

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
- ✓ **Town Council Meeting:** Wednesday, August 26, Regular Meeting – 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 July 23, the Town has collected:
 - \$1,577,769 (95%) of the annual property tax billing (\$1,674,899)
 - \$530,936 (55%) of the July quarterly utility billing (\$971,701)
 - ✓ Collections still in alignment with prior quarters
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Completed E-grants fiscal adjustment #2 for Grant #2315 (\$9,800)
- Submitted the Town's Lead and Copper Sampling Plan to DHSS Division of Public Health
- Audit fieldwork began on July 27 for FY 2020
- Budget vs. Actual Report – April 2020 (see attached)
- Completing work on the Comprehensive Plan data questionnaire:
 - Format requested update – Infrastructure/funding/description
 - Format requested update – Initiatives
 - Working on adding items for the Initiatives portion that was not included
 - ✓ Downtown Development District designation
 - ✓ Georgetown to Lewes Trail for Bicycles
 - ✓ Monarch City
 - ✓ Tree City USA
 - ✓ Town Hall & Annex Improvement Project
- Provided Tax and Utility Information to settlement lawyers
- Staff processing Absentee Ballot requests for the Municipal Election

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 has completed restoration of storm water pipe under James Street (see attached photos)
- Conference call with developer and engineer regarding the extension of Lee Ave from Alfred Street to Edward Street
- Reviewed survey plans for project Minor Subdivision M L King & Crowell (Alfred Street & North Front Street)
- Miss Utility Locate Summary (copy attached)

Wastewater

- Lagoon depths: Large Lagoon is 6.00 feet and Small Lagoon is 2.25 feet
- Initiated discussions with interested party regarding the possibly taking over the farming at the Town's field
- Pulled pump 2 at Stevenson Lane station cleared debris and reinstalled
- Changed pump leads on the 2 pumps at Cinderberry Pump Station

Planning

- Projects:
 - Shipbuilders Village (Smith Farm) – Submitted major subdivision concept plan on July 29
 - 318 North Front Street – Resubmittal on minor subdivision on July 30
- Conference call scheduled with potential consultant for engineering plan review on August 13

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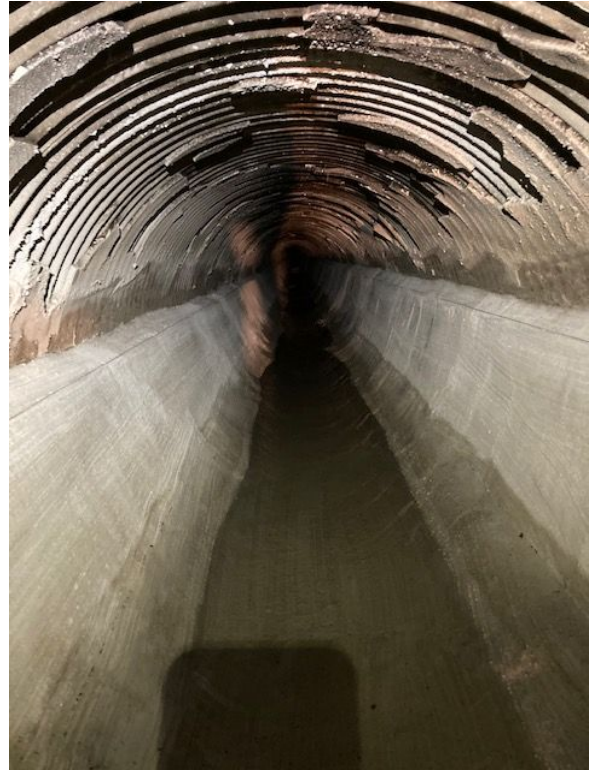
TOWN MANAGER'S UPDATE ...

- New LED light fixtures installed near the new Splash Laundromat on Kimmey Street and East Laurel Street
- Met with audit leads to review subsequent events (post May 31) and reply to standard audit questionnaire
- Followed up with Delaware on Main regarding Town's Main Street Affiliate Designation
- Participated in municipality teleconference call with Governor Carney (Gene Dvornick, Bill West)
- Researched Post Employment Healthcare Coverage options for employees
- Finalized draft ordinances for August 12 Town Council Meeting:
 - ✓ Ordinance 2020-03 Address Identification
 - ✓ Ordinance 2020-04 Drainage onto Sidewalk
- Explained Community Transportation Funding (CTF) process for Sandhill Fields entrance work and requirements for reimbursement
- Researched SquareOne Villages and their approach to addressing homelessness
- Received notice from DelDOT of FY 2021 Municipal Street Aid allocation of \$165,586
- Finalized Resolution for Charter Amendment regarding Notice of Candidacy (filing dates) and Elections (handling a tie vote)
- Attended webinar with Fulton Bank regarding GoVolution Solutions (Gene Dvornick, Laura Givens, Olga Holm) – Focus was electronic payment solution offerings:
 - ✓ Web-based
 - ✓ Interactive Voice Response
 - ✓ Point-of-Sale
 - ✓ Mobile device;
- Participated in weekly call with DHSS, DPH, Sussex County, local nonprofits, and Office of the Governor regarding Coronavirus and activities in Sussex County
- Submitted Town letter in regard to J1 Visa Application for Seaford Internal Medicine
- Responded to resident concern over neighbor's proposed installation of a fence
- Followed up on several code enforcement issues

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Photograph 1 - James Street (Before)

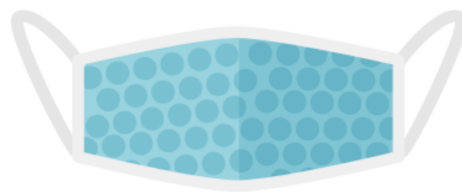


Photograph 2 - James Street (After)

**CORONAVIRUS
(COVID-19)**



**YOU MUST WEAR CLOTH
FACE COVERINGS IN PUBLIC.**

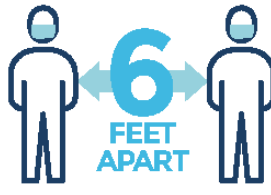


de.gov/coronavirus

Updated 6/17/2020



LIVE SAFELY



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



de.gov/coronavirus



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

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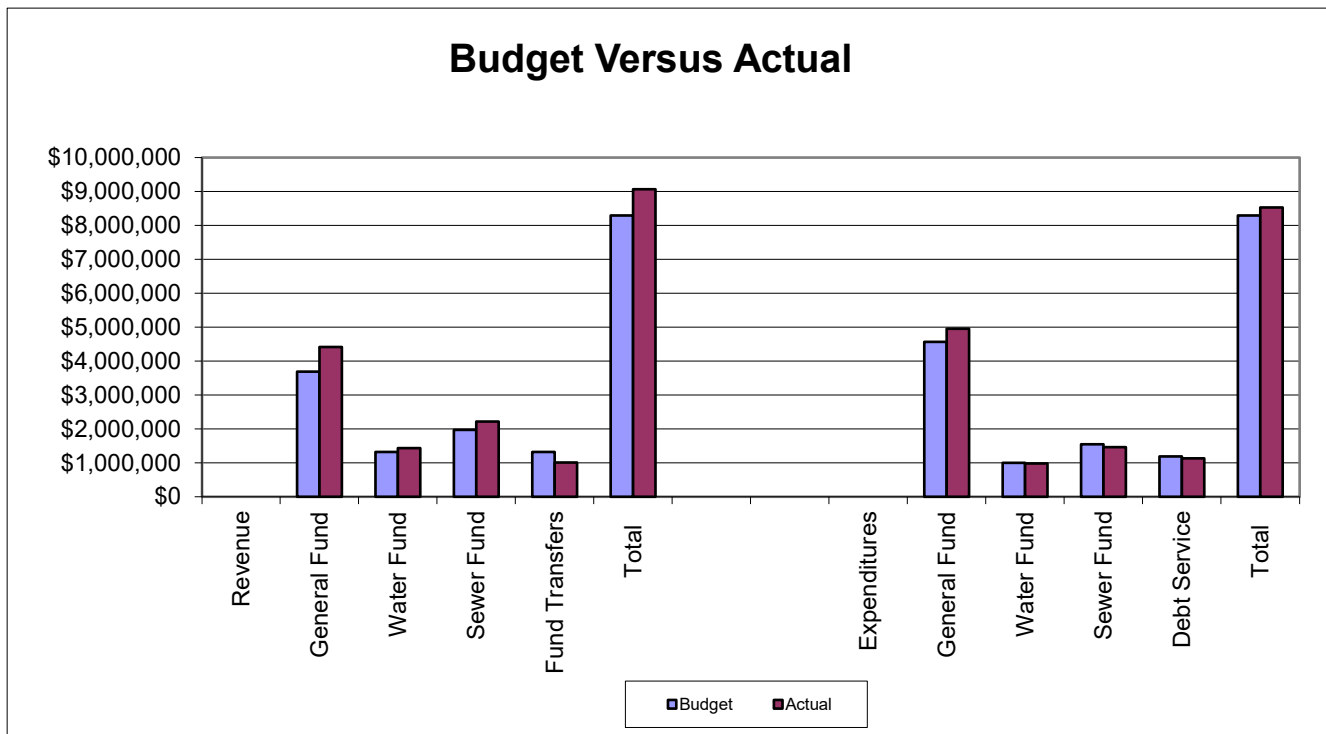
In an effort to better inform Council, employees and the public about current Town activities and issues, the Town Manager issues the Town Manager's Weekly Report with highlights from department activities for the current week. The report is published online and distributed every Friday. If you have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

Town of Georgetown
Budget Versus Actual (Operating)
As of April 30, 2020

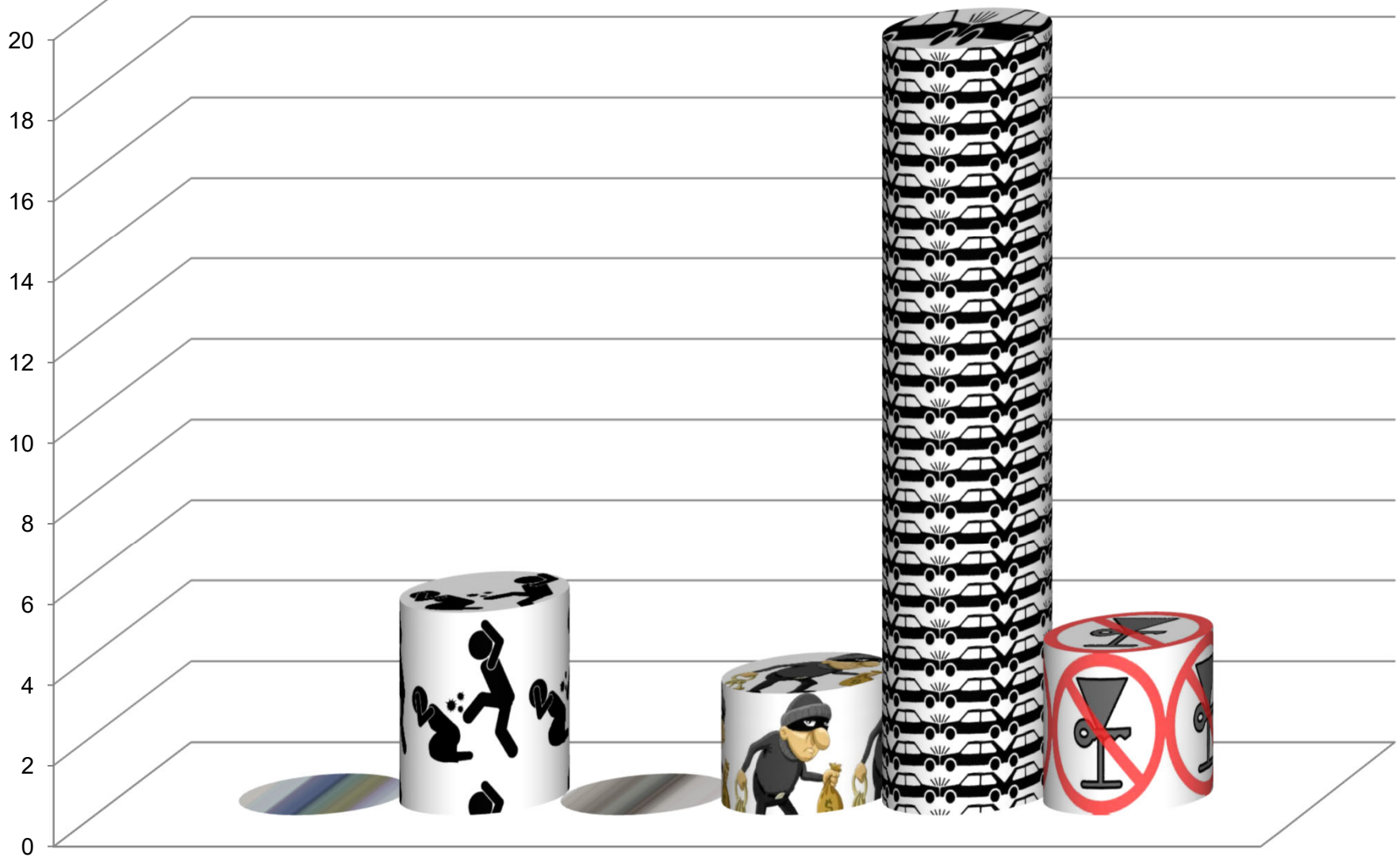
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>100% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$ 3,685,969	\$ 4,411,303	(\$725,334)	120%
Water Fund	\$ 1,313,500	\$ 1,432,886	(\$119,386)	109%
Sewer Fund	\$ 1,971,500	\$ 2,213,043	(\$241,543)	112%
Fund Transfers	\$ 1,317,768	\$ 1,002,212	\$315,556	76%
Total	<u>\$8,288,737</u>	<u>\$9,059,444</u>	<u>(\$770,707)</u>	<u>109%</u>

<u>Expenditures</u>				
General Fund	\$4,561,477	\$4,946,268	(\$384,791)	108%
Water Fund	\$1,000,236	\$980,031	\$20,205	98%
Sewer Fund	\$1,541,184	\$1,462,405	\$78,779	95%
Debt Service	\$1,185,840	\$1,132,245	\$53,595	95%
Total	<u>\$8,288,737</u>	<u>\$8,520,948</u>	<u>(\$232,211)</u>	<u>103%</u>

* Line item detail available upon request.



July 29, 2020

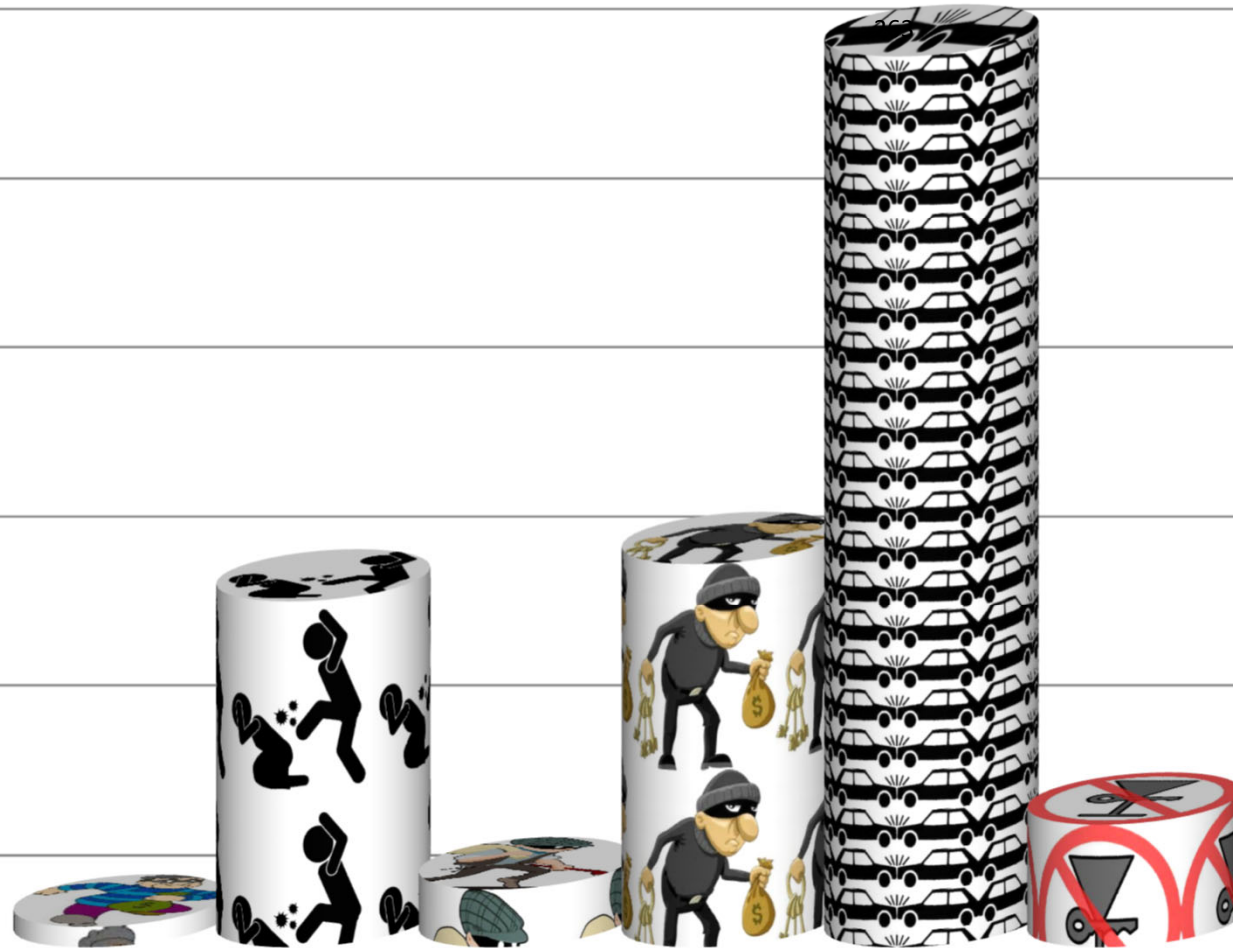


Weekly

*Robbery *Assault *Buglary *Thefts Collision DUI

July 29, 2020

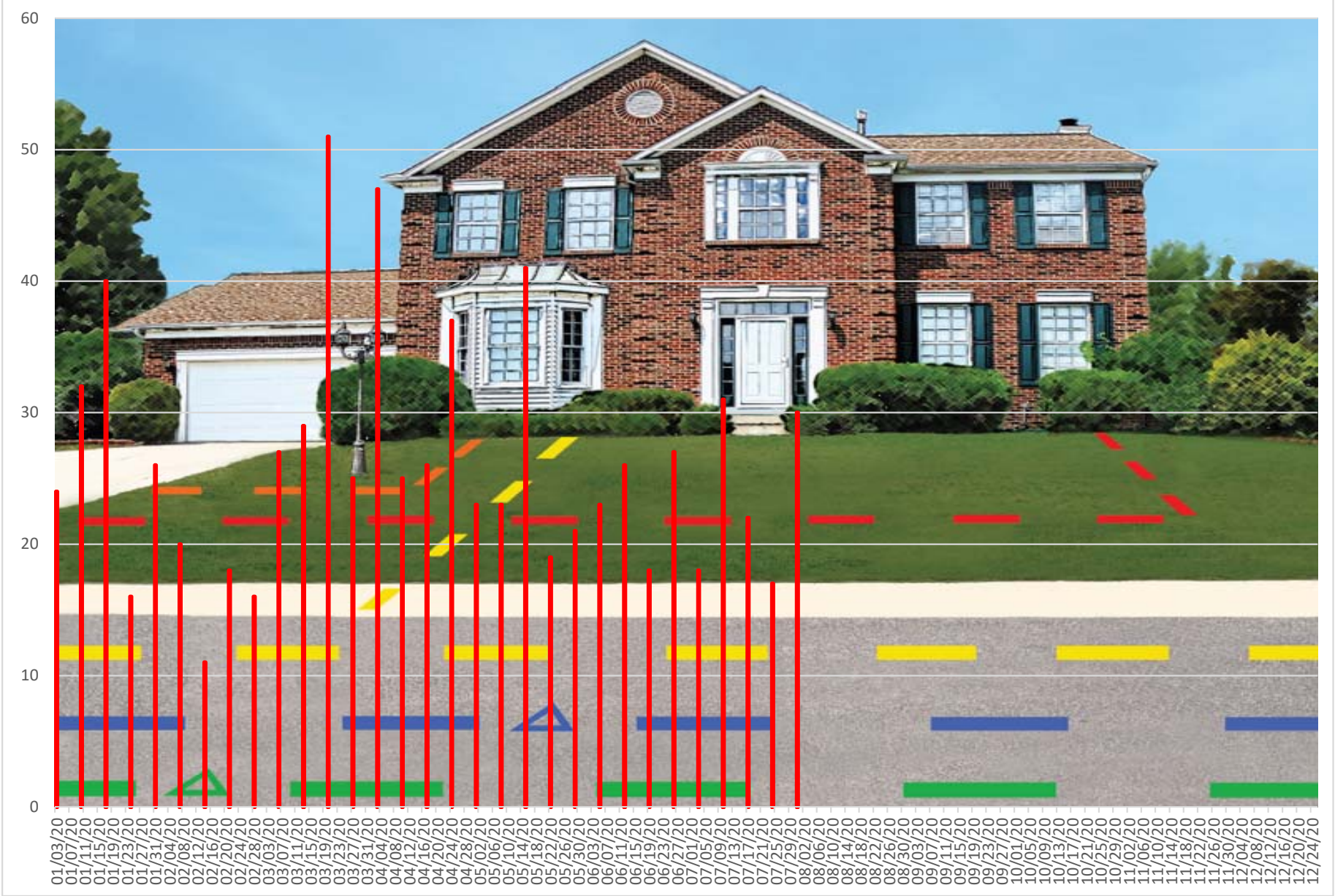
300
250
200
150
100
50
0



Year to Date

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

Miss Utility Locate Tickets



WWTF Lagoon Depths

