

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Municipal Election:** Saturday, August 15, Polls open 8:00 AM to 6:00 PM
- ✓ **Planning Commission:** Wednesday, August 19, 6:00 PM, Town Hall
 - 1. JB Wagamon Professional Offices (4 and 6 East Laurel Street)
- ✓ **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 August 14, the Town has collected:
 - \$1,586,130 (95%) of the annual property tax billing (\$1,674,899)
 - \$846,444 (88%) of the July quarterly utility billing (\$971,701)
 - ✓ Collections still in alignment with prior quarters
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Budget vs. Actual Report (see attached)
 - May 2020
 - June 2020
- Provided Tax and Utility Information to settlement lawyers
- Processing Absentee Ballot requests for the Municipal Election
- Submitted documentation for the “Request for Information – Water and Sewer Rate Study”
- FEMA Exploratory call discussion (COVID-19)

Wastewater

- Lagoon depths: Large Lagoon is 5.50 feet and Small Lagoon is 2.50 feet
- Completed grass cutting and trim at the treatment facility
- Cut and re-threaded several tall risers in our spray field to lower the risers for the weed spraying equipment to access the field
- Cleaned out grease buildup in the stilling tube at Del-Tech pump station that was interfering with the level transducer operation

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Public Works

- Water samples for lead and copper testing collected
- Automatic hydrant flushing devices installed at three (3) locations
- New gate at Public Works Yard installed
- Ongoing grass cutting
- Responded to and repaired water main leak on Zoar Road (see photo)

Construction Coordinator

- No report this week

Police

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

Planning

- Provided direction on process for signage proposed for Sandhill Fields (BOA)
- Provided assistance to expanding business on process for permit to construct (outside agency approvals)
- Correspondence sent addressing concerns with truck traffic from in town business, providing required route to take (approved site plan comment).
- Reviewed proposed timeline for proposed project (Jamie Craddock, Jocelyn Godwin, Jeff Ward)

TOWN MANAGER'S UPDATE ...

- Reviewed and issued Circle Use Permit
- Held discussion with engineering firm regarding potential for on-call services for plan review (Jamie Craddock, Gene Dvornick, Laura Givens, Jocelyn Godwin)
- Responded to owner/contractor question regarding status of building permit
- Reviewed resident concern over drainage issues in the Meadows – reviewed Tax Ditch information and supplied information for DNREC Drainage Section (Bill Bradley, Gene Dvornick, Jeff Ward)
- Received notification that Georgetown had been selected as a Best Cities for Fit Lifestyles in DE! – information posted to website and Facebook

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- Responded to Delmarva Power request regarding discussion of the Town participating, as a pilot location, in their Electric Vehicle Charging Station initiative
- Answered local media questions regarding the public hearing for 108 Cedar Street
- Responded to easement questions raised by a local property owner
- Followed up on several code enforcement issues



Photo 1 - Water Main (Zoar Road)





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***

TOWN MANAGER'S WEEKLY REPORT



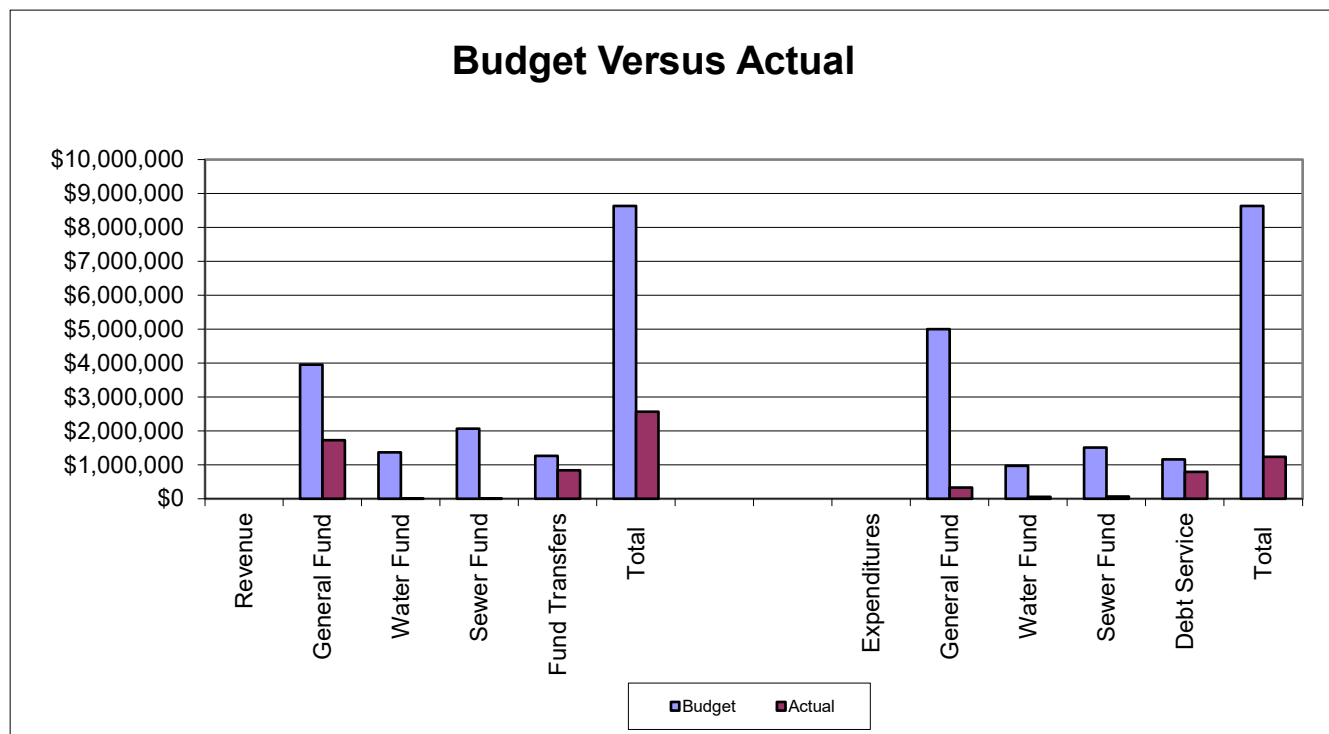
In an effort to better inform Council, employees and the public about current Town activities and issues, the Town Manager issues the Town Manager's Weekly Report with highlights from department activities for the current week. The report is published online and distributed every Friday. If you have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

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

		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	8.33% Percent of Budget
	<u>Revenue</u>				
General Fund		\$ 3,947,003	\$ 1,719,746	\$2,227,257	44%
Water Fund		\$ 1,363,500	\$ 852	\$1,362,648	0%
Sewer Fund		\$ 2,058,500	\$ 628	\$2,057,873	0%
Fund Transfers		\$ 1,256,516	\$ 838,711	\$417,805	67%
Total		<u>\$8,625,519</u>	<u>\$2,559,936</u>	<u>\$6,065,583</u>	<u>30%</u>

	<u>Expenditures</u>				
General Fund		\$4,992,109	\$328,016	\$4,664,093	7%
Water Fund		\$971,646	\$51,620	\$920,026	5%
Sewer Fund		\$1,506,868	\$65,578	\$1,441,290	4%
Debt Service		\$1,154,896	\$786,516	\$368,380	68%
Total		<u>\$8,625,519</u>	<u>\$1,231,730</u>	<u>\$7,393,789</u>	<u>14%</u>

* Line item detail available upon request.

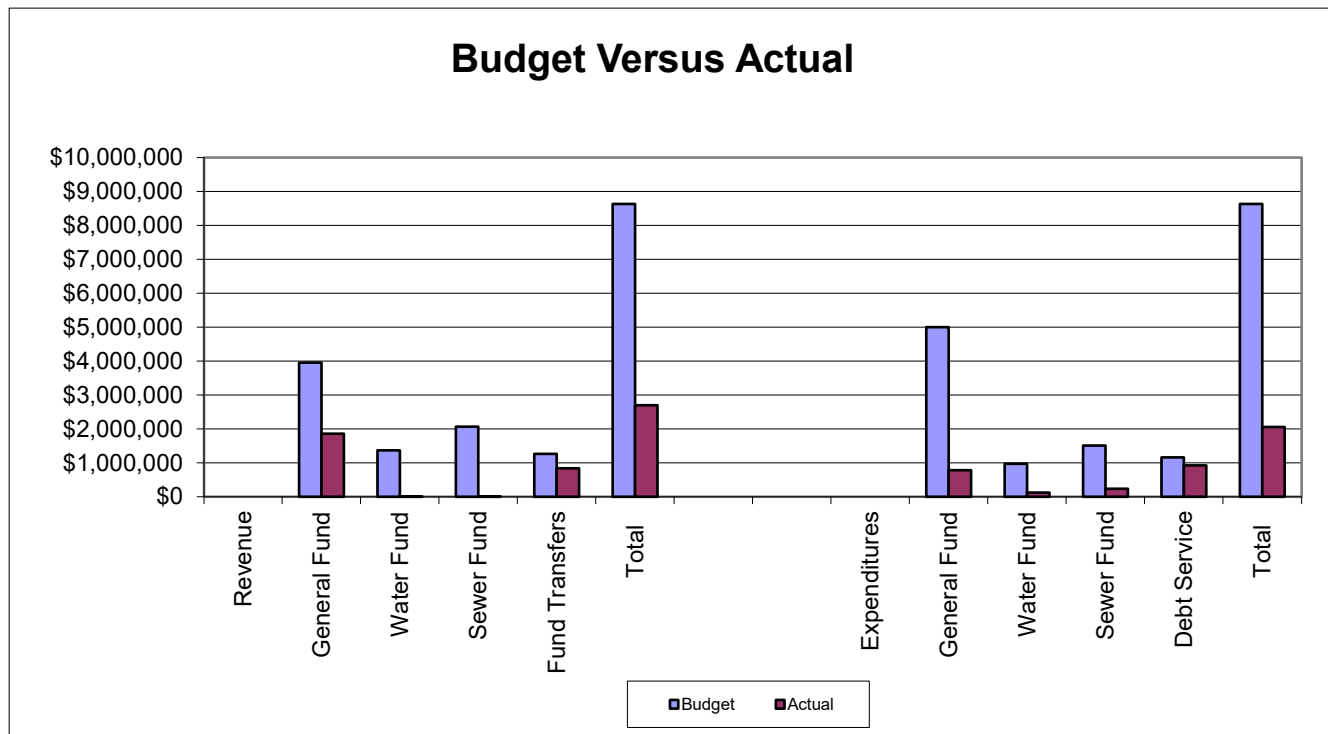


Town of Georgetown
Budget Versus Actual (Operating)
As of June 30, 2020

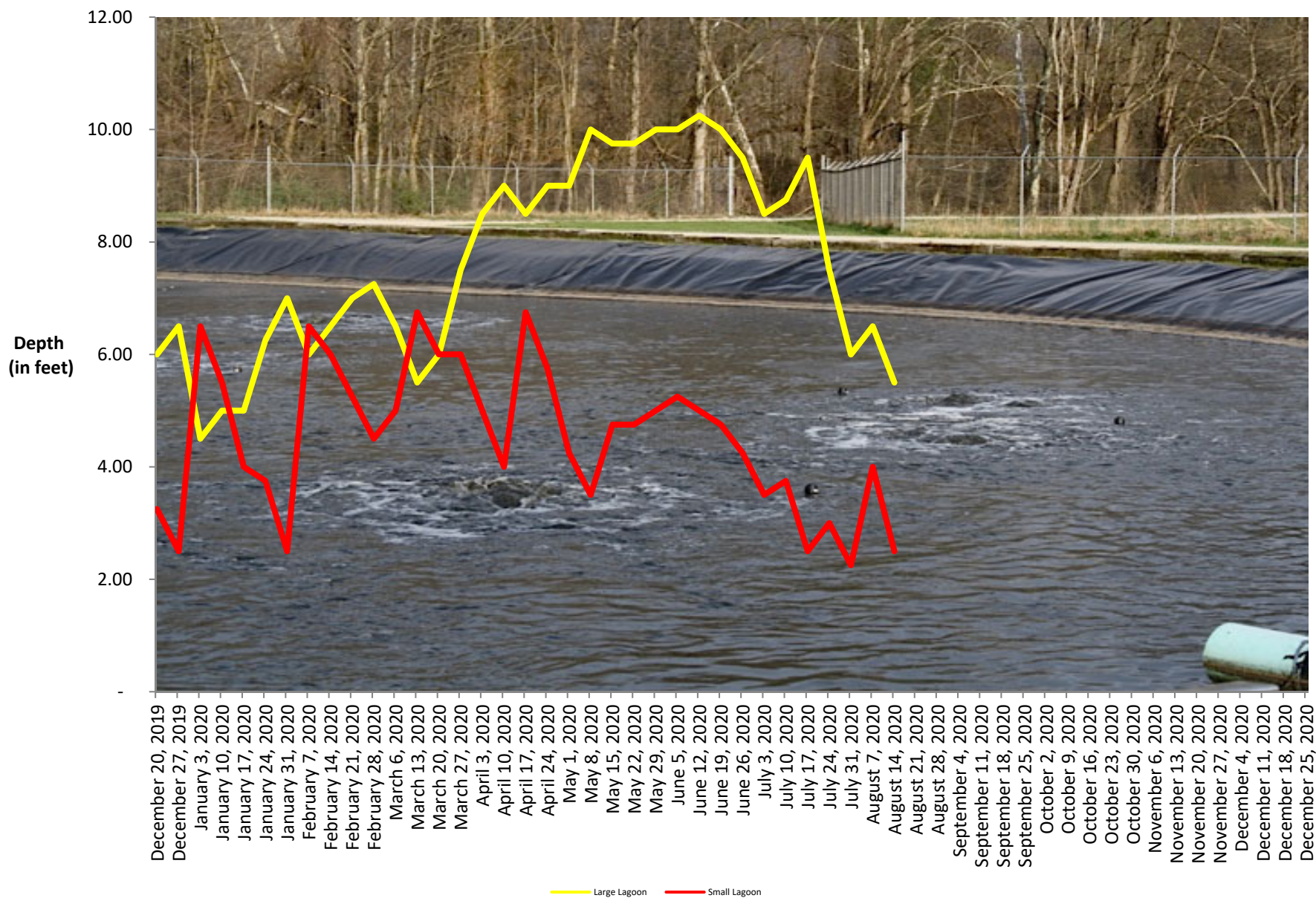
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	16.67% Percent of Budget
	<u>Revenue</u>				
General Fund		\$ 3,947,003	\$ 1,853,460	\$2,093,543	47%
Water Fund		\$ 1,363,500	\$ 900	\$1,362,600	0%
Sewer Fund		\$ 2,058,500	\$ 4,325	\$2,054,175	0%
Fund Transfers		\$ 1,256,516	\$ 838,711	\$417,805	67%
Total		<u>\$8,625,519</u>	<u>\$2,697,397</u>	<u>\$5,928,122</u>	<u>31%</u>

	<u>Expenditures</u>				
General Fund		\$4,992,109	\$782,307	\$4,209,802	16%
Water Fund		\$971,646	\$117,665	\$853,981	12%
Sewer Fund		\$1,506,868	\$231,431	\$1,275,437	15%
Debt Service		\$1,154,896	\$926,275	\$228,621	80%
Total		<u>\$8,625,519</u>	<u>\$2,057,679</u>	<u>\$6,567,840</u>	<u>24%</u>

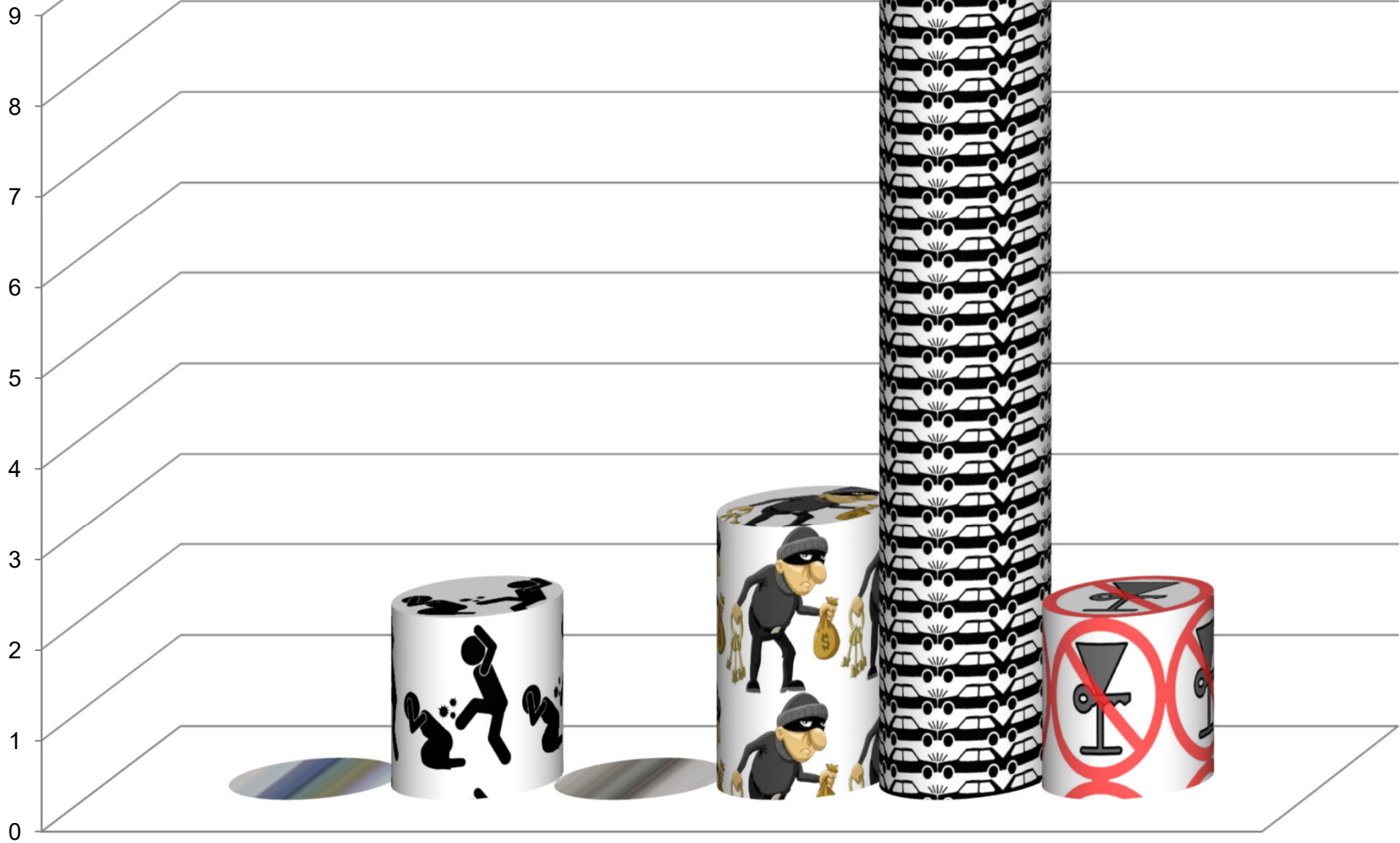
* Line item detail available upon request.



WWTF Lagoon Depths



August 12, 2020

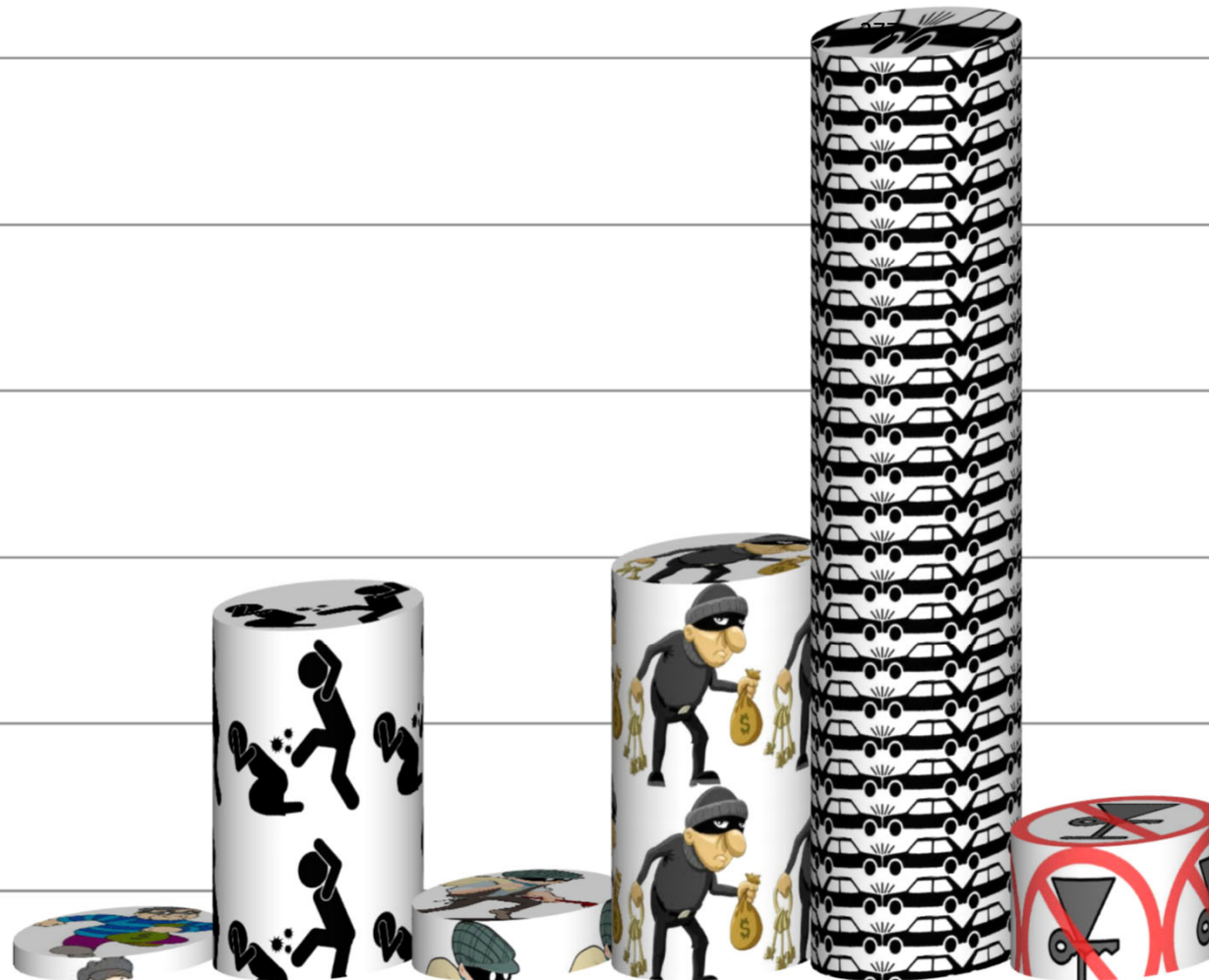


Weekly

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

August 12, 2020

300
250
200
150
100
50
0



Year to Date

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