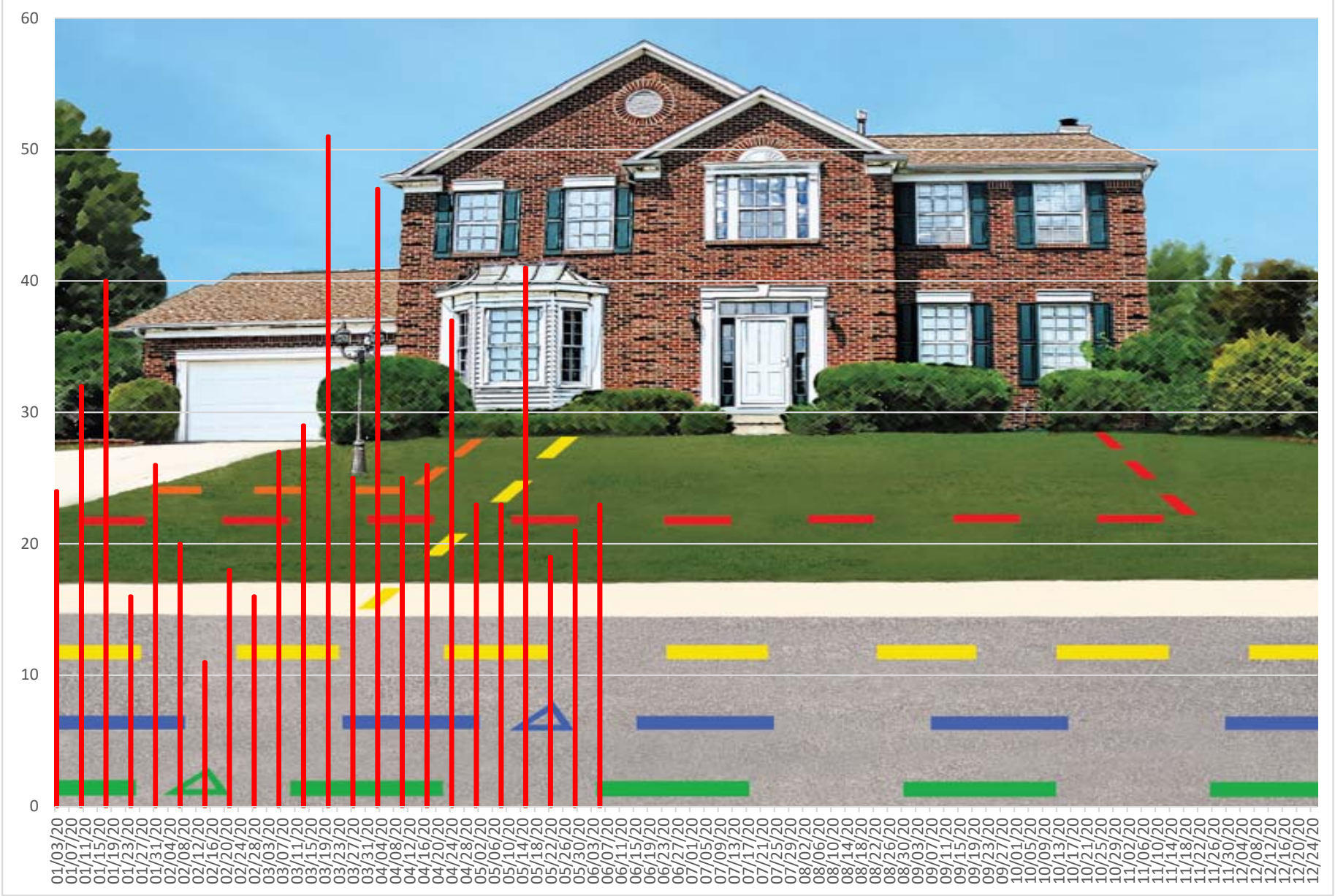
180
160
140
120
100
80
60
40
20
0



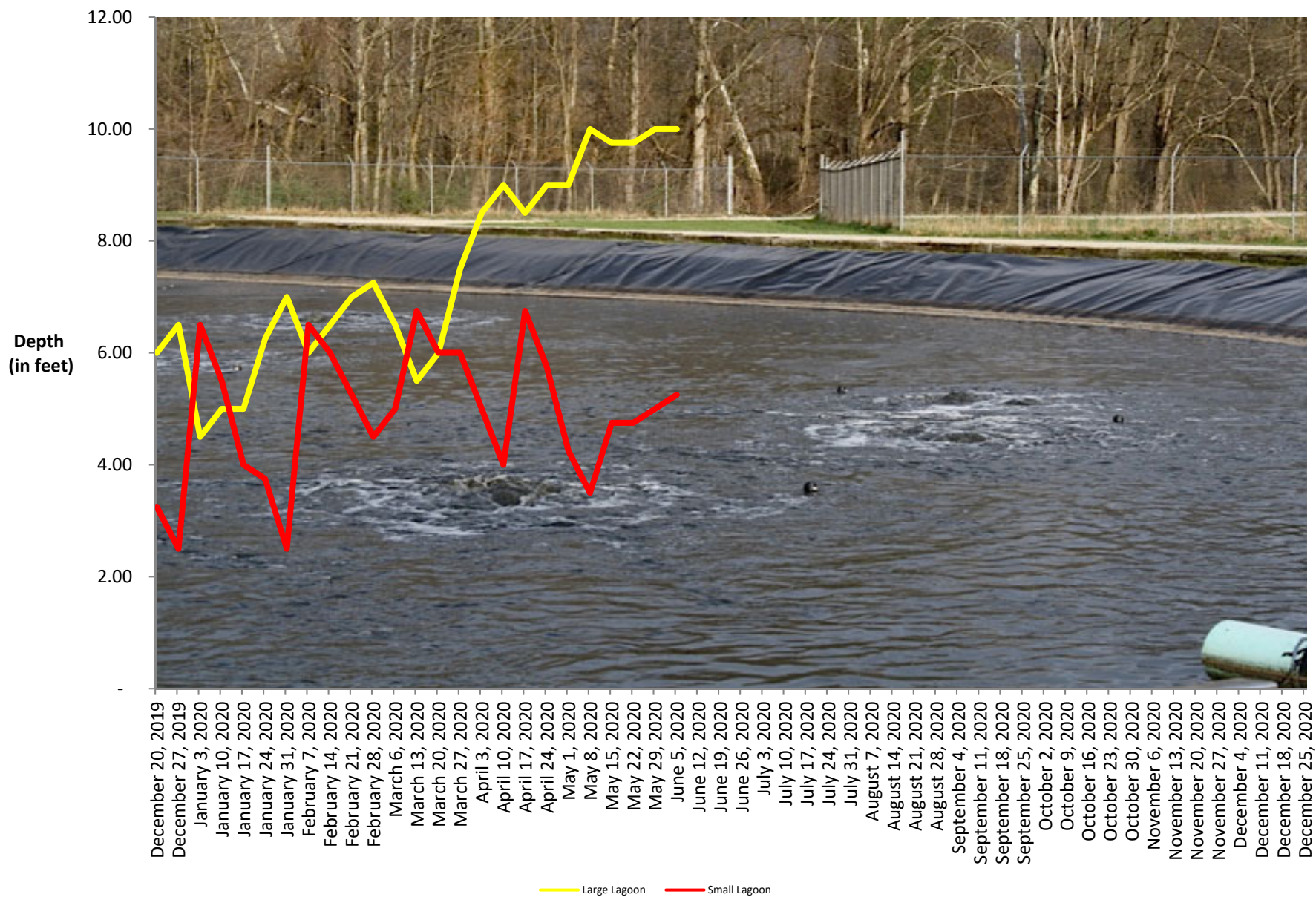
Year to Date

*Robbery *Assault *Buglary *Thefts *Collision *DUI

Miss Utility Locate Tickets



WWTF Lagoon Depths



Building Permit Activity

