

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Tuesday, November 3 in observation of Election Day
- ✓ **Sussex County Association of Towns:** Wednesday, November 4, 6:00 PM, Hosted by Town of Ocean View
- ✓ **Town Offices Closed:** Thursday, November 5, in observation of Return Day
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, November 6, 9:00 AM, First State Community Action Agency
- ✓ **Town Council Meeting:** *Tuesday, November 10* – Electronic Meeting
- ✓ **Town Offices Closed:** Wednesday, November 11, in observation of Veterans Day
- ✓ **Delaware League of Local Governments:** Cancelled until further notice

UPDATES FROM DEPARTMENTS ...

Finance

- As of October 29, the Town has collected:
 - \$1,632,893 (98%) of the annual property tax billing (\$1,674,899)
 - \$549,984 (51%) of the October quarterly utility billing (\$1,082,646)
 - ✓ Collections still in alignment with prior quarters
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Completed Bank Reconciliations (Olga Holm)
- Provided Tax and Utility Information for property settlements and stamped deeds
- Budget vs. Actual Report – September 2020 (see attached)
- Completed Quarterly Fiscal Reports for Police Department Grants
 - GPD Guardian Program – Grant ID 2223
 - GPD Victim Advocate – Grant ID 1952
 - GPD SA & DV Investigator – Grant ID 2336
- Records Retention Project (Delaware Local Government General Record Retention Schedule) – Submitted Destruction Notice Forms to Delaware Public Archives for approval
 - Received Approval from Public Archives
 - Scheduled Data Guard (destruction) for November 10

Police

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

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Wastewater

- Lagoon depths: Large Lagoon is 8.75 feet and Small Lagoon is 4.50 feet
- Repaired 6 risers in the Town's spray field
- Repaired a sewer lateral on East Market street – It had been bored through in 2 different spots (see photos).
- Flushed all the laterals in Pettyjohn Woods

Planning

- Project Updates:
 - 413 South Bedford Street (Revelation Brewing) – Phasing plan approved, approval to submit plans for signature on October 23
 - 302 North Front Street – Comments received on lot subdivision plan and to applicant on October 30
 - 327 North Race Street – Comments received on site plan and to applicant on October 30
 - 502 South Bedford Street (Marvel Museum) – Resubmittal of phased plan on October 26
- Predevelopment Meeting:
 - 215 South Front Street – Single Family Home on November 2

Construction Coordinator

- Webinar:
 - Precast innovations – Concrete pipe and precast training
- Georgetown East Gateway project:
 - Inspection of 8" sewer force main installation.
 - Reviewed shop drawings.
- North Race Street (Pepper Street to Douglas Street)
 - Microsoft Teams meeting with Robert Palmer to address Right of Way concerns and other design questions
- Miss Utility Locate Summary (copy attached)

Public Works

- Started repairs to the Santa House
- Retrieved holiday decorations and tested bulbs, etc.
- Installed 'Children Playing' signs along South Railroad Avenue

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TOWN MANAGER'S UPDATE ...

- Contacted local restaurants (along East Market Street) offering to advertise 2 specials each on November 5 for 'Burying of the Hatchet' event (Gene Dvornick, Elaine Reynolds, Karla Silvagni)
- Initiated process for ClearGov Insights module implementation
- Responded to municipal survey on holidays
- Worked with legal counsel on easement from Dunbarton Oaks to Town of Georgetown for utilities (water & sewer) (Gene Dvornick, Laura Givens)
- Answered local resident questions on natural gas service into the Village of Cinderberry
- Addressed resident concern regarding rental property licenses
- Participated in a Zoom Meeting on the downtown parking and impacts of the new family court facility (Jamie Craddock, Gene Dvornick, Laura Givens, Jocelyn Godwin, Jeff Ward)
- Secured Court Reporter for upcoming CJC Trial Board
- Followed up with DelDOT on drafting of Permanent Easement for Georgetown to Lewes Trail, Phase 8 connection to Parsons Lane
- Worked with Chief Hughes on reporting of police department statistical data (researched and discussed formats used by other agencies)
- Responded to property owner questions on area industrial development
- Continued efforts with Georgetown El Mercado Working Group on ideas for improvements to North Race Street
- Followed up on several code enforcement issues



Damaged sewer lateral – East Market Street

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

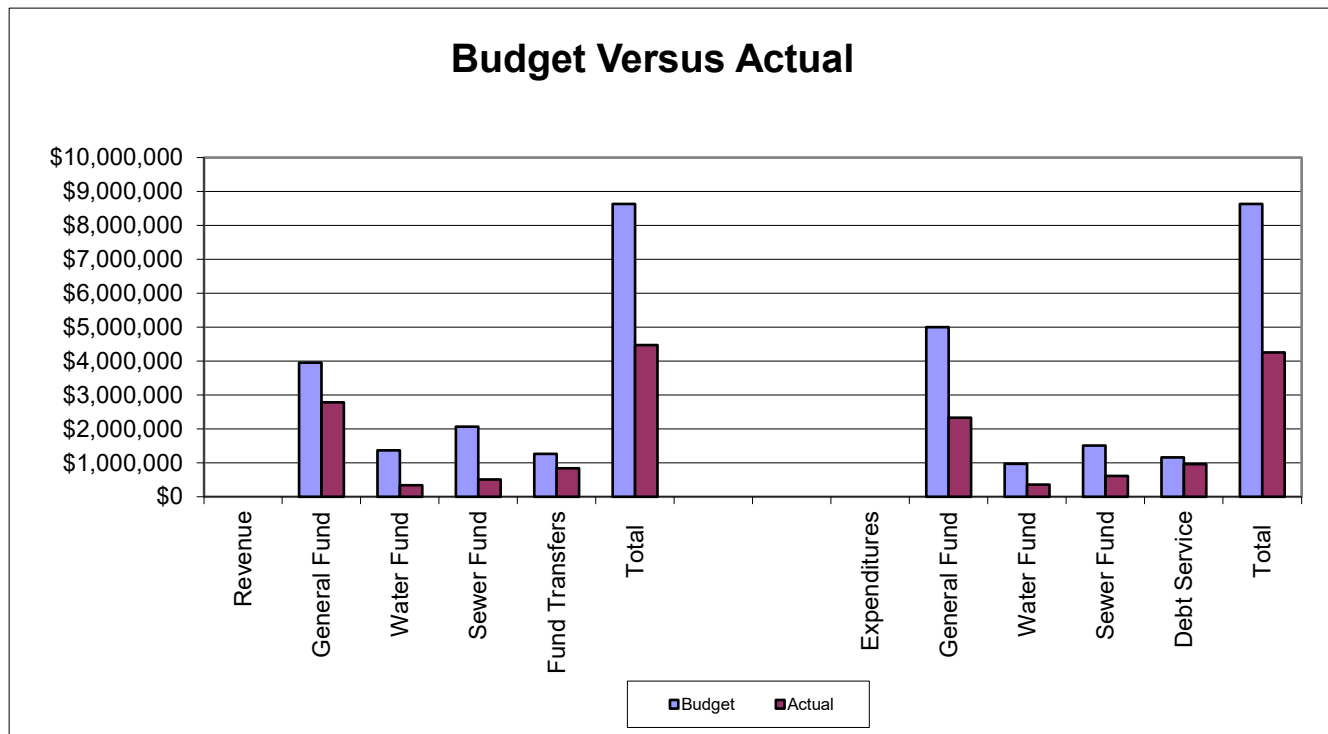
In an effort to better inform Council, employees and the public about current Town activities and issues, the Town Manager issues the Town Manager's Weekly Report with highlights from department activities for the current week. The report is published online and distributed every Friday. If you have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

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

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	42.00% Percent of Budget
<u>Revenue</u>				
General Fund	\$ 3,947,003	\$ 2,783,642	\$1,163,361	71%
Water Fund	\$ 1,363,500	\$ 337,788	\$1,025,712	25%
Sewer Fund	\$ 2,058,500	\$ 506,000	\$1,552,500	25%
Fund Transfers	\$ 1,256,516	\$ 838,711	\$417,805	67%
Total	<u>\$8,625,519</u>	<u>\$4,466,141</u>	<u>\$4,159,378</u>	<u>52%</u>

<u>Expenditures</u>				
General Fund	\$4,992,109	\$2,327,342	\$2,664,767	47%
Water Fund	\$971,646	\$354,916	\$616,730	37%
Sewer Fund	\$1,506,868	\$609,058	\$897,810	40%
Debt Service	\$1,154,896	\$957,668	\$197,228	83%
Total	<u>\$8,625,519</u>	<u>\$4,248,984</u>	<u>\$4,376,535</u>	<u>49%</u>

* Line item detail available upon request.



October 28, 2020

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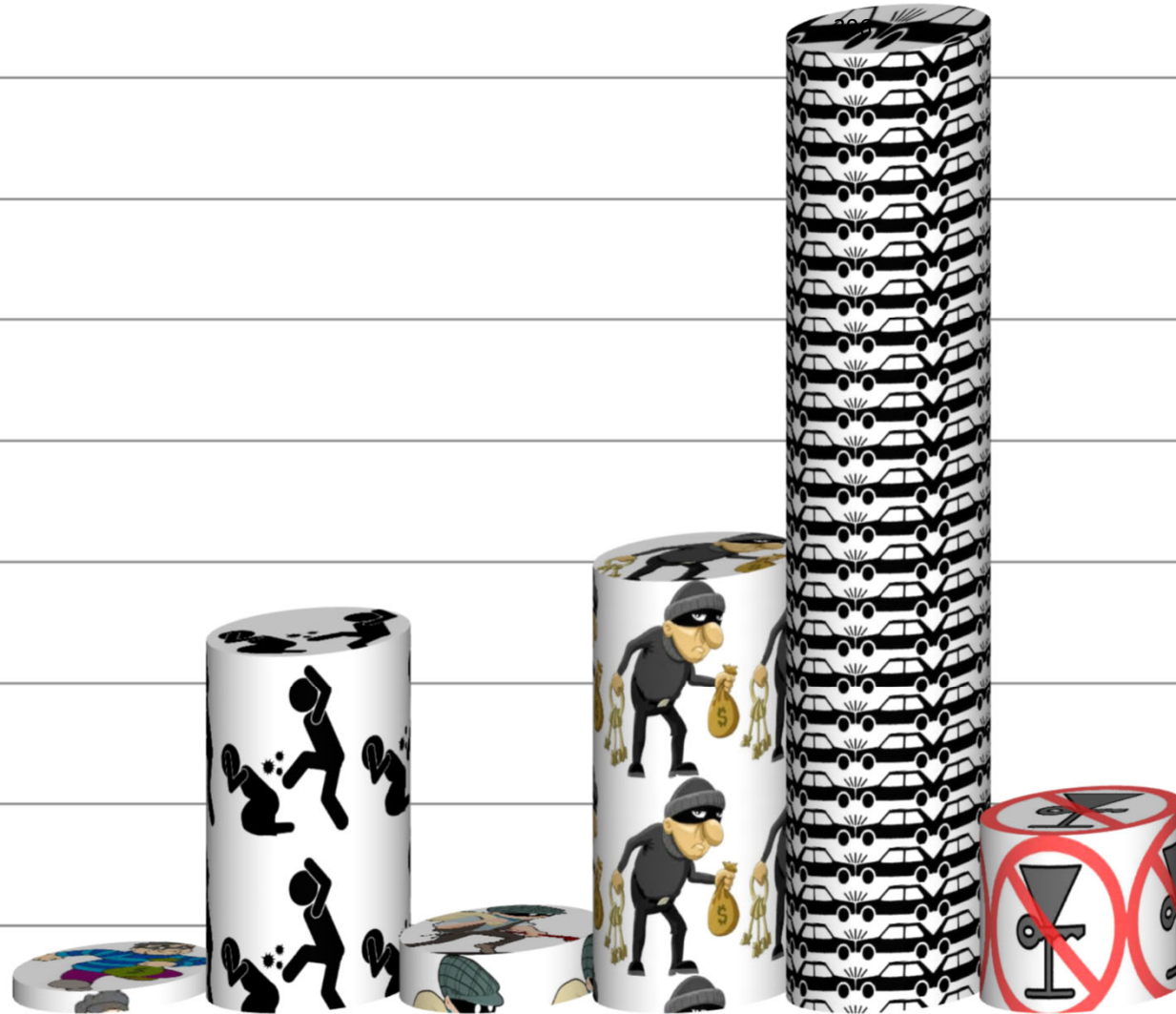


Weekly

*Robbery *Assault *Burglary *Thefts *Collision *DUI

October 28, 2020

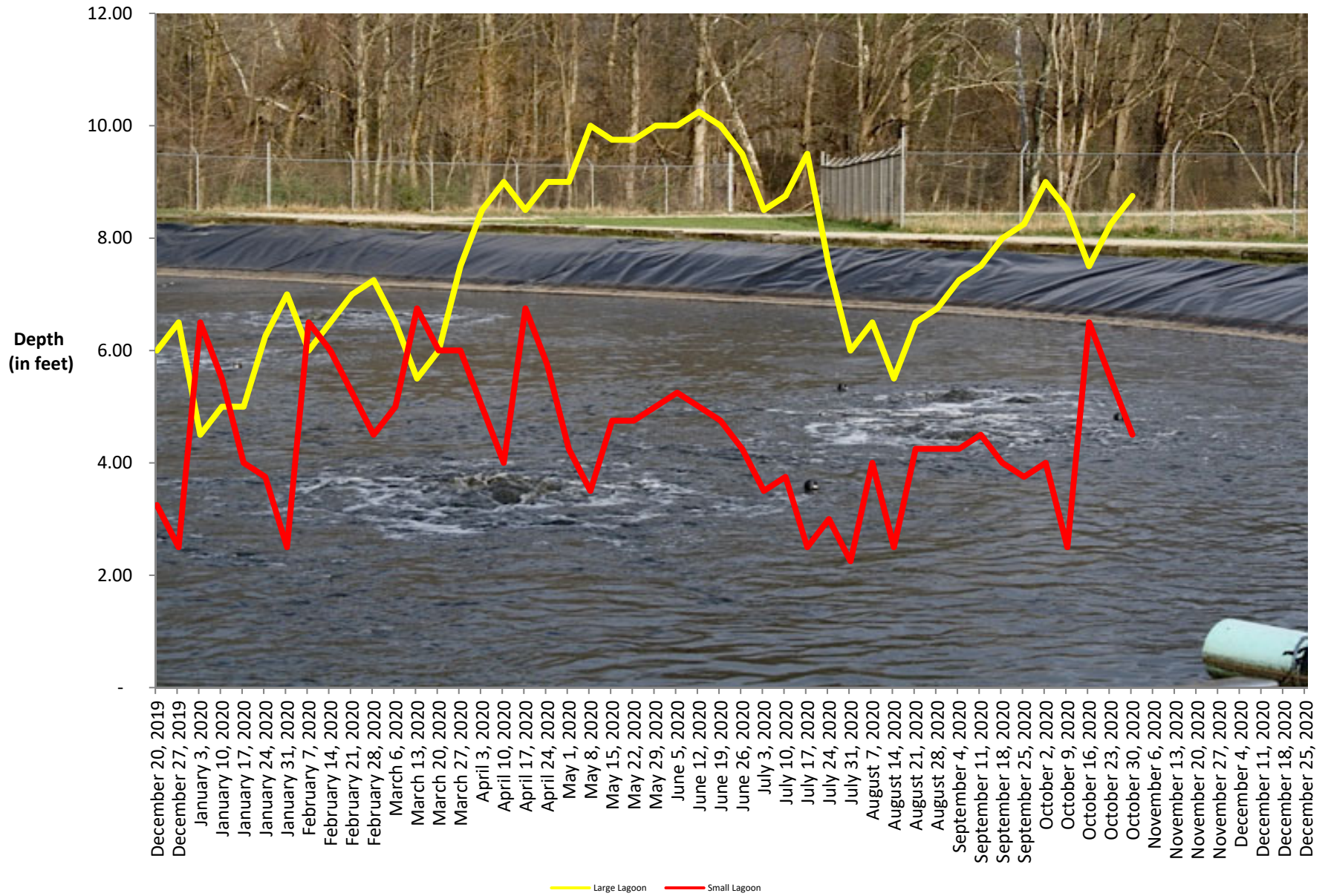
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Year to Date

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

WWTF Lagoon Depths



Miss Utility Locate Tickets

