

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Board of Adjustment:** No October Meeting
- ✓ **Sussex County Association of Towns:** Wednesday, October 7, 6:00 PM, hosted by Seaford (Candidates Night)
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, October 9, 9:00 AM, To Be Determined
- ✓ **Town Council Meeting:** Wednesday, October 14 – To Be Determined
- ✓ **Delaware League of Local Governments:** Cancelled until further notice

UPDATES FROM DEPARTMENTS ...

Finance

- As of September 25, the Town has collected:
 - \$1,625,106 (97%) of the annual property tax billing (\$1,674,899)
 - \$928,087 (96%) 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
- Submitted the fiscal budget for the Domestic Violence Investigator Grant (VW18-2336) application
- Verified with the Criminal Justice Planner for the Town that all monies for the Victim Advocate Grant (VF17-1952) ending 9/30 will be fully expended
- Worked on finalizing the October 2020 utility billing

Wastewater

- Lagoon depths: Large Lagoon is 8.25 feet and Small Lagoon is 3.75 feet
- Worked with the Maintenance Shop to replace sewer line, from clean out to main, on West Pine Street – old line was packed with roots
- Met with Bob Palmer, Beacon Engineering, to discuss possibility of replacing grinder with a screen at SCI
- The farmer has all the hay cut and baled on the Town spray field
- Replaced packing on knife valve on pump 2 at Fisher's Pump Station

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Police

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

Public Works

- Grass cutting and street sweeping ongoing
- Replaced 6" water meter at County Seat Apartments
- Replaced Summer banners with Fall banners around The Circle

Construction Coordinator

- Street Improvements:
 - North Race Street (from East Laurel Street and Depot Street) bid preparations
 - West Adams Street (from Wagamon Avenue and South Race Street) bid preparations
- Certificate of Occupancy Inspections:
 - 201 East Laurel Street
- Georgetown East Gateway Project
 - Reviewed source of supply and material submittals
- Miss Utility Locate Summary (copy attached)

Planning

- No report this week

TOWN MANAGER'S UPDATE ...

- Provided samples of Code Enforcement metrics to Comcate to assist in the development of meaningful and easily reported dashboard
- Issued Circle Use Permit for Worship and Prayer Event on October 17
- Executed Air Stripper Inspection and Service Agreement – tentatively scheduled for October 5
- Participated in Latino Marketplace (El Mercado) working group discussion – focus areas:
 - ✓ Impact of the pandemic on local businesses
 - ✓ How to promote the Downtown Development District
 - ✓ Initial thoughts on a survey of businesses

TOWN MANAGER'S WEEKLY REPORT



- Held a practice Zoom meeting to ensure connectivity and comfort with the technology
- Responded to questions regarding outdoor bar-b-que and best way to handle given social distancing requirements
- Participated in Governor's phone call with local governments (Counties & Municipalities) (Gene Dvornick, Laura Givens)
- Responded to property settlement status from local attorney (waiting on proposed easement language)
- Answered resident question regarding status of the North King Street Playground and supplied DPH Guidance for playgrounds
- Responded to request from King Crop Insurance on the installation of Sharing-Box Little Free Pantry
- Drafted and presented Overview of Town Operations and Projects for Town Council Meeting (copy attached)
- Contacted Wallace Montgomery to schedule meeting with Staff to outline completion of the Comprehensive Plan (scheduled for September 29)
- Participated in DelDOT Georgetown to Lewes Trail – Phase 8 update conference call. DelDOT requested the Town assist in the facilitation of a meeting with representatives of the Georgetown Little League (Gene Dvornick, Laura Givens)
- Responded to local media questions regarding Halloween 2020 in Georgetown
- Followed up on several code enforcement issues



**PROTECT YOURSELF.
AND THOSE YOU LOVE.**

**DOWNLOAD DELAWARE'S
OFFICIAL APP.**

TOWN MANAGER'S WEEKLY REPORT



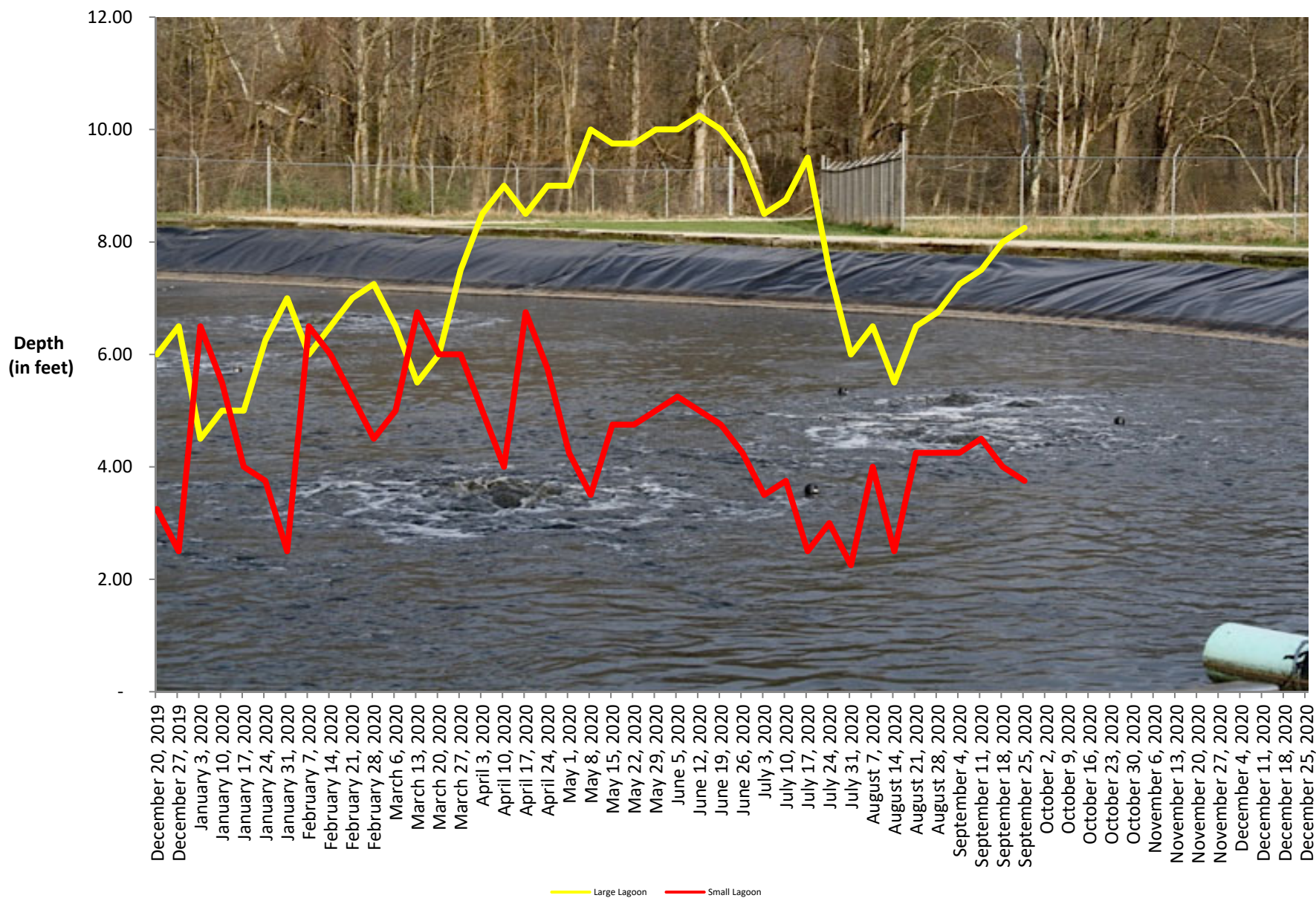
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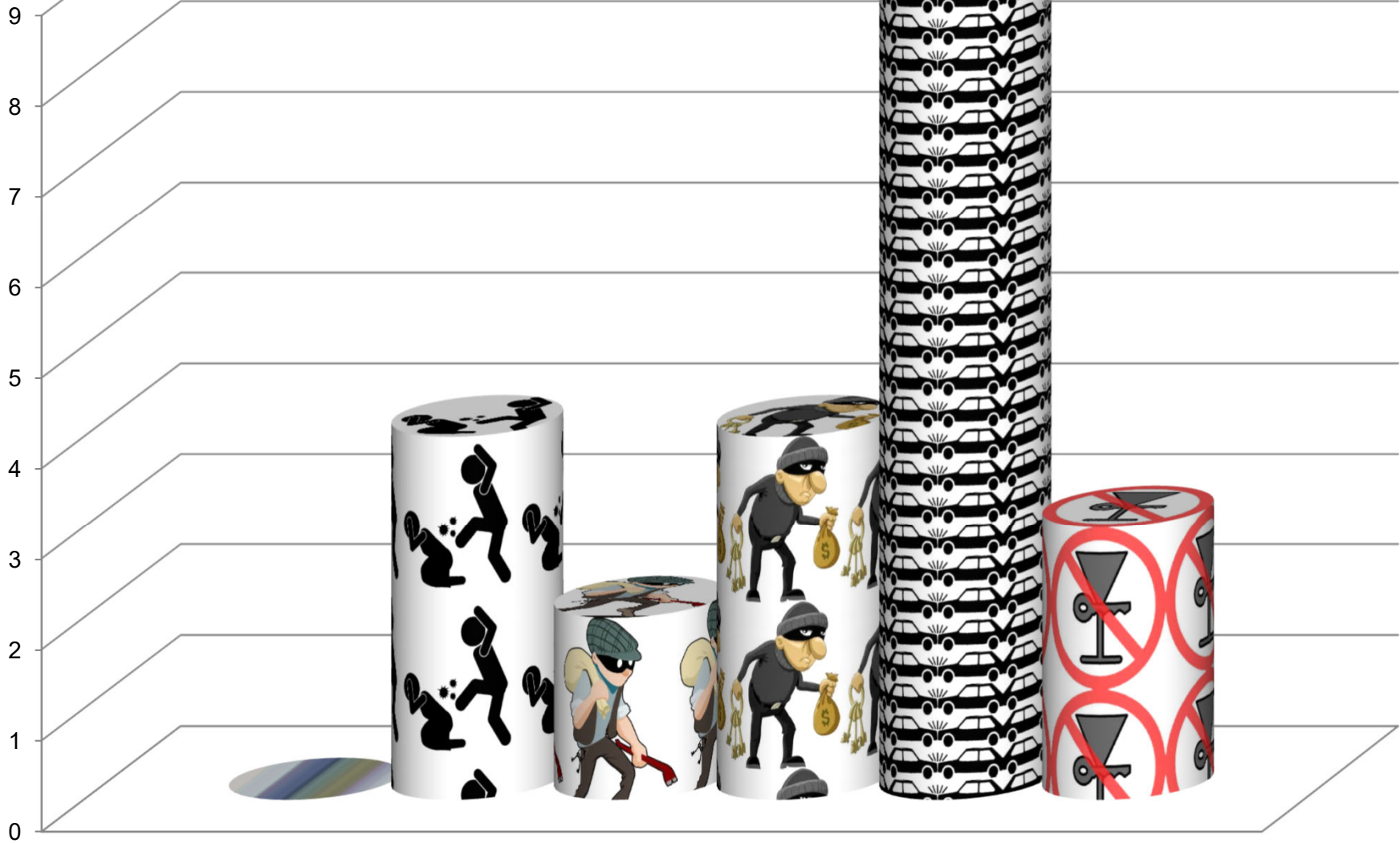
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

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.

WWTF Lagoon Depths



September 23, 2020



Weekly

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

September 23, 2020

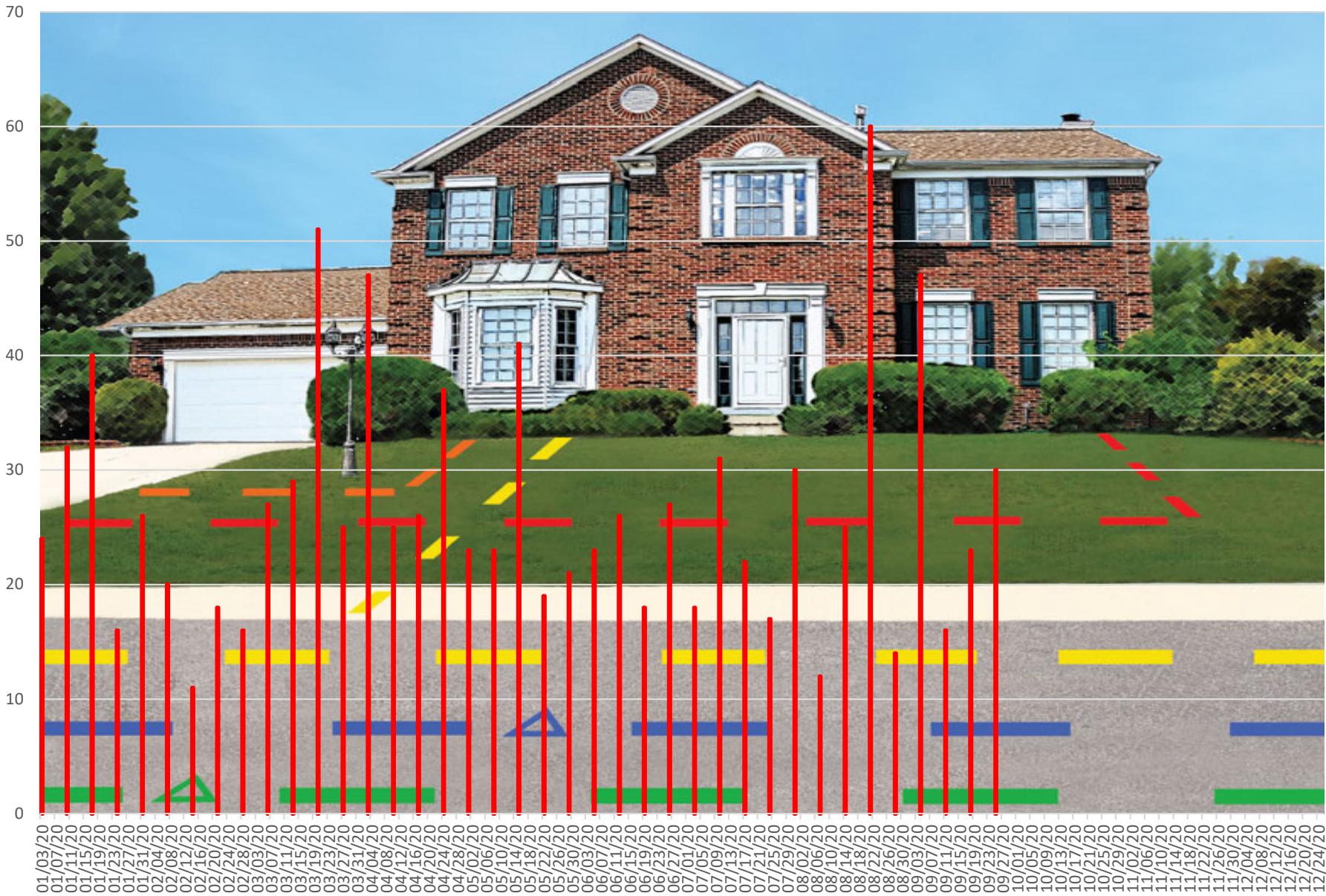
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Year to Date

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

Miss Utility Locate Tickets



OVERVIEW OF OPERATIONS AND PROJECTS

SEPTEMBER 23, 2020



TOWN OF
GEORGETOWN

AGENDA

- Form of Government – Mayor and Council
- Department Overviews
- Project Overview
 - Infrastructure Projects
 - Development Projects
- Challenges & Opportunities
- Important Documents
- Considerations

FORM OF GOVERNMENT: COUNCIL-MANAGER

Elected Governing Body

- Mayor and 4 Council Members
- Quorum to do business is 3
- Council action requires affirmative vote of 3 or more members of Council (Mayor is voting member)
- Responsible for the Legislative Function and Policy
- Pass Local Ordinances
- Vote on Appropriations
- Develop an Overall Vision

Manager

- Oversees Daily Administration & Operations
- Supervisor of all Personnel
- Implements Policies & Procedures
- Develops Operating & Capital Budgets
- Advises Elected Governing Body
- Researches Special Topics and Concerns
- Contact with Town Solicitor when necessary
- Facilitates Grant Applications

DEPARTMENT OVERVIEWS

Administration & Finance

- Oversight of Town Operations
- Billing
 - Annual Property Taxes
 - \$1,672,938; 2,857 Accounts
 - Quarterly Water, Sewer & Trash
 - \$999,509 Average
 - 2,028 Water; 2,134 Sewer
 - Miscellaneous
- Finance
 - Accounts Payable & Receivable
 - Annual Audit & Budget Preparation
 - Payroll & Reporting
- Parking Enforcement

Planning

- Building Permit & CO Issuance
- Business Licensing
- Comprehensive Plan Management
- Coordinate Mapping/Addressing Updates
- Predevelopment Meetings
- Project Administration
 - Annexation, Category I and II Site Plan Review, Change of Zoning District, Conditional Use, Subdivision, Minor & Major
- Provide Administrative Support for:
 - Planning Commission
 - Board of Adjustment

DEPARTMENT OVERVIEW

Police

- Patrol
 - 24/7/365
- Support Service
 - Detectives
 - School Resource Officer
- Victim Services
- Code Enforcement
- 21 Sworn Officers, 3 Civilian Employees
- Mental Health Professional
 - Independent Contractor

Public Works

- Streets
 - Maintain 26.69 Miles of Town Owned
 - Major Activities
 - Street Maintenance & Repair, Sweeping, Signage & Parking Regulation
- Building & Grounds
 - Maintain Town Facilities
 - Maintain Parks (Town Owned)
 - The Circle, Wilson Park, North King Street, Layton-Thompson & Kimmey Street

DEPARTMENT OVERVIEWS

Water Department

- Production
 - King Street
 - South Railroad Avenue
- Distribution System
 - 46.2 Miles of Water Mains
 - Sizes 2" to 12"
 - 1,958 Water Meters, 611 Valves, 319 Fire Hydrants
- Storage
 - Delaware Tech
 - Lynch Lane

Construction Coordinator

- Project Reviews
- Inspection
 - Certificate of Occupancy
 - Utility Connections
- Special Projects
- Miss Utility Locates

DEPARTMENT OVERVIEWS

Wastewater

- **Collection & Conveyance**
 - 22 Pump Stations
 - 3 Regional Pump Stations
 - County Seat, Easter Seals, Sand Hill Road
 - 62 Miles of Pipe (Gravity & Force Main)
- **Treatment**
 - 1.3 Million GPD Capacity; .917 Million GPD Average Flow
- **Disposal**
 - Land Application – Spray Irrigation
 - Town Land – 85 Acres (Solid Set Sprayers)
 - Baxter Farms – 305 Total Acres (5 Center Pivots)
 - Pettyjohn Woods – 89 Acres (Solid Set Sprayers)

INFRASTRUCTURE PROJECTS

- **Town Funded**
 - Water Main and Service Line Replacement
 - North Race Street
 - Pepper Street to Douglas
 - East Laurel Street to Depot Street
 - Parsons Lane Trailhead/Parking Area
- **State Funded**
 - Bedford Street/Market Street Rehabilitation
 - Georgetown East Gateway Improvements
 - Park Avenue Realignment – Phase 1
 - US 113 & DE 18/404 Grade Separated Intersection

PENDING/FUTURE DEVELOPMENT PROJECTS

- **Housing**
 - Village of College Park (Multifamily)
 - Shipbuilders Village – Smith Farm (Townhome)
- **Commercial**
 - Isaac's Farm
 - PAM Rehabilitation Hospital
- **Institutional**
 - Sussex County Family Court

CHALLENGES & OPPORTUNITIES

- **Collective Bargaining Agreement – Georgetown Fraternal Order of Police**
 - Review of Best and Final Offers
 - PERB Arbitration?
- **Court of Chancery Decision regarding property assessments**
 - *In Re Delaware Public Schools Litigation* (C.A. No. 2018-0029-JTL, May 2020)
- **Downtown Development District**
- **Enterprise Zone Designation**
- **Georgetown Dump (Donovan's Road)**
- **Pump Station Rehabilitation & Upgrades**
- **Sussex County Water Interconnect Agreement**
- **Sussex County Sewer Capacity Surrender and Redirection**

IMPORTANT DOCUMENTS

Charter



Created by Lima Studio
from Noun Project

Code of Ordinances



Created by hans draiman
from Noun Project

Budget



Created by libertetstudio
from Noun Project

CONSIDERATIONS

- **Employees**
 - Most Visible Portion of Local Government, Especially Management/Department Heads
 - Chain-of-Command
- **FOIA**
 - All Document requests in writing and reviewed by Town Solicitor
 - No Town Business Discussion Outside Public View, except Executive Sessions in areas permitted by FOIA
 - E-mail Communications – Use Town email for Town business
 - Use of Personal E-mail/devices
- **Constituent Concerns**
 - Refer to Town Offices or Get Information from Town administration and Reply Back
 - Ensures Consistent Follow Up & Answers

ONE FINAL THOUGHT

- “We don’t know what we don’t know”
 - If you hear a concern – let us know
 - Issue may have been previously addressed
 - Could be something we need to investigate
 - Information may be incorrect
 - May implicate confidentiality concerns (e.g. personnel)
 - Allows for documentation of response

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SEPTEMBER 23, 2020



TOWN OF
GEORGETOWN