

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Monday, September 7, in observance of Labor Day
- ✓ **Town Council Meeting:** Wednesday, September 9, Regular Meeting – 7:00 PM, The Circle
- ✓ **Planning Commission:** Wednesday, September 16
- ✓ **Town Council Meeting:** Wednesday, September 23, 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 September 4, the Town has collected:
  - \$1,623,260 (97%) of the annual property tax billing (\$1,674,899)
  - \$912,037 (94%) of the July quarterly utility billing (\$971,701)
    - ✓ Collections still in alignment with prior quarters
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Provided Tax and Utility Information to settlement lawyers and processed deed transfers
- Monthly Key Revenue Items Report (August 2020) – copy attached
- Mailed accounts receivable delinquent notices
- Employee Flu Shot Clinic scheduled for Wednesday, September 9
- Real Estate Transfer Tax Summary (August 2020)

	August 2020		August 2019	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$17,110	\$50,325	\$27,948	\$71,010

### **Wastewater**

- Lagoon depths: Large Lagoon is 7.25 feet and Small Lagoon is 4.25 feet
- Pulled Pump 1 at Easter Seals Pump Station – removed debris and reinstalled
- Installed new high-pressure hose on the Sewer Jetter
- Responded to sewer issue on West Pine Street, everything on Town side was fine
- Pumped out Sandhill wet well in preparation for soccer fields opening

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## **Police**

- Departmental Press Releases issued as warranted

## **Public Works**

- Cleared debris from storm water drain at end of Booker Street
- Began water meter readings
- Grass cutting and edging ongoing

## **Construction Coordinator**

- No report this week

## **Planning**

- No report this week

## TOWN MANAGER'S UPDATE ...

- Responded to Delaware Business Times request for information on PAM Rehabilitation and their project in Georgetown
- Supplied information to the Delaware State News on budgetary impact of Coronavirus on the recently enacted Accommodations Tax
- Attended Annual Wreath Laying for Chad Spicer
- Answered property owner questions regarding zoning of property and rumors that it had been down zoned
- Represented the Town at the Sandhill Fields Pre-Opening Reception (Gene Dvornick, Bill West)
- Follow up meeting with Water Department Staff regarding complaints of water discoloration (Bill Bradley, Gene Dvornick, Laura Givens, Rick Hudson, Bill West)
- Followed up with Flowbird regarding locations for six (6) Parkeon Meter stations (East Market Street, South Race Street, East Pine Street)
- Researched Extended Stay Hotels and requirements for same
- Started working on the 2020 Grant Application for the Outdoor Recreation, Parks and Trails (ORPT) – engineering & design of the Parsons Land Trailhead/Parking Area
- Supplied bollard lighting information to another local municipality

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- Town received the Maintenance Bond for the Oaks at Georgetown and started the two (2) year maintenance period
- Issued Circle Use Permit for Let Them Play Rally on Tuesday, September 8
- Drafted and submitted a Sussex County Council Non-Profit Grant Request for \$5,000 towards additional planters for the South Race Street Outside Dining Area
- Attended Sussex County Association of Towns Steering Committee (Gene Dvornick, Bill West) – Discussion on:
  - ✓ Candidates Night – tentative date of October 7 (Seaford)
  - ✓ Potential legislative items for 151<sup>st</sup> General Assembly
  - ✓ Coronavirus Updates
  - ✓ 2020 Census
- Followed up on several code enforcement issues



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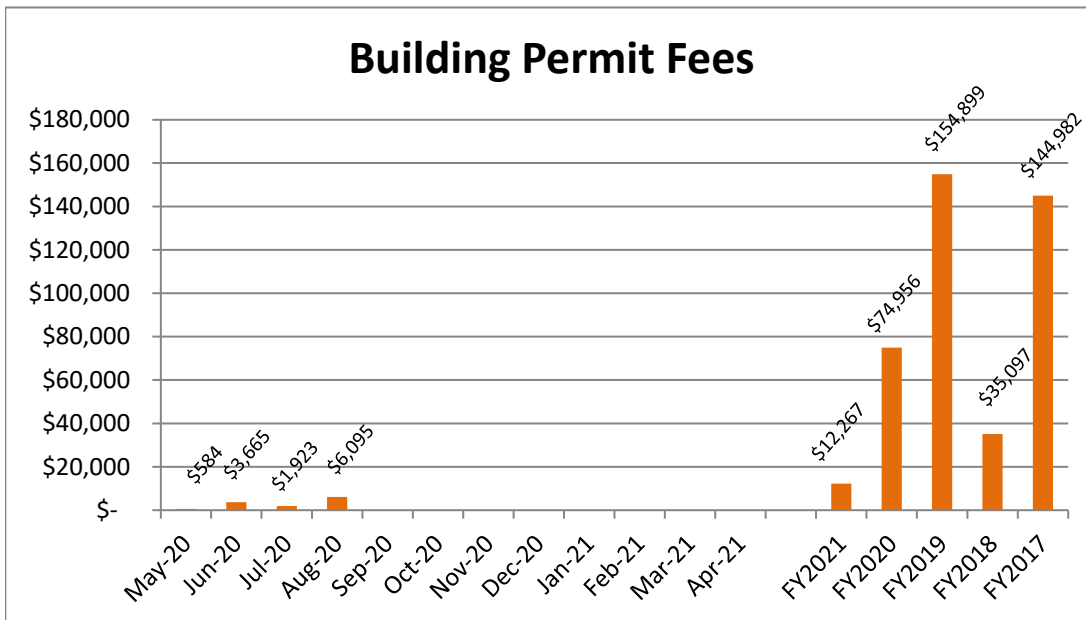
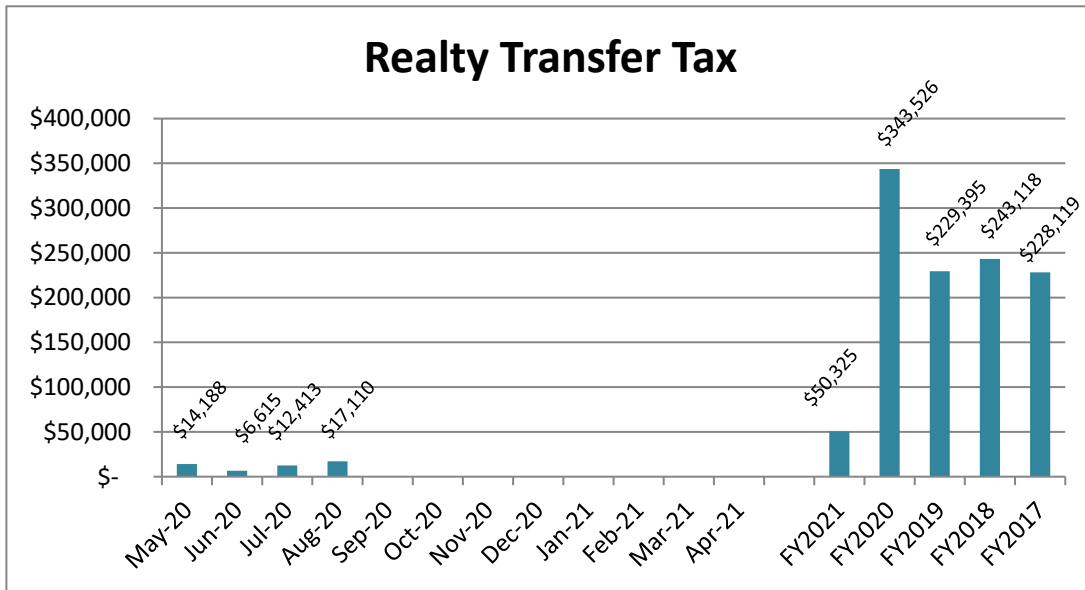
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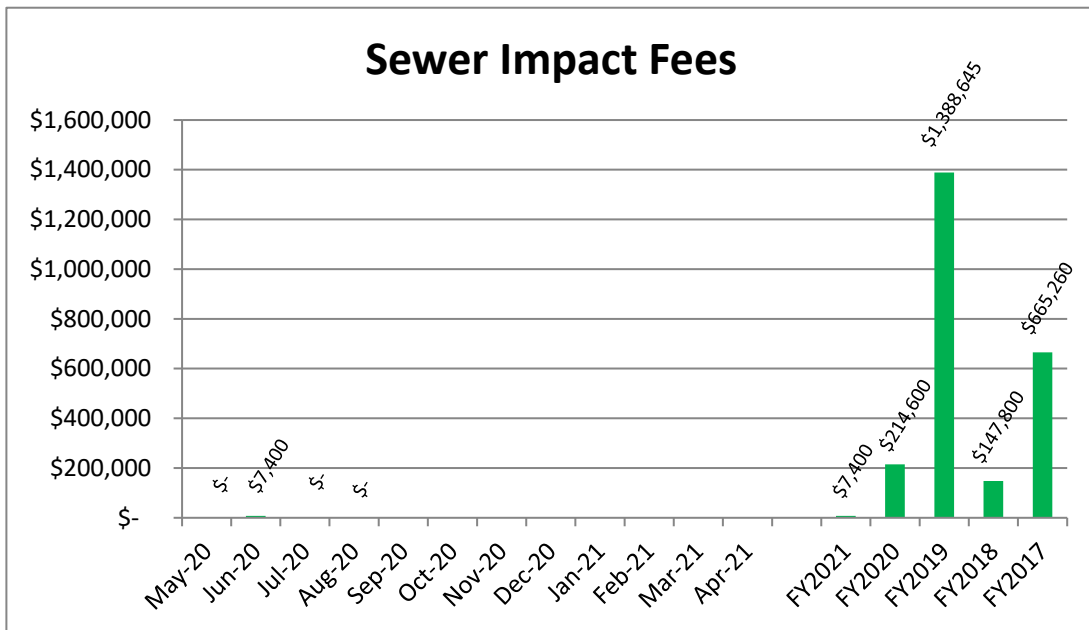
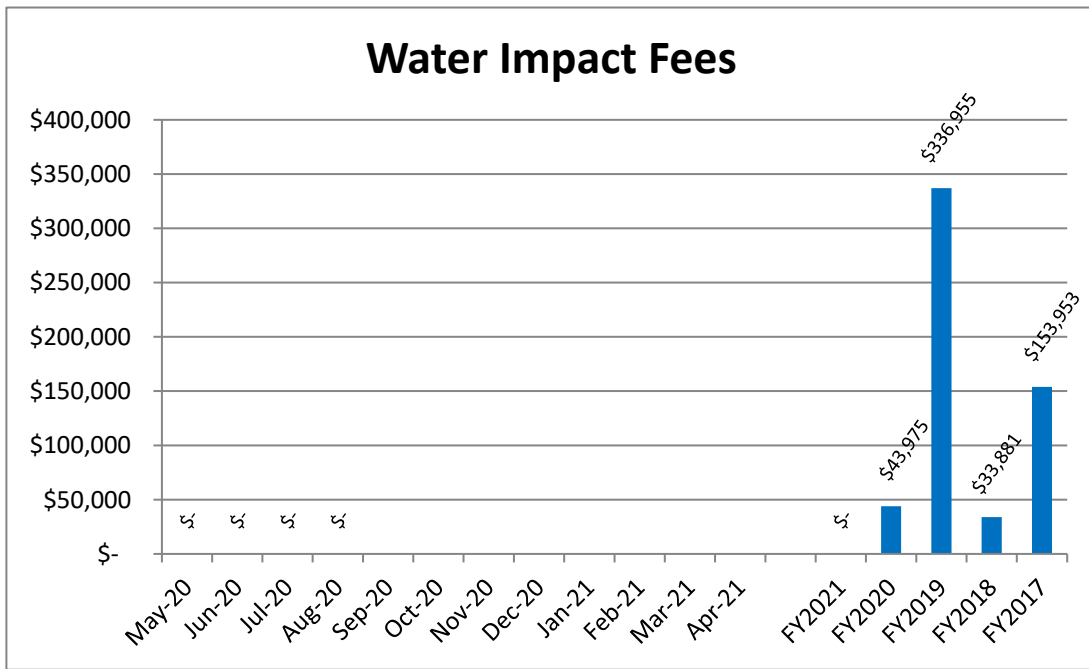
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

*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.*

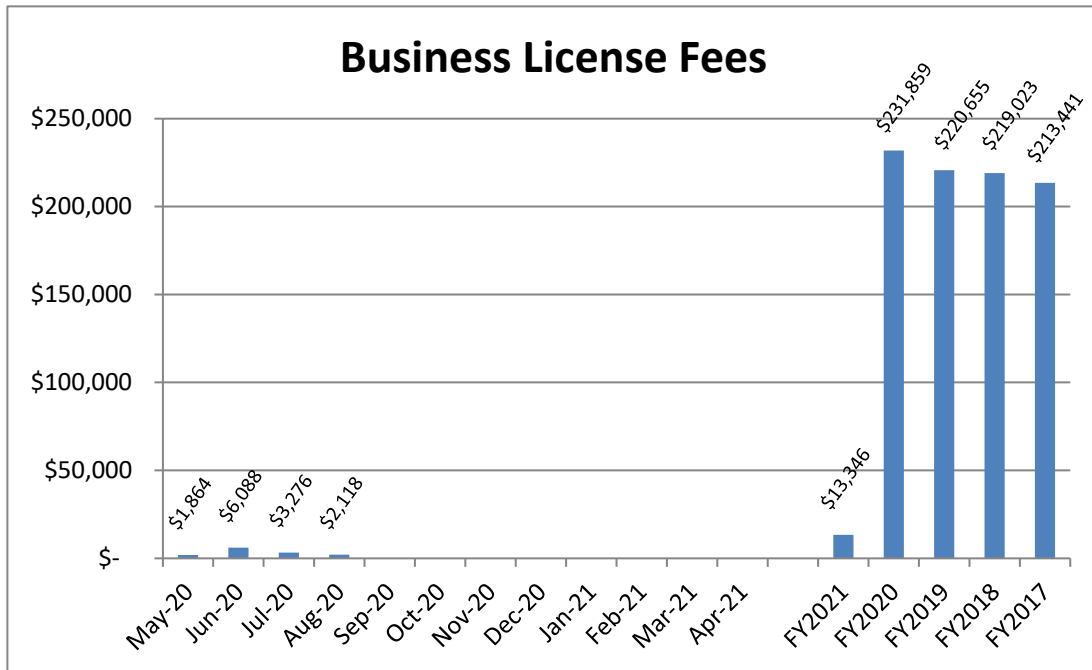
## Key Revenue Items



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## WWTF Lagoon Depths

