

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, August 12, Executive Session, Public Hearing, Regular Meeting – TBD
- ✓ **Municipal Election:** Saturday, August 15, Polls open 8:00 AM to 6:00 PM
- ✓ **Delaware League of Local Governments:** Cancelled until further notice
- ✓ **Sussex County Association of Towns:** Cancelled until further notice

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of July 23, the Town has collected:
  - \$1,575,832 (94%) of the annual property tax billing (\$1,674,899)
  - \$391,030 (41%) of the July quarterly utility billing (\$971,701)
    - ✓ Collections still in alignment with prior quarters
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Mailed Lead & Copper testing letters/instructions to 20 participants. Sample date is scheduled for Tuesday, August 11, 2020
  - Worked the Town's Lead and Copper Sampling Plan
- Participated in PMA Companies "Risk Reduction Practices for Protests & Civil Unrest" presentation
- Preparation for Audit (Fieldwork begins July 27)
- Provided Tax and Utility Information to settlement lawyers
- Completed E-grants fiscal quarterly reports for the Department Grant (2315, 2316)
- Monthly Key Revenue Items Report (June 2020) – Copy Attached
- Municipal Street Aid (MSA) Annual Report completed
- Outstanding Debt semi-annual report to the State of Delaware completed
- Real Estate Transfer Tax Summary (June 2020)

	June 2020		June 2019	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$6,615	\$20,803	\$14,700	\$32,117

### **Police**

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

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## **Public Works**

- Repaired service line and installed new water meter on North King Street
- Street sweeper being repaired – ECM issue
- Trees along Lynch Lane trimmed
- Point at South Bedford Street and South Front Street cleaned up
- Adjusted height of planter inserts in new planters

## **Construction Coordinator**

- Proshot Concrete, Inc. continues restoration of storm water pipe under James Street
- Review and EDU calculations:
  - 6 College Lane, Suite 11
  - CHEER Center Kitchen Expansion
  - Primeros Pasos
- Reviewed Park Avenue – Phase I water & sewer relocation plans
- Miss Utility Locate Summary (copy attached)

## **Wastewater**

- Lagoon depths: Large Lagoon is 7.50 feet and Small Lagoon is 3.00 feet
- Pump 2 at Main Station was pulled and taken back to Keen's shop to find reason for overheating
- Replaced a gearbox on Goslee irrigation rig at Baxter farms
- Hughes.net replaced modem for internet access

## **Planning**

- Projects:
  - Primeros Pasos Daycare – Building permit submitted for renovations/four new daycare rooms pending subcontractors
  - CHEER Kitchen Addition – Building permit submitted for kitchen addition/loading dock pending contractors & approvals
- Worked with Property Manager on increasing professional office tenants
- Conference call with contractor/engineers regarding new Domino's Pizza location (old Donut Connection)
- Predevelopment Meetings:
  - Potential Annexation (20254 Dupont Boulevard) – August 4

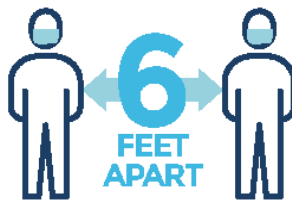
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## TOWN MANAGER'S UPDATE ...

- Special Election (Referendum) held on Monday, July 20 – passed 82 to 2
- Researched change of use, change of occupancy, and plan submission and review requirements related to each
- Responded to Dover City Councilman questions regarding our referendum
- Followed up with planter vendor regarding elevation of inserts
- Developed initial draft of items for consideration for incorporation into telecommuting guidelines and policy (Gene Dvornick, Laura Givens, Olga Holm)
- Participated in Water Infrastructure Advisory Council Meeting
- Drafted and submitted for staff review ordinance language for:
  - ✓ Address Identification
  - ✓ Drainage onto Sidewalk
  - ✓ Technology Park Zone (discontinued due to loss of applicant)
- Answered resident questions on Family Court status, residential zoning, and funding to combat homelessness
- Researched Veterans Community Project and zoning for property in Kansas City, MO
- Provided sample RFP for Audit Services to neighboring municipality
- Responded to complaint submitted to DPH/DHSS regarding Town enforcement of social distancing and face mask wearing
- Drafted Town letter in regard to traffic redirection concerns at Hardee's restaurant
- Notified NewGen Strategies of approval for water and sewer utility rate study
- Followed up on several code enforcement issues

# LIVE SAFELY



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



[de.gov/coronavirus](https://de.gov/coronavirus)

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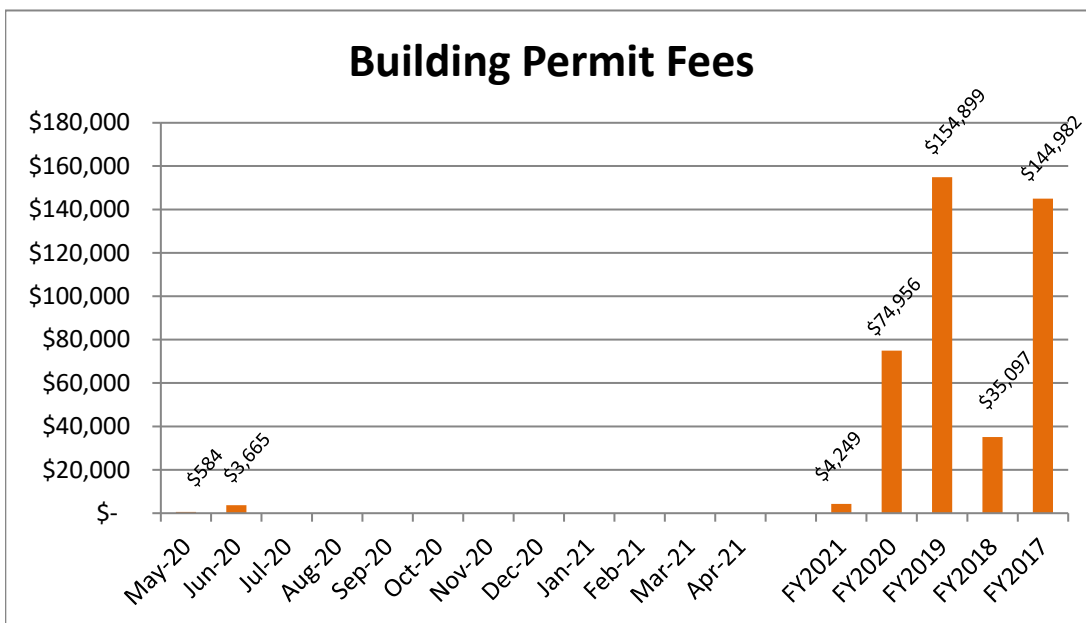
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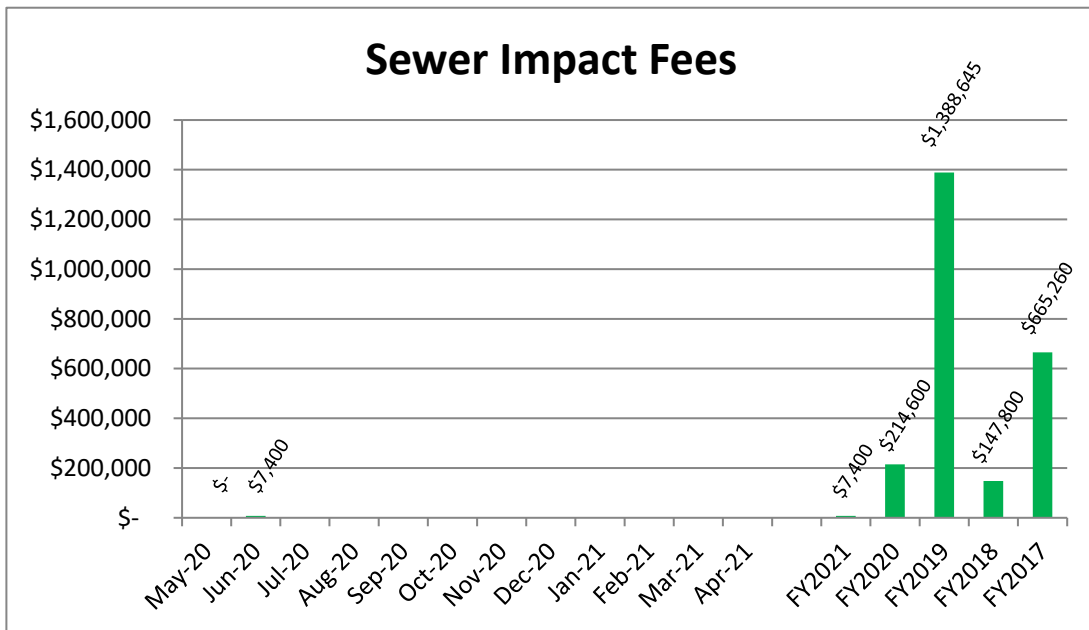
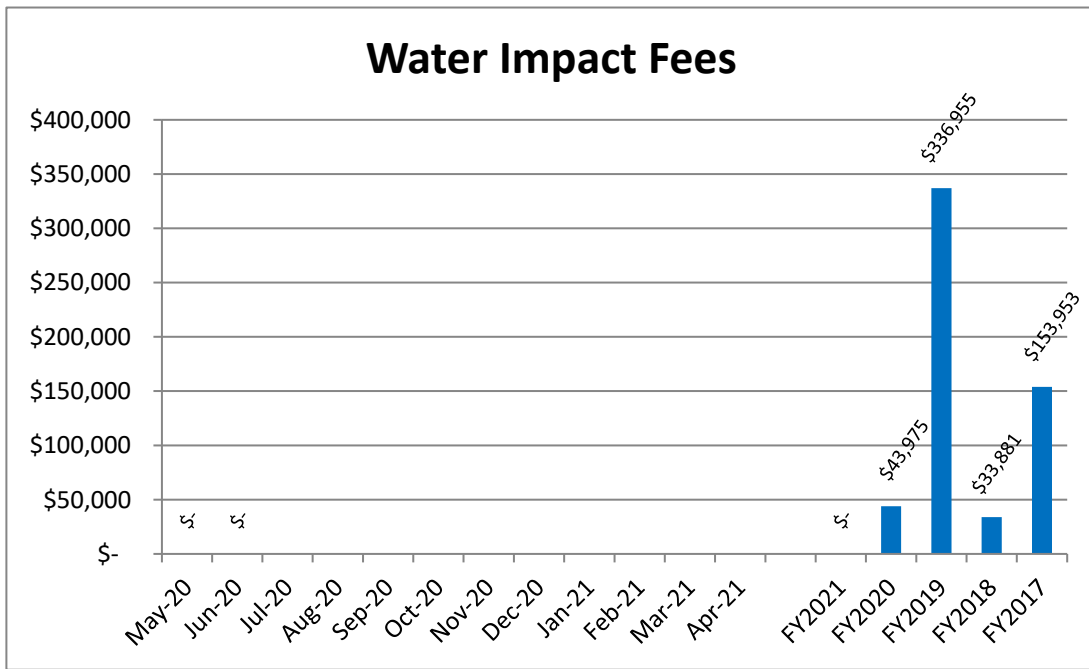
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

*In an effort to better inform Council, employees and the public about current Town activities and issues, the Town Manager issues the Town Manager's Weekly Report with highlights from department activities for the current week. The report is published online and distributed every Friday. If you have comments, questions or suggestions regarding the Town Manager's Weekly Report, please contact Town Manager.*

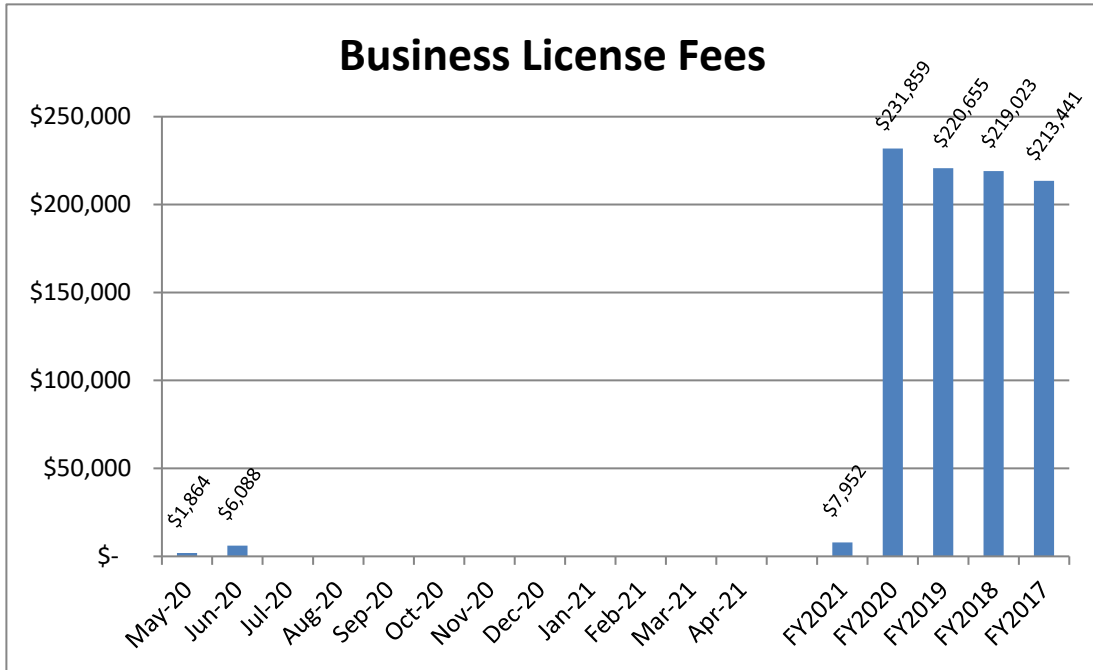
## Key Revenue Items



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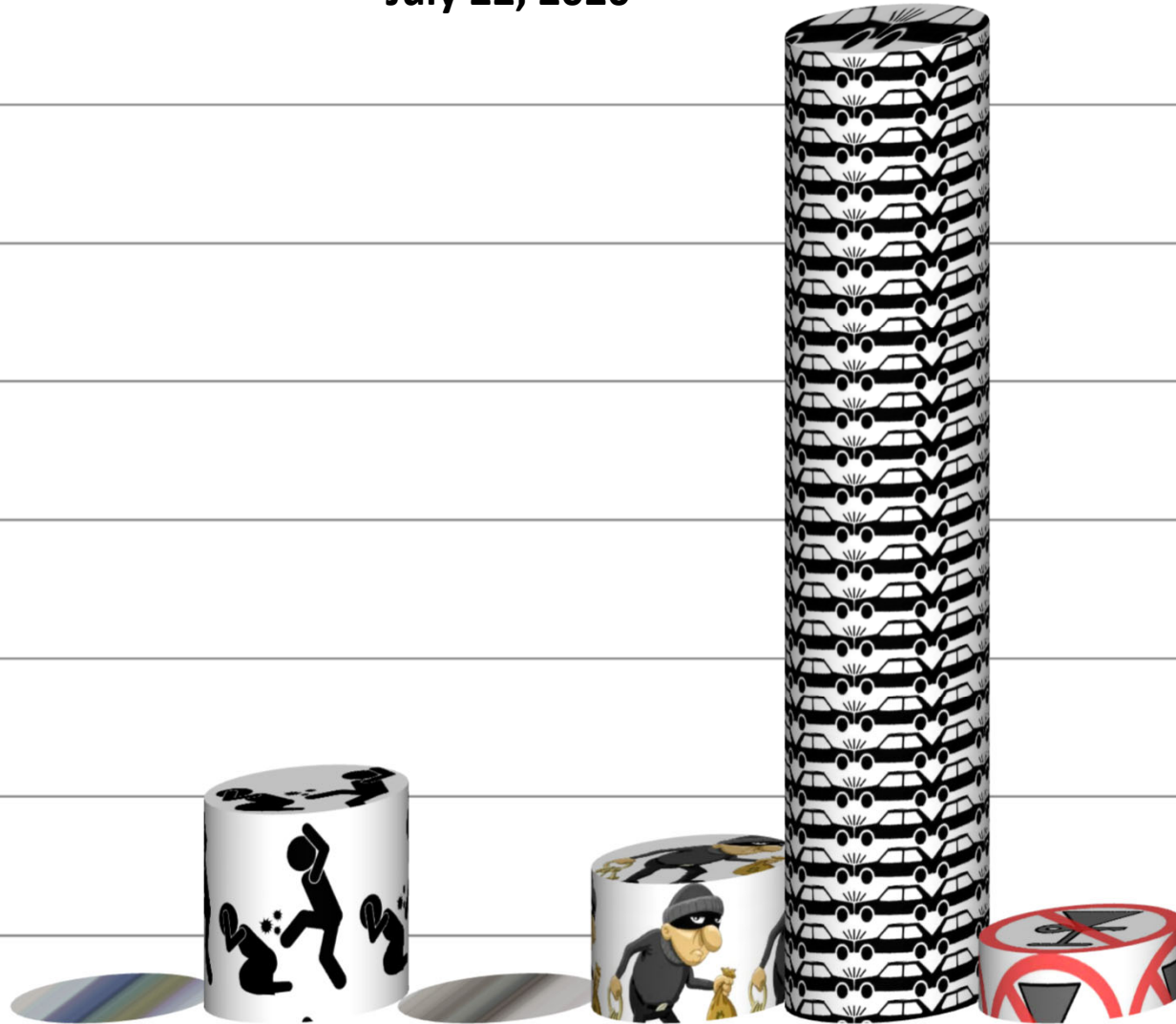
# Key Revenue Items





July 22, 2020

14  
12  
10  
8  
6  
4  
2  
0

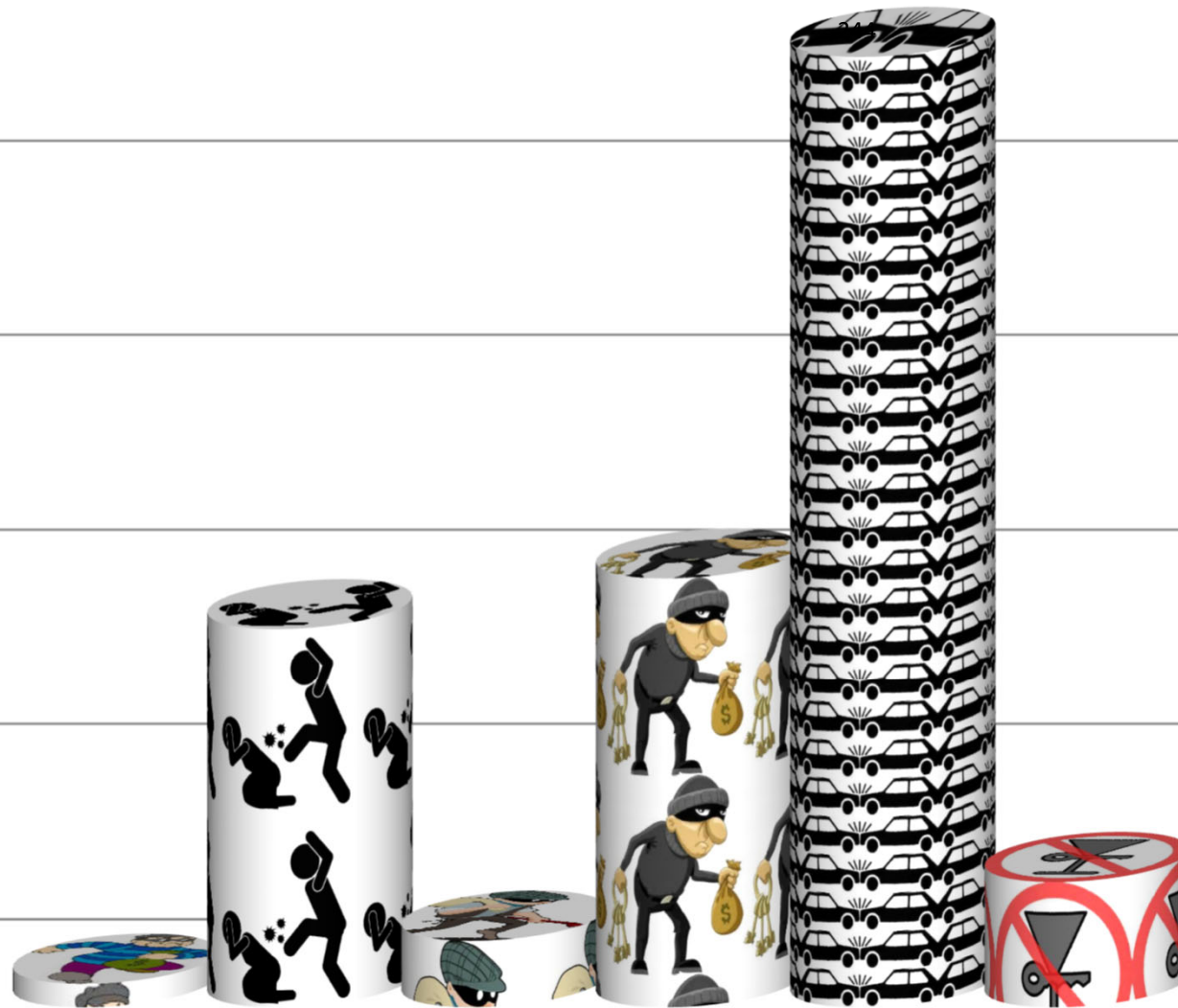


Weekly

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

July 22, 2020

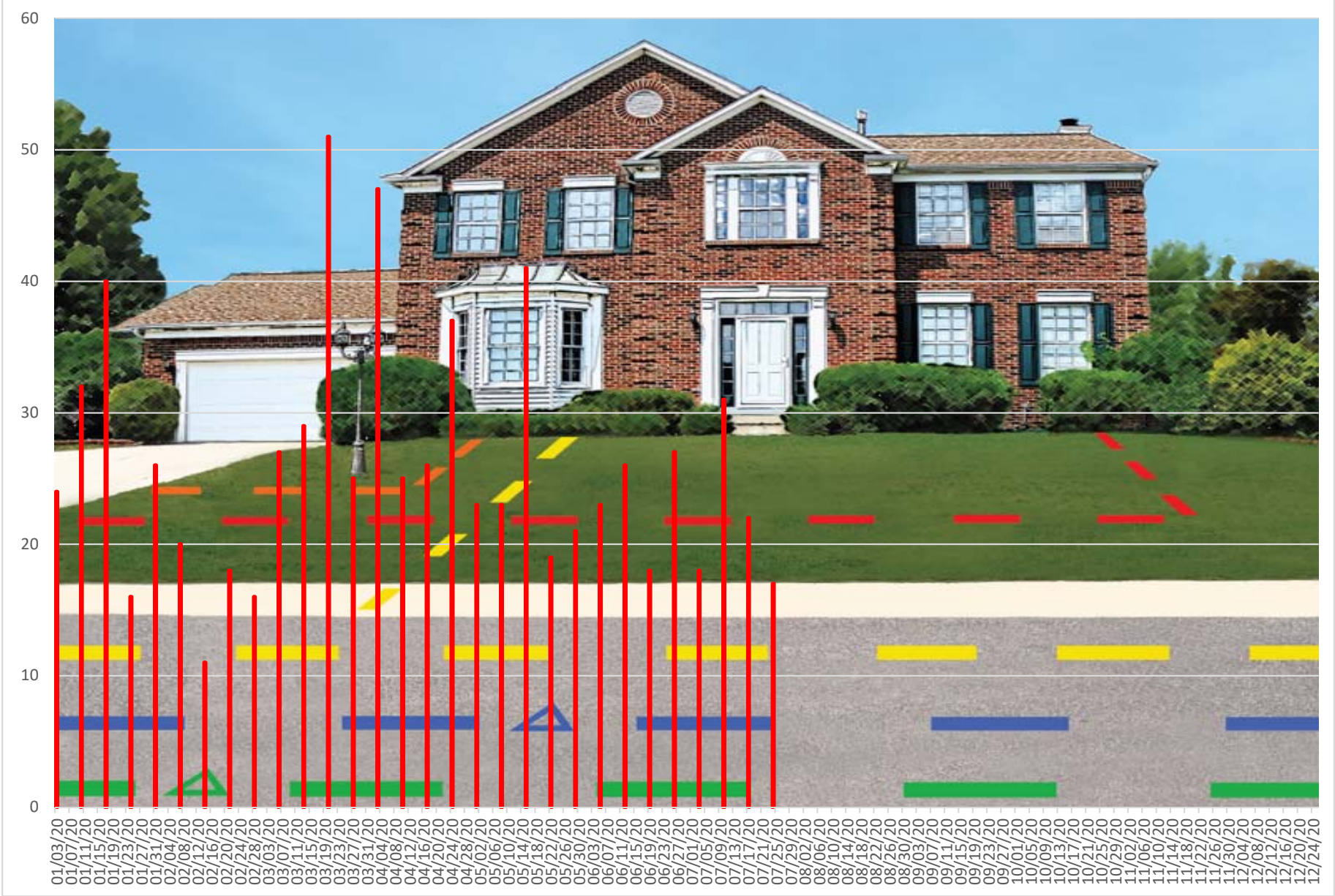
250  
200  
150  
100  
50  
0



Year to Date

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

Miss Utility Locate Tickets





## WWTF Lagoon Depths

