

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council:** Wednesday, December 9, 6:45 PM Public Hearing, followed by Regular Meeting – Electronic Meeting
- ✓ **Topsy Turvy Covid Christmas:** Tuesday, December 15, 7:00 PM – 8:30 PM, The Circle
- ✓ **Planning Commission:** Wednesday, December 16, 6:00 PM
- ✓ **Town Offices Closed:** Thursday, December 24, in observation of Christmas Eve
- ✓ **Town Offices Closed:** Friday, December 25, in observation of Christmas Day
- ✓ **Town Offices Closed:** Friday, January 1, in observation of New Year's Day
- ✓ **Delaware League of Local Governments:** Cancelled until further notice

UPDATES FROM DEPARTMENTS ...

Finance

- As of December 2, the Town has collected:
 - \$1,638,690 (98%) of the annual property tax billing (\$1,674,899)
 - \$1,002,019 (93%) of the October quarterly utility billing (\$1,082,646)
 - ✓ Collections still in alignment with prior quarters
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Provided Tax and Utility Information for property settlements and stamped deeds
- Monthly Key Revenue Items Report (November 2020) – Copy Attached
- Budget vs. Actual Report (October 2020) – Copy Attached
- Mailed and Posted Properties with the disconnect notice (207)
- Real Estate Transfer Tax Summary (November 2020)

	November 2020		November 2019	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$23,877	\$120,307	\$25,705	\$186,539

Public Works

- All Christmas decorations have been put up
- Santa House has been set up
- Gift box (photo platform) being painted
- Posted disconnect notices

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Wastewater

- Lagoon depths: Large Lagoon is 13.50 feet and Small Lagoon is 5.75 feet
- Hooked up bypass pumping at Gordy Street pumping station
- Bearing construction started replacement of discharge piping inside of Gordy Street pump station wet well
- Cut up several trees that had fallen in Pettyjohn Woods
- Replaced a piece of damaged 4-inch lateral pipe in Pettyjohn Woods

Police

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

Planning

- Projects:
 - PAM (Post Acute Medical) Rehabilitation site plan comments were received on December 2
- Predevelopment Meetings:
 - 13 The Circle – accessory building to office – December 10
- Board of Adjustment:
 - 118 South Railroad Avenue – lot area, lot width, front yard setback, side yard setback, corner side yard setback, and lot depth – **Withdrawn**
 - 215 South Front Street – front yard setback and lot depth – **Approved**
- 2021 Business License Renewals mailed (\$212,048 billed)
- Building Permit Summary (November 2020)

Building Activity	November 2020	October 2020	November 2019
Permits Issued	17	25	19
Value of Improvements	\$1,978,716 ¹	\$1,457,315 ²	\$410,295
Permit Revenue	\$10,255	\$7,800	\$2,347

¹ CHEER Kitchen Expansion - \$1,700,000

² Perdue Farms, Inc. - \$742,250 (roof replacement); Georgetown Self Storage - \$388,250

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Construction Coordinator

- Georgetown East Gateway project:
 - Inspection of 10" water main installation
- Bedford and Market Street Water Service and Main Replacement:
 - Bid opening
 - ✓ JJID
 - ✓ Teal Construction
 - Award anticipated at December 9 Town Council Meeting
- Miss Utility Locate Summary (copy attached)

TOWN MANAGER'S UPDATE ...

- Participated in teleconference call with Governor Carney and Local Governments (Counties & Municipalities)
- Drafted Letter of Support from the Town of Georgetown for the E3 Program and the Pete du Pont Freedom Foundation application for an EDA Federal Grant
- Virtual meeting held with architects and civil engineer for new Sussex County Family Court Facility. (Gene Dvornick, Laura Givens, Jocelyn Godwin, Jeff Ward). Topics covered:
 - ✓ Structure demolition
 - ✓ Roadway abandonment
 - ✓ Utility concerns
 - ✓ Planning & Zoning process
- Provided utility easement corrections to counsel drafting same
- Addressed concerns and questions with Sandhill Fields Operations Manager
- Researched zoning for lands used for cemeteries
- Followed up on project status and permits for business relocation
- Comprehensive Plan status:
 - ✓ Remains on track
 - ✓ Provided photographs for use in the plan
 - ✓ Draft of Town positions received and under staff review
- Met with DelDOT to discuss lighting concerns on the 113 Corridor (Gene Dvornick, R.L. Hughes)
- Prepared and presented Fleet Management Overview – Copy Attached (Gene Dvornick, Laura Givens, Olga Holm, Penuel Barrett)
- Prepared and circulated for committee review a Coronavirus Plan for the Topsy Turvy Covid Parade
- Worked with small business consultant on identification of property owners and contact information for potential large projects in our DDD

TOWN MANAGER'S WEEKLY REPORT



- Worked with representative of Dream Art Studio as part of the El Mercado Working Group to get drone footage along the North Race Street corridor
- Followed up on several code enforcement issues



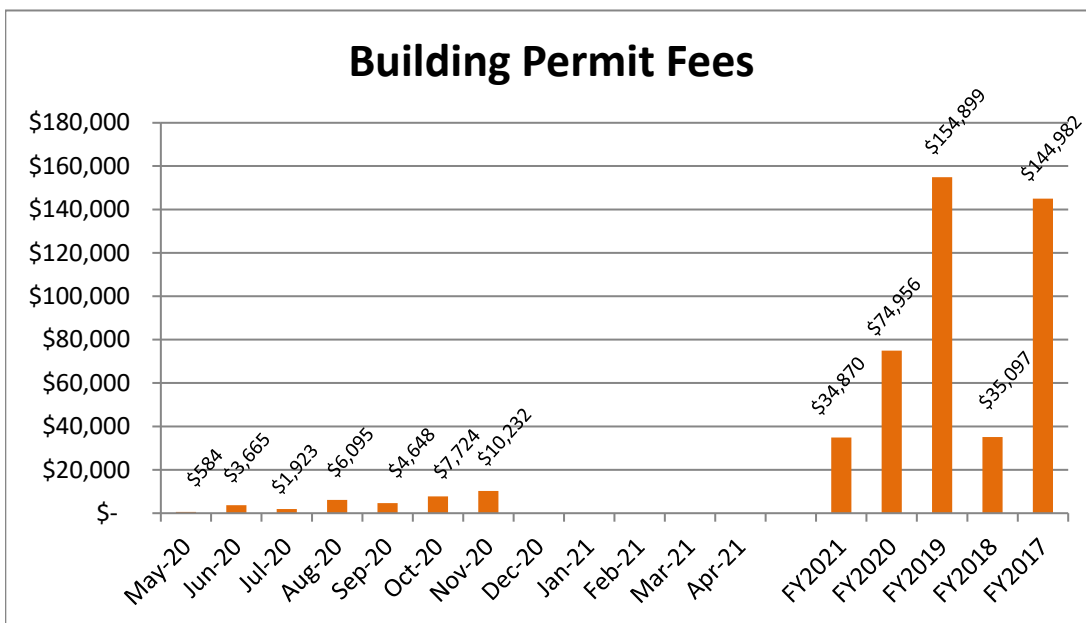
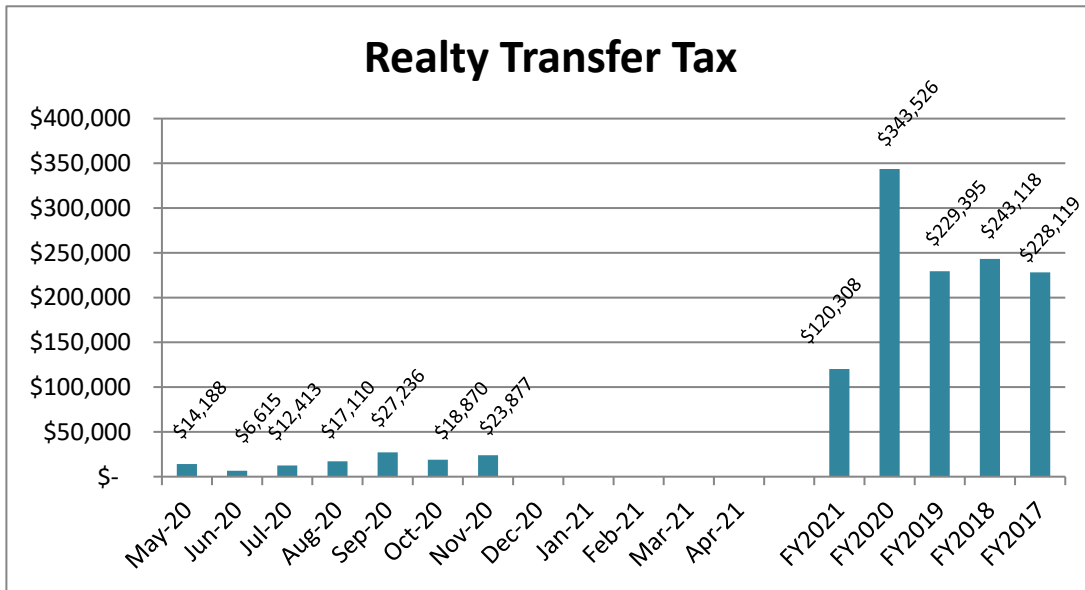
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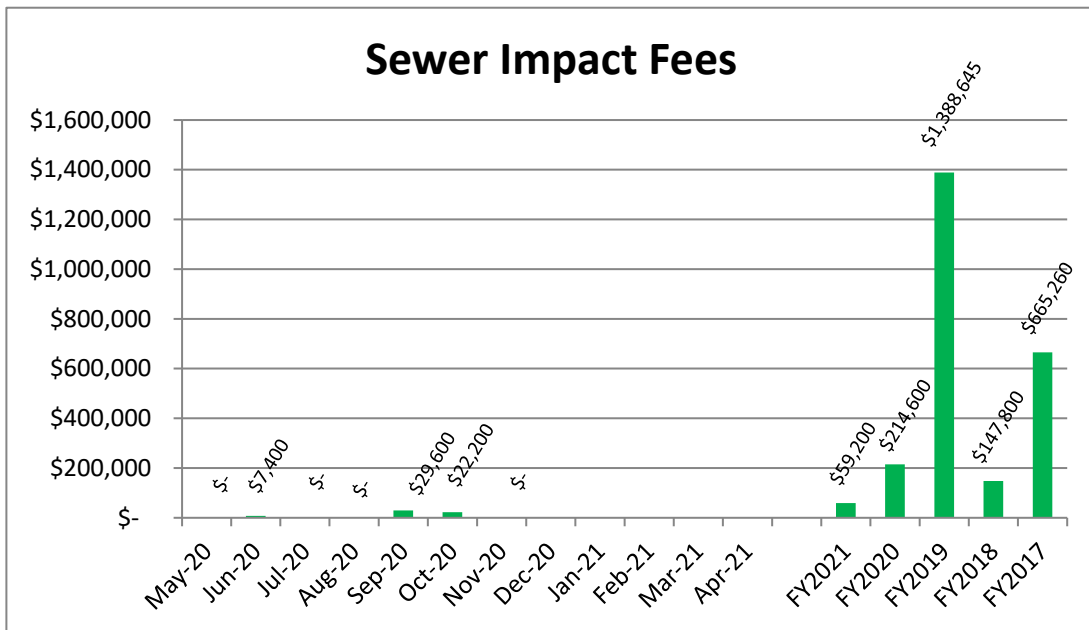
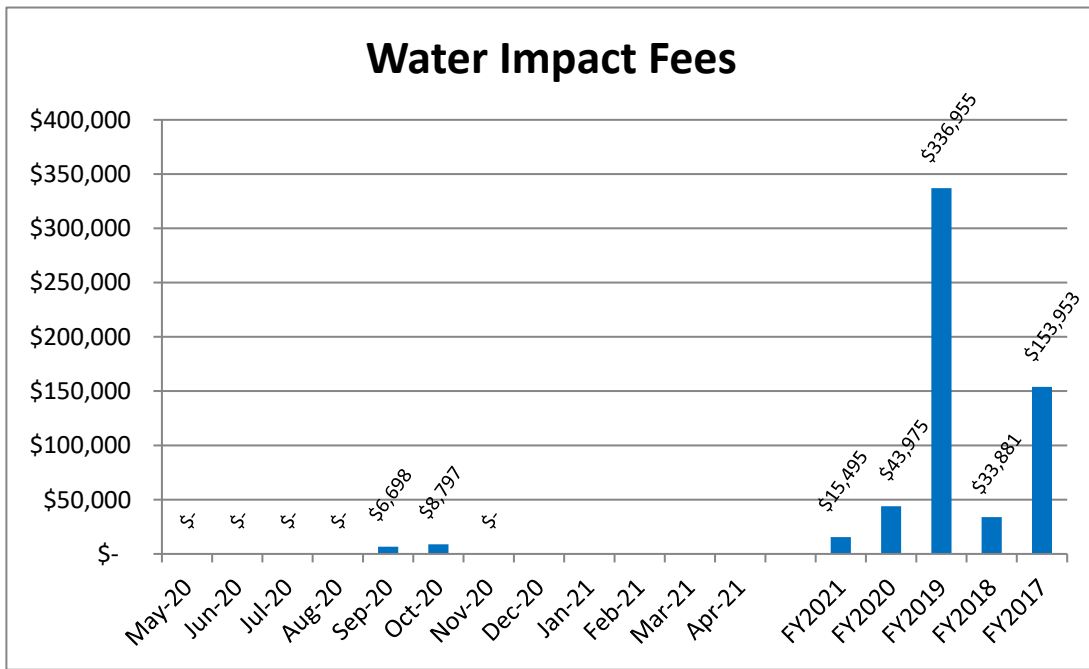
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

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.

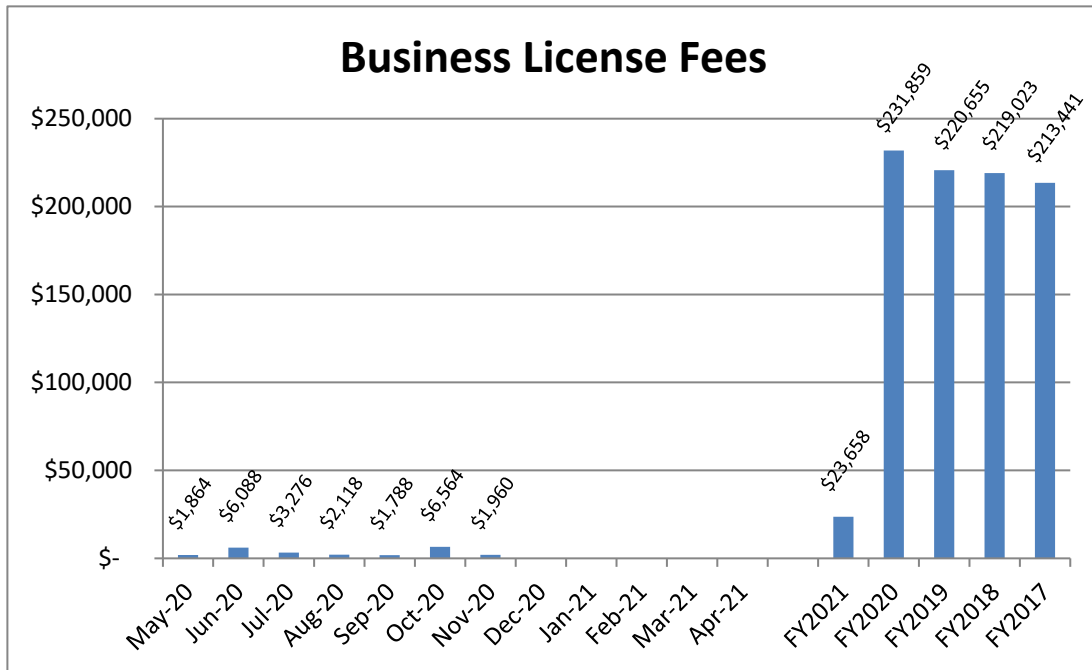
Key Revenue Items



Key Revenue Items



Key Revenue Items

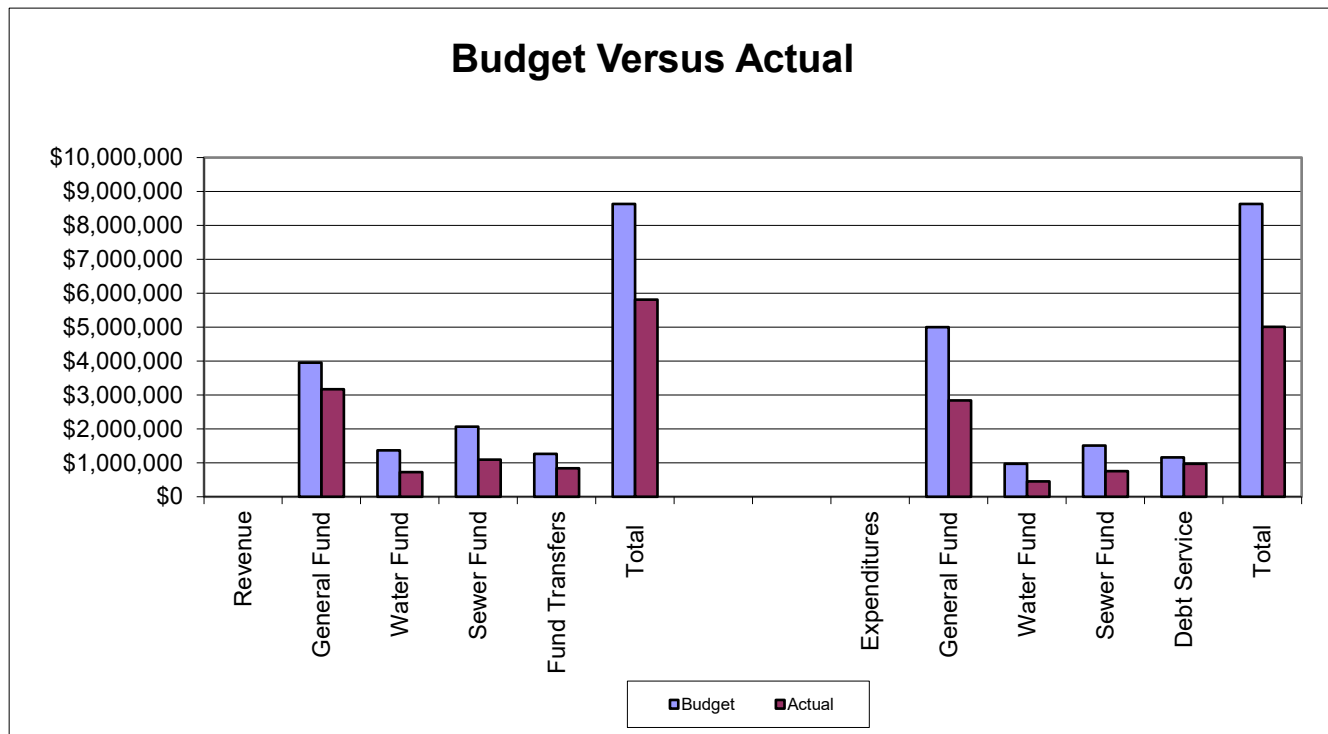


Town of Georgetown
Budget Versus Actual (Operating)
As of October 31, 2020

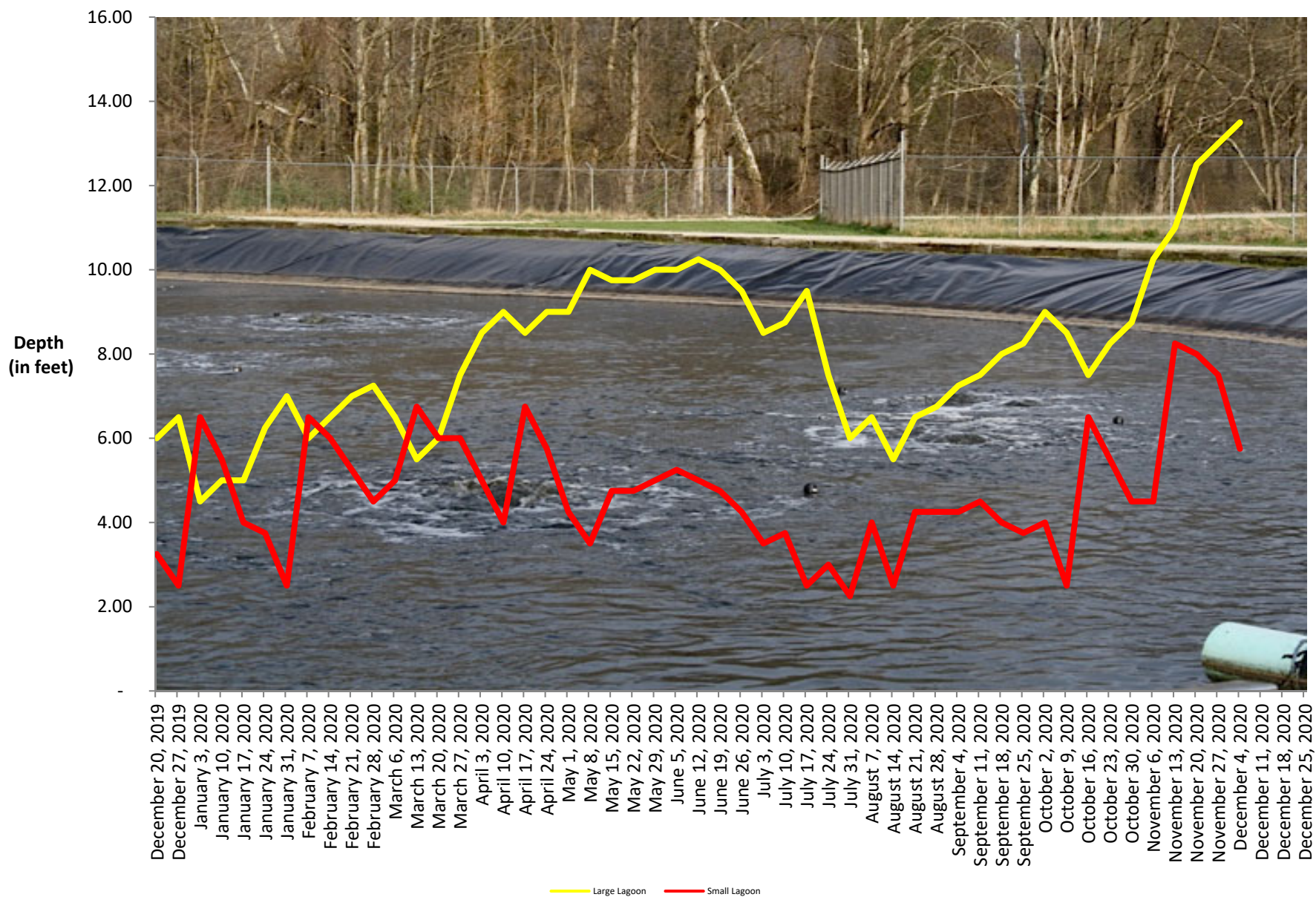
		<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>50.00% Percent of Budget</u>
	<u>Revenue</u>				
General Fund		\$ 3,947,003	\$ 3,163,010	\$783,993	80%
Water Fund		\$ 1,363,500	\$ 719,539	\$643,961	53%
Sewer Fund		\$ 2,058,500	\$ 1,087,994	\$970,506	53%
Fund Transfers		\$ 1,256,516	\$ 838,711	\$417,805	67%
Total		<u>\$8,625,519</u>	<u>\$5,809,253</u>	<u>\$2,816,266</u>	<u>67%</u>

	<u>Expenditures</u>				
General Fund		\$4,992,109	\$2,832,557	\$2,159,552	57%
Water Fund		\$971,646	\$453,118	\$518,528	47%
Sewer Fund		\$1,506,868	\$751,760	\$755,108	50%
Debt Service		\$1,154,896	\$965,322	\$189,574	84%
Total		<u>\$8,625,519</u>	<u>\$5,002,756</u>	<u>\$3,622,763</u>	<u>58%</u>

* Line item detail available upon request.

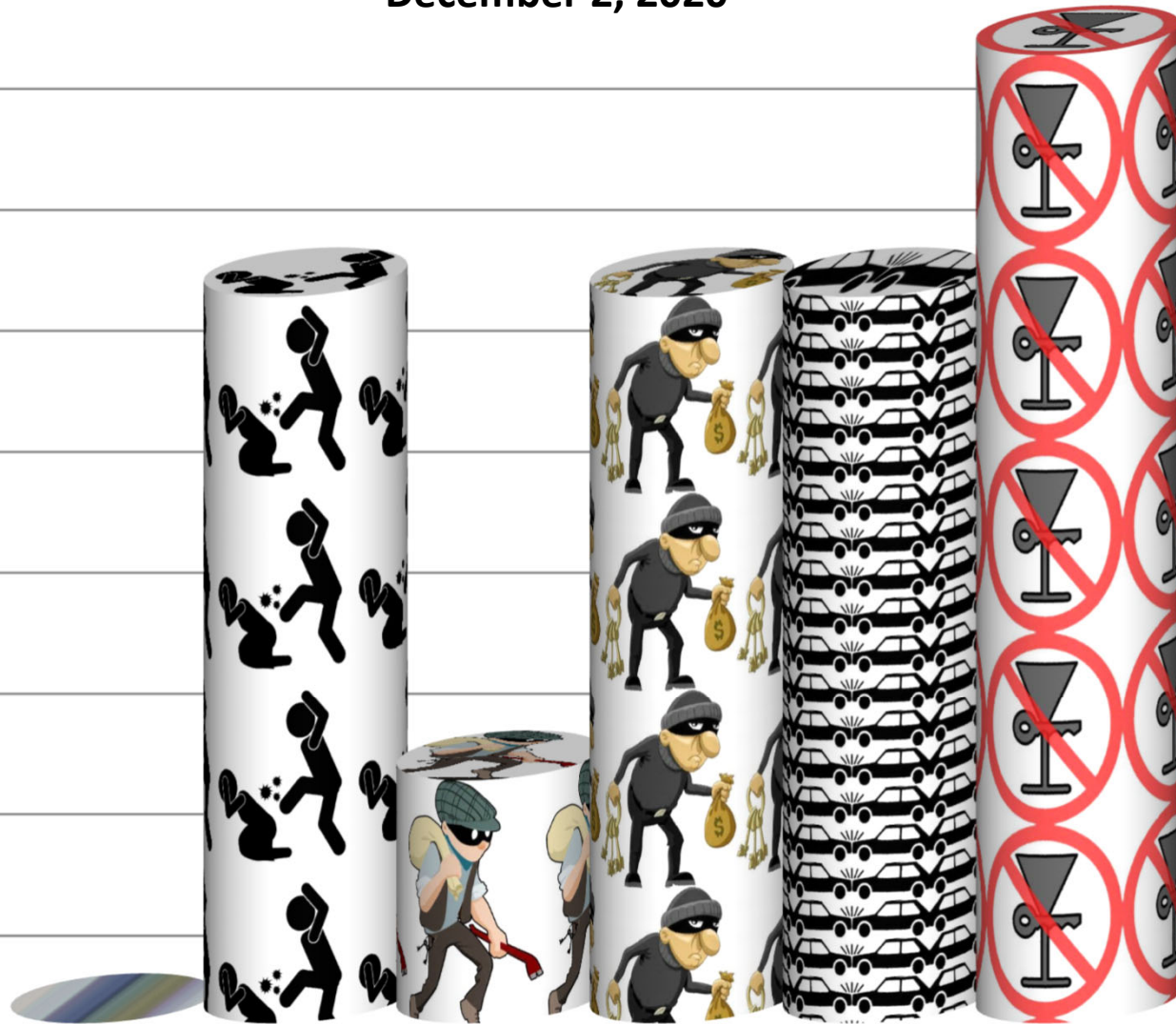


WWTF Lagoon Depths



December 2, 2020

4
3.5
3
2.5
2
1.5
1
0.5
0

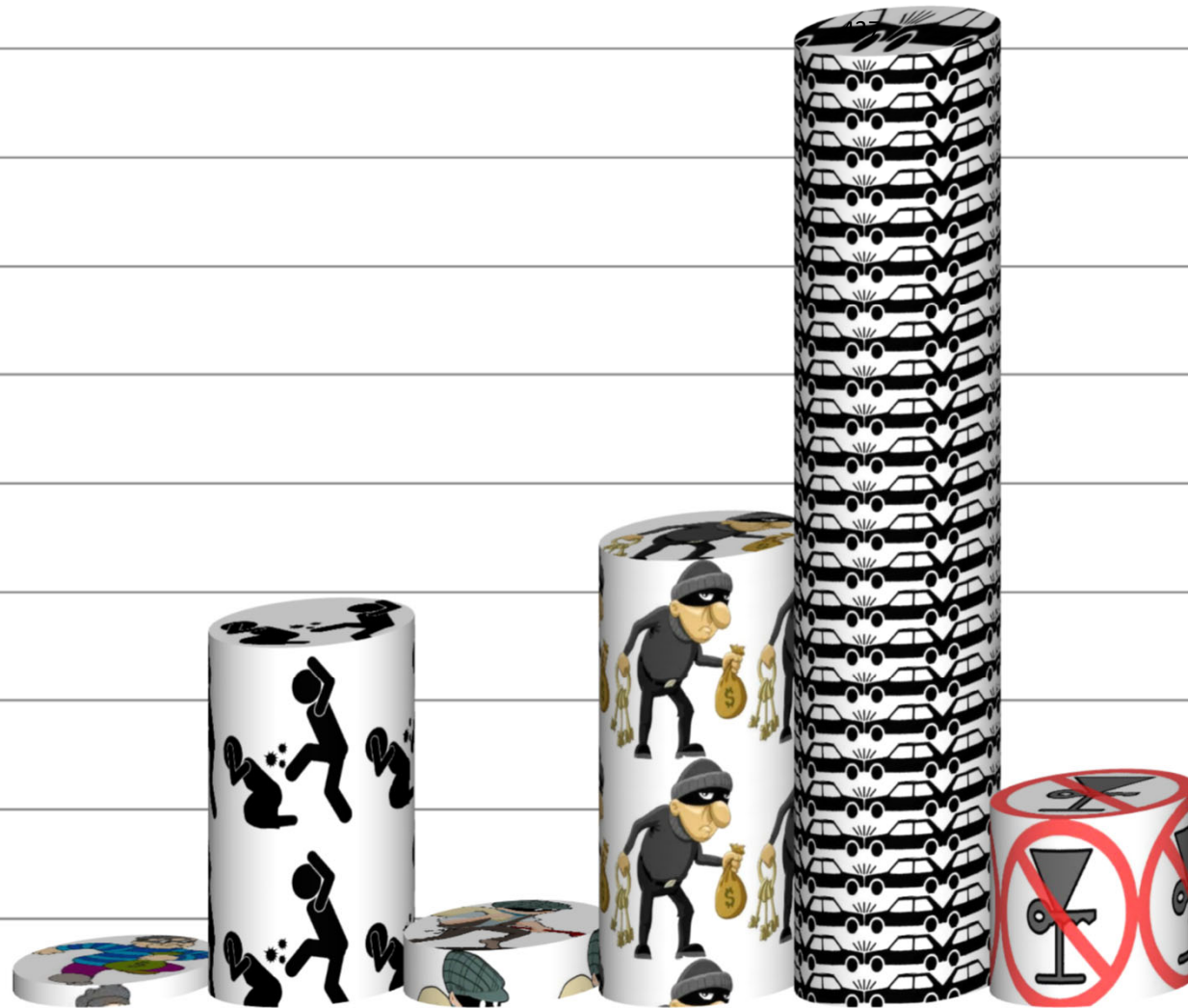


Weekly

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

December 2, 2020

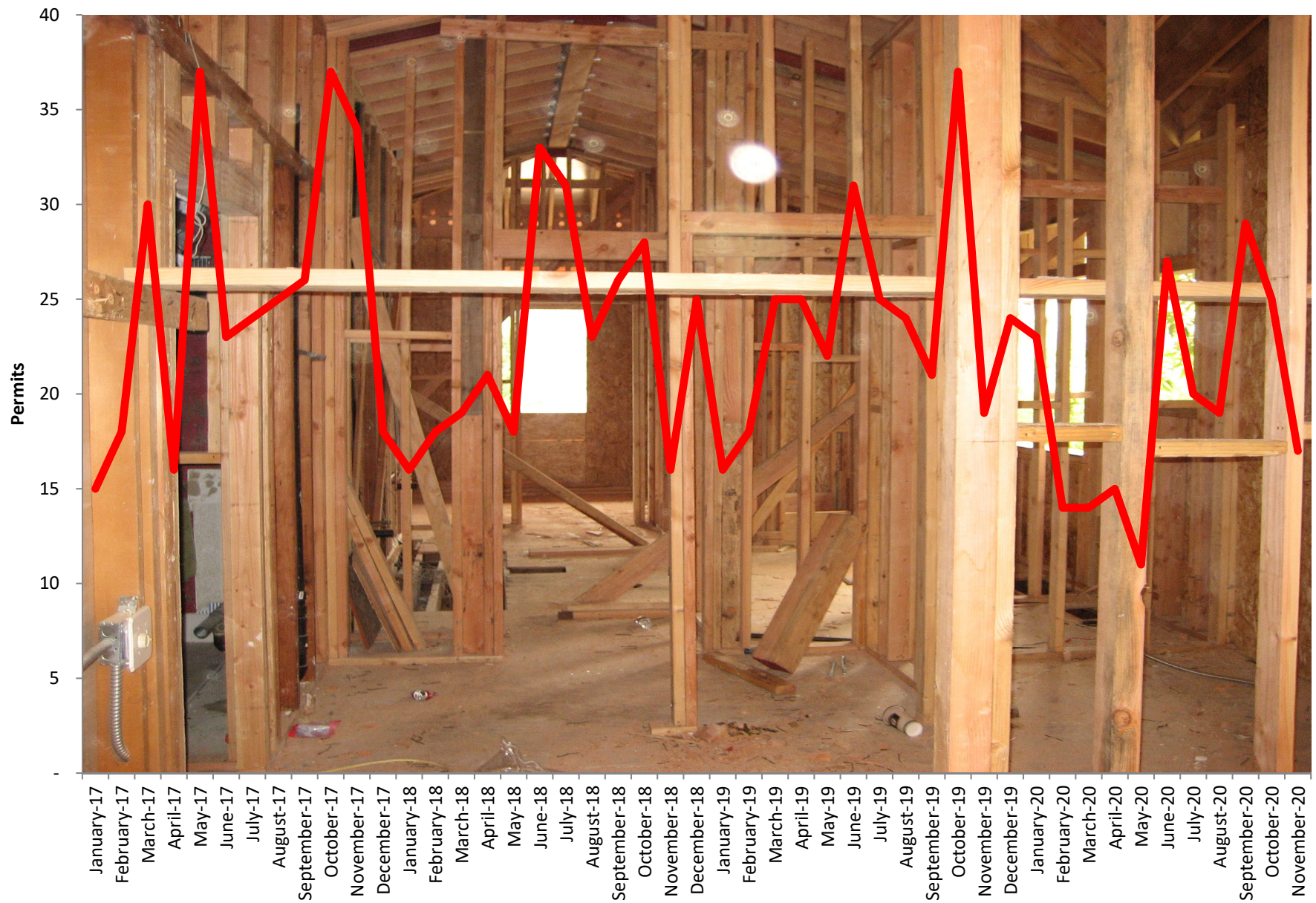
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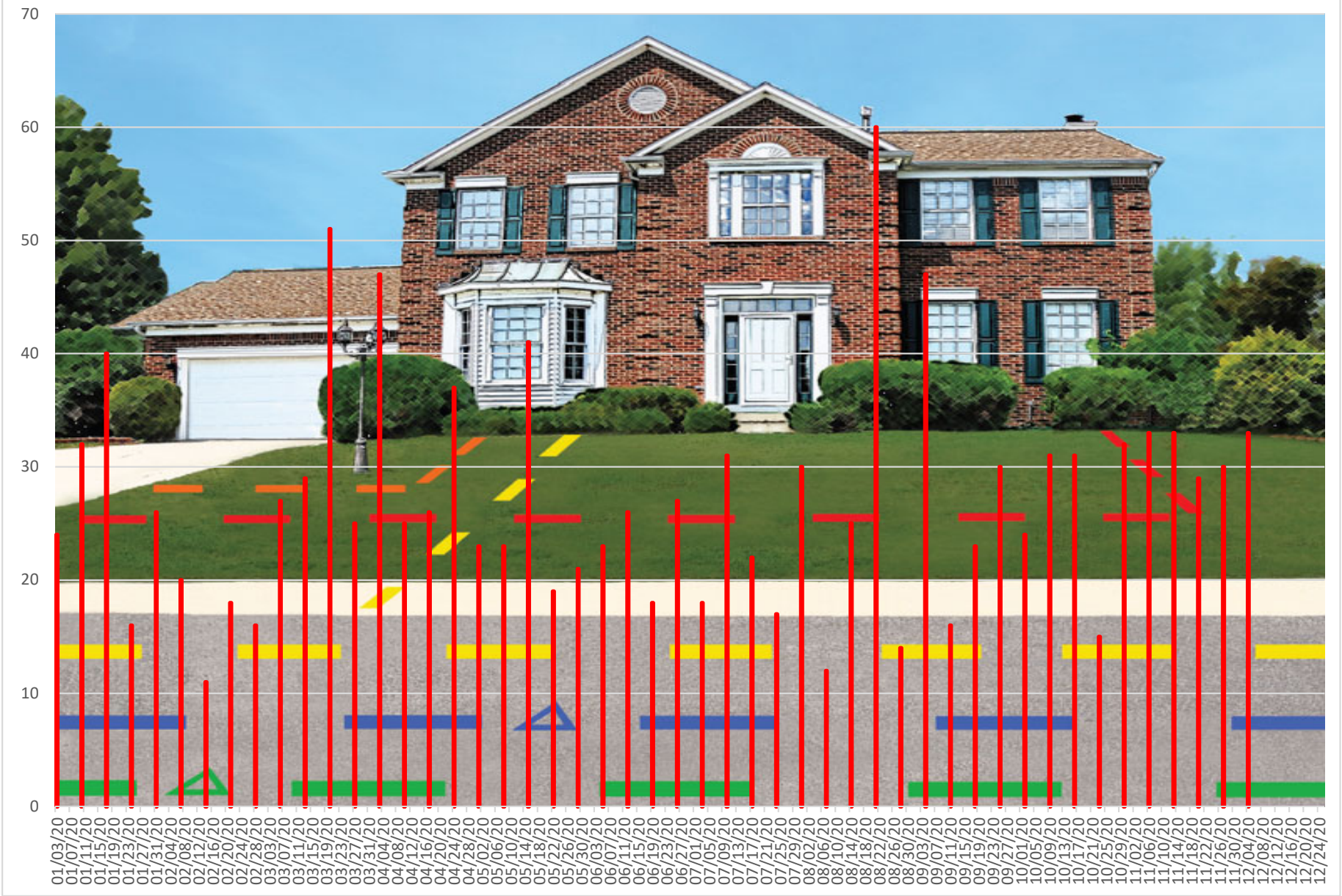
Year to Date

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

Building Permit Activity



Miss Utility Locate Tickets



FLEET MANAGEMENT OVERVIEW

DECEMBER 2, 2020



TOWN OF
GEORGETOWN

AGENDA

- Town Vehicle Fleet
- Historic Perspective
- Fleet Management Overview
- Current Perspectives
- Questions

TOWN VEHICLE FLEET

Department	Number of Vehicles	Average Age
Administration	1	< 1 years
Police	26	4 years
Public Works - Streets	8	9 years
Wastewater	4	4 years
Water	2	21 years
Specialty (Vac Truck, Sweeper, etc.)	5	Various

HISTORIC PERSPECTIVE

- Tendency to hold forever
- Sell for scrap
- Under utilization
- Example:
 - 2007 Ford F-150 4 x 4 Pick-up
 - \$4,269 Repair



FLEET MANAGEMENT OVERVIEW

■ Acquisition

- State contract price
- Multiple makes/models
- Included in annual budget

■ Maintenance

- Performed by Town Public Works
- Through service Maintenance Program
- Monitored and scheduled

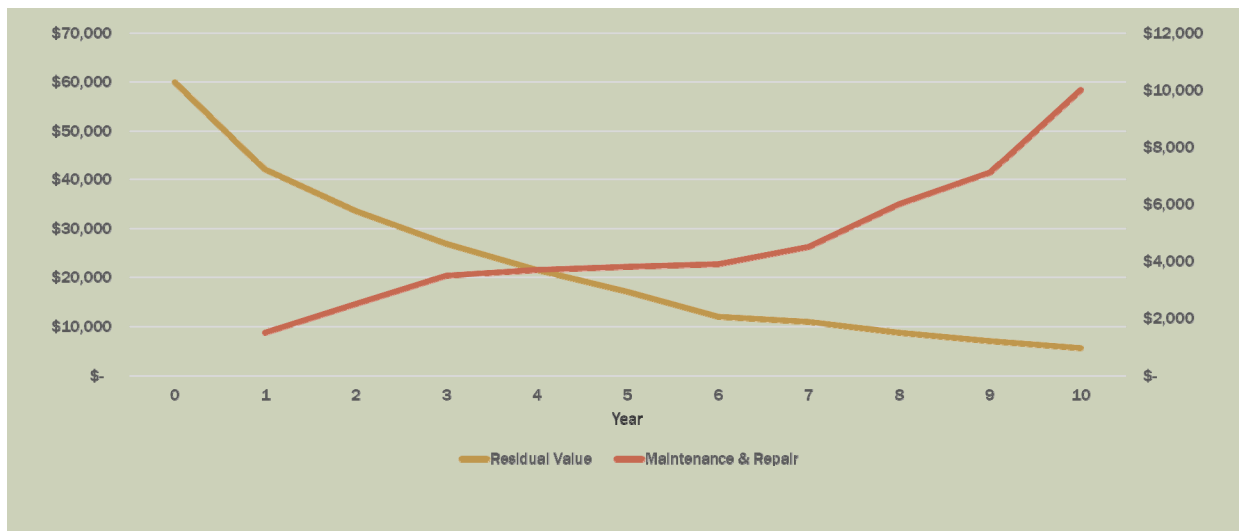
■ Replacement

- Specification from individual department
- Presentation of options
- Authorization and approval

■ Disposal

- At optimum resale – Constantly monitored
- Highest 'salvage' value
- Equity used to offset replacement or expenses

RESIDUAL VALUE VS MAINTENANCE & REPAIR



CURRENT PERSPECTIVES

- **Benefits of Fleet Management**
 - Reduced overall fuel spend – more fuel efficient vehicles
 - Reduced maintenance cost and downtime
 - Leveraged buying power – capitalize on resale
 - Provide for lower sustainable fleet cost with annual predictability
 - Free up capital from salvage value of older fleet
- **Enterprise Fleet Management has the expertise**
 - 63 Years in business
 - Largest in the world
- **Used by other municipal governments**
 - Lewes, Middletown, New Castle, Rehoboth, Seaford, Smyrna
- **Vehicles**
 - Non-Pursuit
 - Pursuit

Questions



YOUR HOLIDAY GUIDE.



Keep it small. Keep it safe. Make it great!

Throughout Delaware, family celebrations are going to be a little smaller during the holidays — and while different they might possibly turn out even better! With everyone working together to make sure gatherings are safe this year, you'll be continuing the fight to stop the spread of COVID-19. And in doing so, you and your loved ones will be able to enjoy many of your cherished traditions, introduce fun new activities to your celebration and create lasting memories. Whether you celebrate Hanukkah, Christmas, Kwanzaa or any other holiday, this guide offers a ton of information and tips for you to keep things small and make gatherings safe — and to embrace your power to spread cheer, not COVID-19!

WHO

Members of your household — only.

It's critical to limit your social gatherings to only the people you've been sharing a household with during the pandemic. This is one of the best ways you can protect yourself and your loved ones from getting COVID-19 and from potentially spreading it to people they interact with at work, school and other times during their day.

Golden rule: *Less is more. The smaller you make your social gathering, the more you do to stop the spread of COVID-19. By limiting the number of people who come in contact with each other, you lower the risk for everyone.*

WHY

Because you love them.

The CDC reports that Americans are getting more relaxed — too relaxed — on safety procedures while with family and during small gatherings. Delaware's own data shows that cases are being spread most often at social gatherings, especially when people are removing their masks to eat, drink, chat and party together. They are driving the spikes in Delaware's COVID-19 cases. Keep your social gatherings limited to household members and find other ways to share experiences across the miles. You'll be doing loved ones a favor by eliminating potential health risks during the holidays, including everything from taking food from the same plate to shaking hands and hugging.

Golden rule: *You're in charge. People you love look to you for guidance in keeping them healthy, happy and strong. It's a big responsibility that you can fulfill by ensuring safe holiday activities.*

WHAT

Small-but-mighty, distant-but-together celebrations!

To optimize safety and protect the health and well-being of your loved ones, organize events that allow people to connect and enjoy the same experiences without being physically together. Technology platforms like Zoom, FaceTime, email and social media offer great ways to do this, and so does the good old-fashioned telephone! Whatever you're doing to honor Hanukkah, Christmas, Kwanzaa or other holidays, bring people in virtually and ask them to do the same for you. If you can't avoid being around extended family, stay outdoors when you can and continue to practice what has been proven to be a powerful defense so far — wearing masks even around extended family, practicing social distancing, washing hands frequently and thoroughly, and avoiding physical contact.

Golden rule: *Home is where the "smart" is. The most effective way to protect those you love is to stay home — and encourage everyone to do the same. Be smart and be safe during the holidays. Keep people connected without contact, lead by example, and exercise your right to say no to invitations to risky or unsafe situations.*

HOW

Talk it out.

We get it. Telling someone “I love you but cannot be with you during the holidays” can be tough. So is declining an invitation from a friend or loved one. But even harder will be telling someone you love they were exposed to COVID-19 at your gathering. Here are tips for having the challenging conversations that will ultimately keep everyone safer.

Telling someone your event is household members only

- Make it personal. Inform people by phone and avoid individual or group texts, emails, and social media.
- Assure them that your decision is for their safety and you are doing it out of love.
- Explain that your guest list is strictly household members; you are not singling anyone out.
- Ask how they feel and allow them to share disappointment and other emotions.
- End on a high note! Share some ways you plan to continue holiday traditions and connect with family and friends. Ask them to share their ideas too.

Declining an invitation

- Make it personal. Inform your host by a phone call, not text, email, or social media.
- Thank the host for thinking of you and for respecting your decision.
- Be open and honest. Let them know you're sad not to join them this year, but make it clear that your decision is for your safety as well as the safety of the host and other guests.
- Assure the host that you are not singling out this one event — you've made it a rule to decline all invitations this year.

And WOW!

Make unique, lasting memories.

Instead of looking at safety guidelines as “yet another pandemic downer,” embrace this as an opportunity to get creative, start meaningful traditions and infuse more fun into your holidays! Here are five ideas to get you started:

- 1. Give back.** Cook for your typical guest list, then spread holiday cheer by delivering the extra plates — in a safe, contactless way — to neighbors in need or seniors who are alone.
- 2. Share the savings.** Take up a collection of the money that family members save by downsizing their gatherings (think less food to buy) and donate it to a favorite charity or family member who is financially challenged by the pandemic.
- 3. Keep the traditions you can.** From baking, gift-giving, and mailing cards to decorating, attending drive-thru light shows and solemn observances, you can do many cherished activities safely.
- 4. Photo bomb-ardment.** Keep those smartphones handy to take photos and videos of every holiday activity. Set up a social media group, group text or email chain for sharing so that all friends and family can still be part of each other's experiences.
- 5. Phone (gift) tag.** Speakerphone is a wonderful thing! Make a game of opening gifts by having recipients describe the shape, size and sound, then having others guess what's inside before it's opened.

Did you know?

- You can have and spread COVID-19 even if you don't have any symptoms.
- You're just as likely to get COVID-19 from friends and family as you are from strangers.
- Size matters. The more people at your social gathering, the greater the risk of spreading COVID-19.
- Duration matters. The longer people are together at an event, the higher the risk.
- Origin matters. Gatherings with people coming from different locations pose greater risk. The more varied your guests' “origins,” the more likely it is the virus can spread.

Don't forget ...

- Stay home if you are sick.
- Whenever you are with people other than those in your household, wear a mask, stay at least 6 feet apart, and practice good hand hygiene.
- You should not attend a social gathering if you have been diagnosed with COVID-19, have symptoms, are waiting for test results, may have been exposed in the last 14 days or are at a higher risk of severe illness from the virus.
- If you've been exposed or think you've been exposed to COVID-19, quarantine at home for 14 days.
- If you get COVID-19 after attending a gathering, let the host know so that other guests can be alerted that they may have been exposed.

