

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Planning Commission Workshop:** Tuesday, February 9, 6:00 PM, Electronic Meeting
- ✓ **Town Council Meeting:** Wednesday, February 10 – Electronic Meeting
- ✓ **Planning Commission Meeting:** Wednesday, February 17, 6:00 PM, Electronic Meeting
 1. Public Hearing:
 - Rezone Application – 216 West Market Street (UR2 to UB3)
 - Addition to §230-25. Permitted Uses (Cemetery)
- ✓ **Sussex County Association of Towns:** Cancelled until further notice
- ✓ **Delaware League of Local Governments:** Cancelled until further notice

UPDATES FROM DEPARTMENTS ...

Finance

- As of February 5, the Town has collected:
 - \$1,666,131 (99%) of the annual property tax billing (\$1,674,899)
 - \$647,453 (67%) of the January quarterly utility billing (\$975,498)
 - ✓ Collections still in alignment with prior quarters
- Assisted utility customers with questions regarding the January utility billing
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Provided Tax and Utility Information for property settlements and stamped deeds
- Worked on Bank Reconciliations
- Worked on FY 2022 Budget
- Assisted employees with Health Care reimbursements requests
- Monthly Key Revenue Items Report (January 2021) – Copy Attached
- Budget vs. Actual Report (December 2020) – copy attached

Wastewater

- Lagoon depths: Large Lagoon is 16.75 feet and Small Lagoon is 6.50 feet
- Swapped out the impellers at the main stations for ones that have been shaved down to try to lower the heat in the electric motors
- Swapped pump 2 at Georgetown Plaza, sending old one to Hills Electric for repair
- Sewer issue on North Bedford Street, main lines were clear, and there was not a clean out near the property line. Private plumber is installing a clean out and replacing some of the old sewer line that was packed full of roots

TOWN MANAGER'S WEEKLY REPORT



Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Part I, II, and III Offenses Crime Data (week and year to date) (copy attached)
- Code Violations Summary – January 2021 produced (copy attached)
- Departmental Press Releases issued as warranted

Planning

- Projects:
 - Post-Acute Medical (PAM) Rehabilitation – Submitted final site plan on February 4
 - Walmart Expansion – Resubmitted amended site plan on February 2
 - Produce Junction (Georgetown Plaza) – Building Permit issued for tenant fit out on January 29
- Predevelopment Meetings:
 - None scheduled
- Board of Adjustment:
 - 118 South Railroad Avenue – Variances for lot subdivision – *Approved*
 - Sandhill Fields – Variances for signage – *Tabled*
- Building Permit Summary (January 2021)

Building Activity	January 2021	December 2020	January 2020
Permits Issued	13	18	23
Value of Improvements	\$155,929	\$420,282	\$370,466
Permit Revenue	\$1,015	\$2,515	\$2,047

Public Works

- Safety Meeting Review (Donald Robinson)
- Repaired 4” water main break (West Pine Street & Gardiner Avenue)
- Filled potholes town wide
- Applied sand and salt due to winter event

Construction Coordinator

- No report this week

TOWN MANAGER'S WEEKLY REPORT



TOWN MANAGER'S UPDATE ...

- Followed up on King Street Water Plant Clear-well and plans for rehabilitation
- Provided guidance on Economic Development initiatives within Town to El Mercado Working Group
- Participated in teleconference call with Governor Carney and Local Governments (Counties & Municipalities) (Gene Dvornick, Bill West)
- Requested CY 2020 statistical data from Sussex County and Emergency Services providers
- Participated in discussion with Stifel Public Financial on potential to refinance existing municipal debt (Kristen Dabrowski, Gene Dvornick, Laura Givens, Olga Holm)
- Researched Proactive Rental Property Inspection initiatives
- Responded to questions from Georgetown Plaza regarding fees to connect to Town water supply
- Attended Board of Adjustment Meeting
- Reinforced Town support for Georgetown Transit Hub planned improvements
- Participated in developer call with DelDOT regarding contributions to roadway improvements along Bridgeville Road (18/404) (Gene Dvornick, Bill West)
- Worked with planning staff and BOA legal counsel on sign requirements (Jamie Craddock, Gene Dvornick, Jocelyn Huff)
- Participated in ClearGov Back Office training (Kristen Dabrowski, Gene Dvornick, Laura Givens)
- Researched municipal sign codes and regulation of athletic field signage
- Attended Sussex County Association of Towns Steering Committee (Kristen Dabrowski, Gene Dvornick, Bill West). Agenda included:
 - ✓ Presentation from Tidal Health
 - ✓ Legislative Update
 - ✓ Budget/DEFAC update
 - ✓ 2021 Legislative Breakfast
- Comprehensive Plan status:
 - ✓ Remains on track
 - ✓ Staff focus on Existing Land Uses and review of selected document chapters
 - ✓ Planning Commission Workshop – Future Land Use Discussion – February 9
 - ✓ Draft plan review with Planning Commission – February 17
- Worked with Code Enforcement Officer on development of initial reporting metrics
- Followed up on several code enforcement issues



PHASE 1B VACCINE ALLOCATION

Frontline Essential Workers



Persons 65 Years and Older



**ARE NOW ELIGIBLE FOR THE
COVID-19 VACCINE**

Safer Ways to Enjoy the Super Bowl

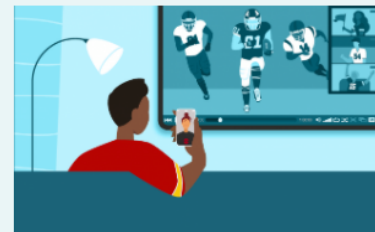
Gathering virtually or with the people you live with is the safest way to celebrate the Super Bowl this year. If you do have a small gathering with people who don't live with you, outdoors is safer than indoors. This year, choose a safer way to enjoy the game.

Host a virtual Super Bowl watch party.

- Wear clothing or decorate your home with your favorite team's logo or colors.
- Make appetizers or snacks with the people you live with to enjoy while watching the game and share the recipes with your friends and family.
- Start a text group with other fans to chat about the game while watching.

Attend an outdoor viewing party where viewers can sit 6 feet apart.

- Use a projector screen to broadcast the game.
- Sit at least 6 feet away from people you don't live with.



CDC.GOV

TOWN MANAGER'S
WEEKLY REPORT



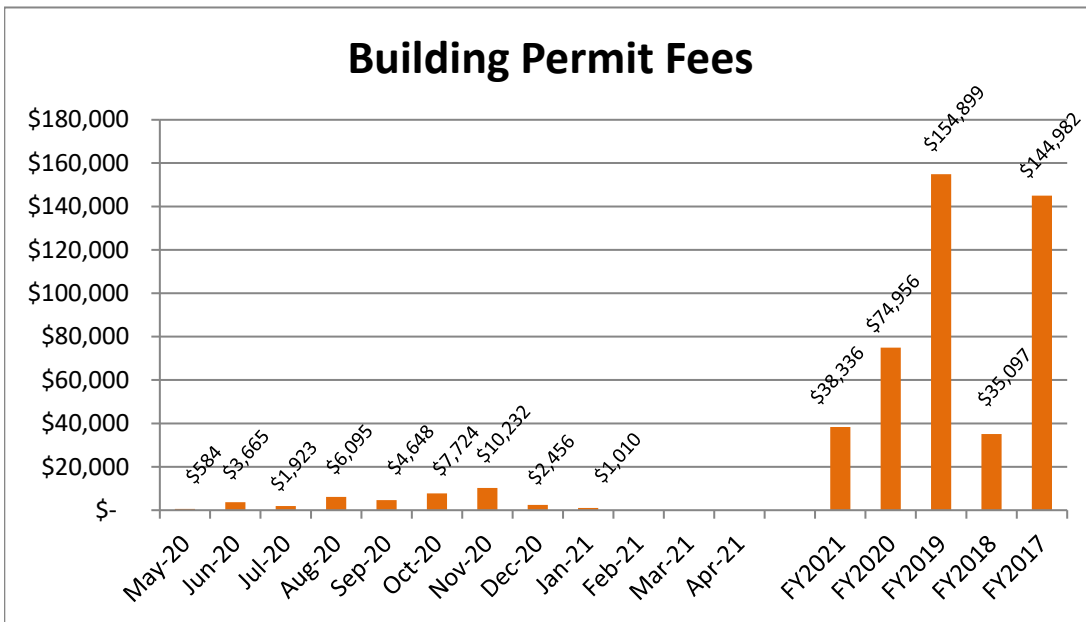
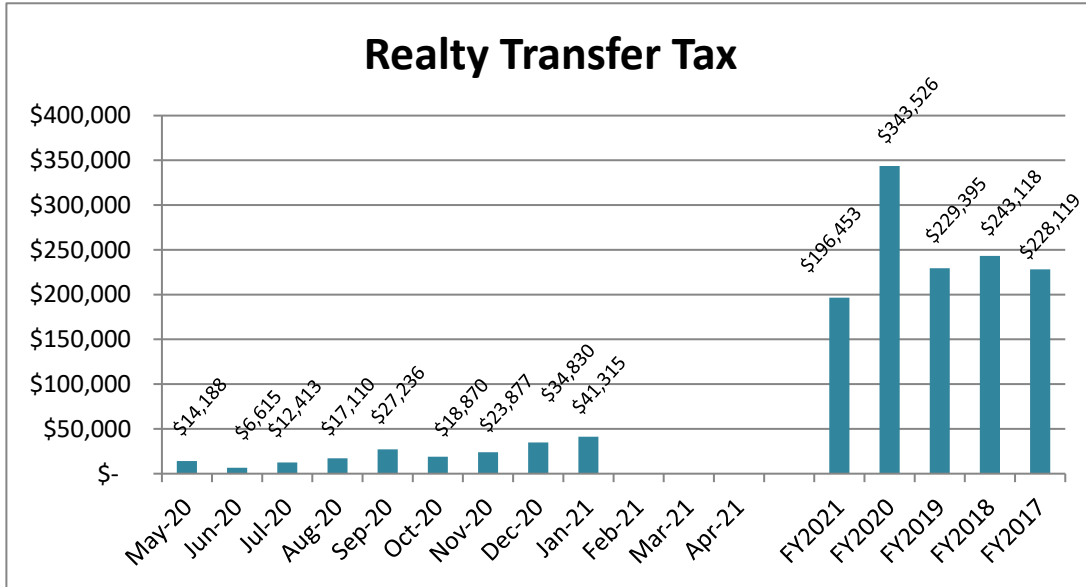
TOWN MANAGER'S WEEKLY REPORT



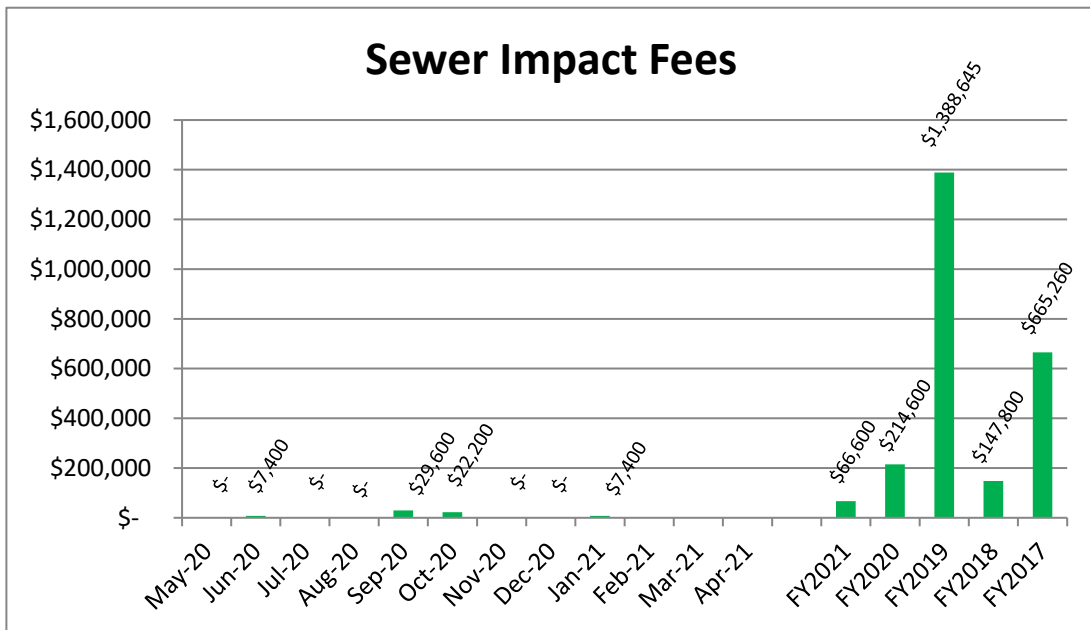
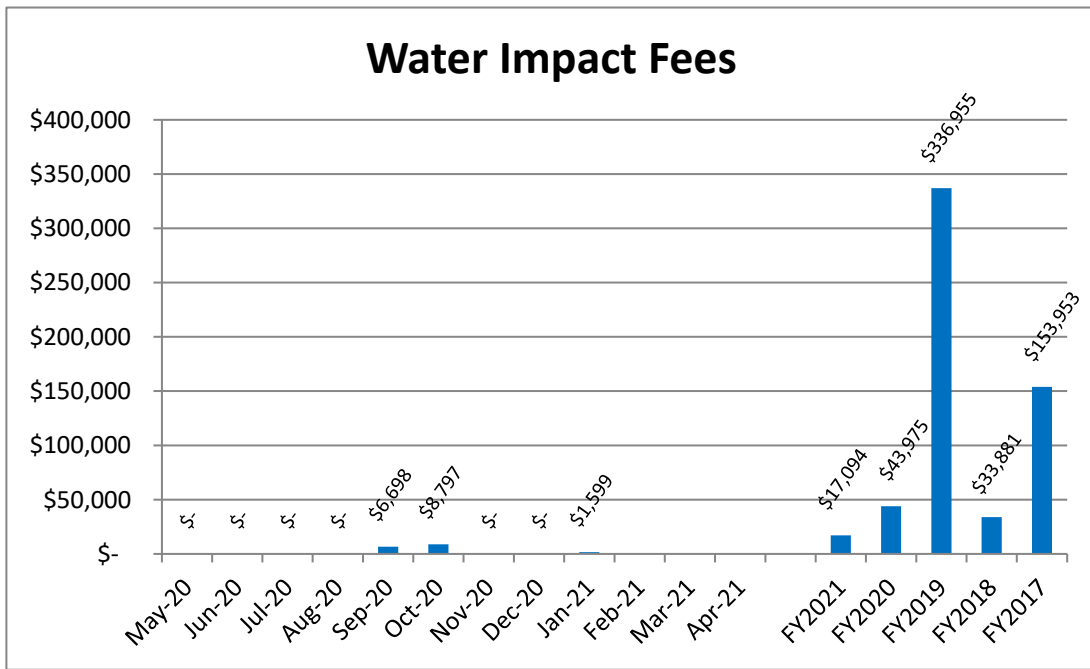
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

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.

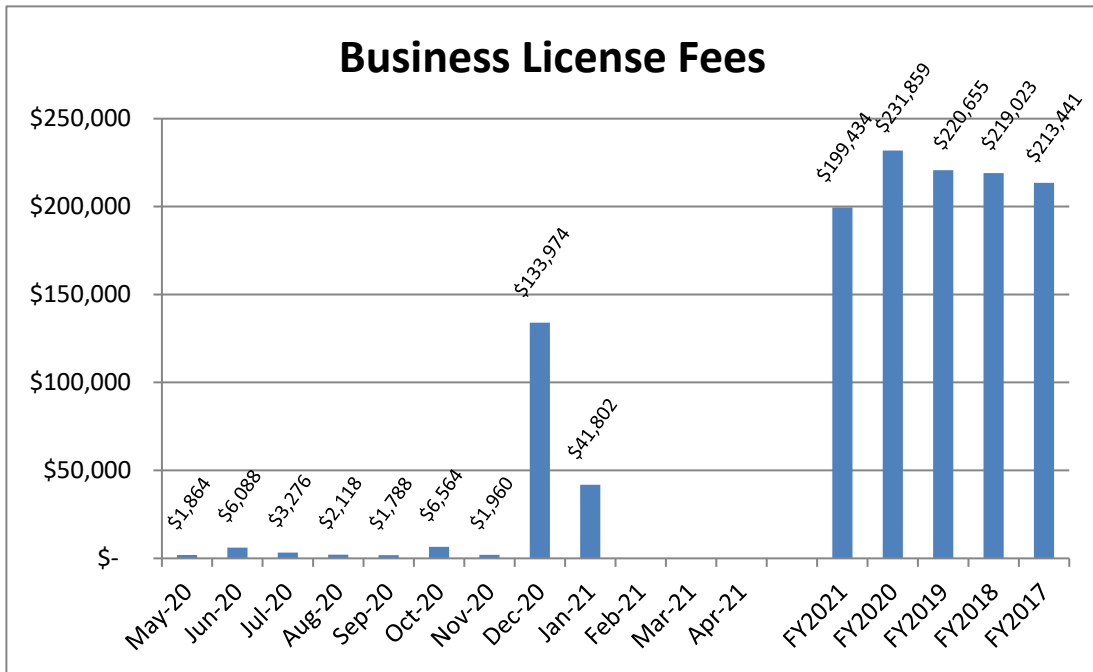
Key Revenue Items



Key Revenue Items



Key Revenue Items



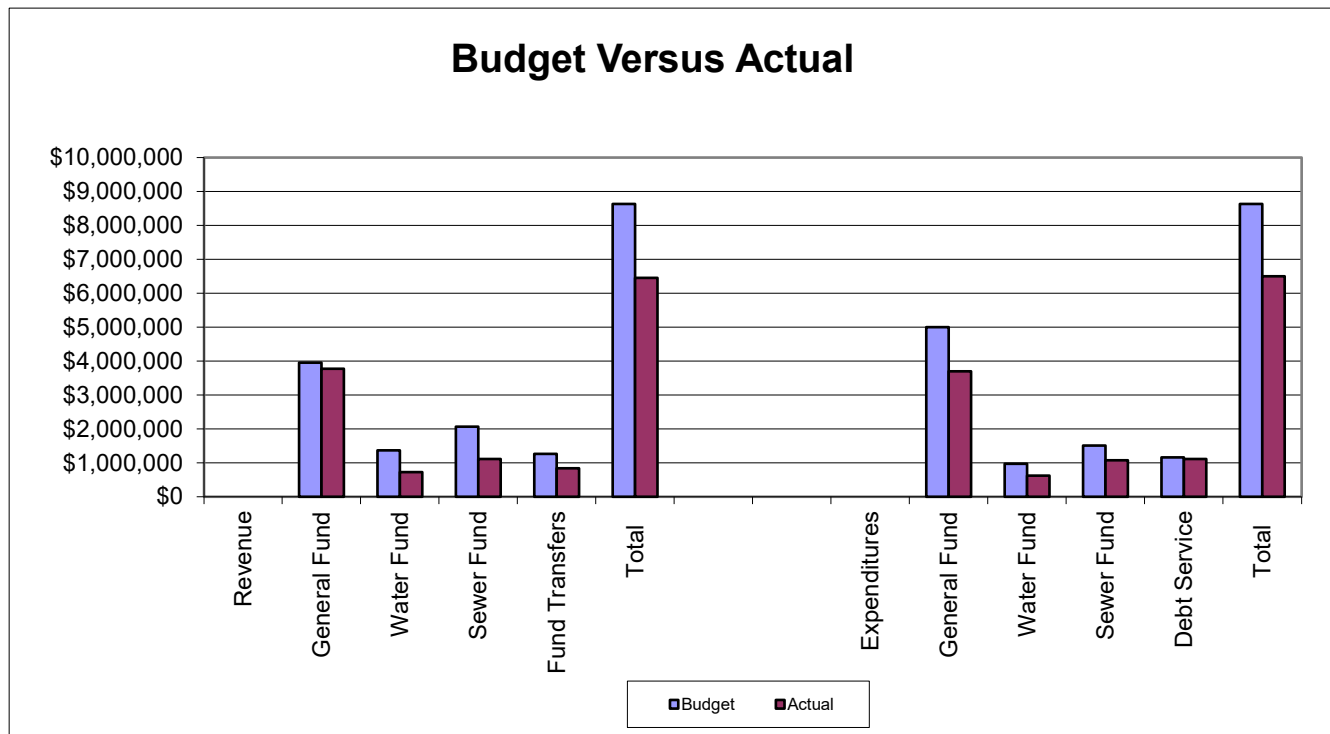
Town of Georgetown Budget Versus Actual (Operating) As of December 31, 2020

67.00%
Percent
of Budget

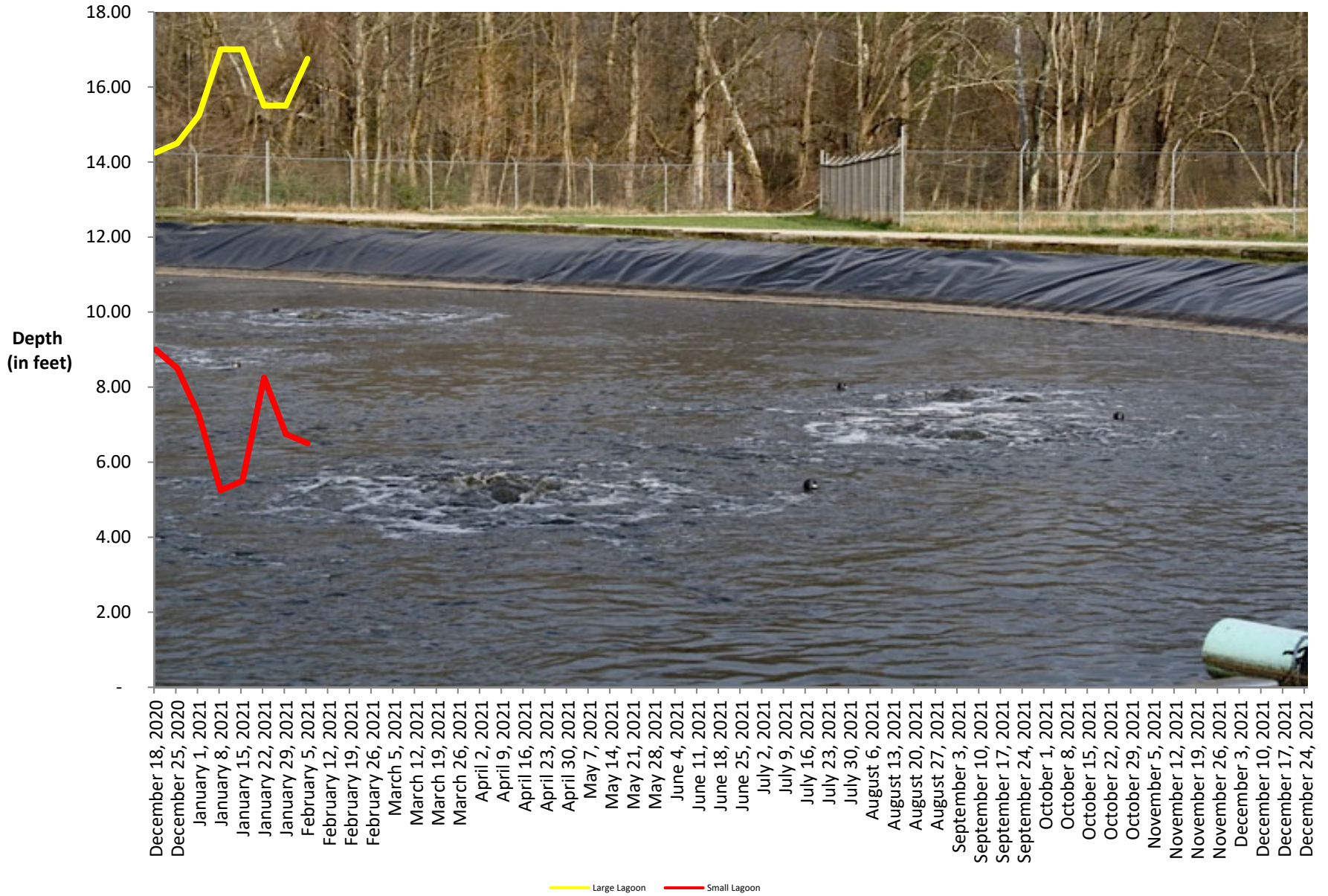
<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>67.00%</u> <u>Percent</u> <u>of Budget</u>
General Fund	\$ 3,947,003	\$ 3,771,589	\$175,414	96%
Water Fund	\$ 1,363,500	\$ 725,876	\$637,624	53%
Sewer Fund	\$ 2,058,500	\$ 1,108,407	\$950,093	54%
Fund Transfers	\$ 1,256,516	\$ 838,711	\$417,805	67%
Total	<u>\$8,625,519</u>	<u>\$6,444,583</u>	<u>\$2,180,936</u>	<u>75%</u>

<u>Expenditures</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent</u> <u>of Budget</u>
General Fund	\$4,992,109	\$3,695,506	\$1,296,603	74%
Water Fund	\$971,646	\$615,558	\$356,088	63%
Sewer Fund	\$1,506,868	\$1,071,283	\$435,585	71%
Debt Service	\$1,154,896	\$1,110,729	\$44,167	96%
Total	<u>\$8,625,519</u>	<u>\$6,493,076</u>	<u>\$2,132,443</u>	<u>75%</u>

* Line item detail available upon request.

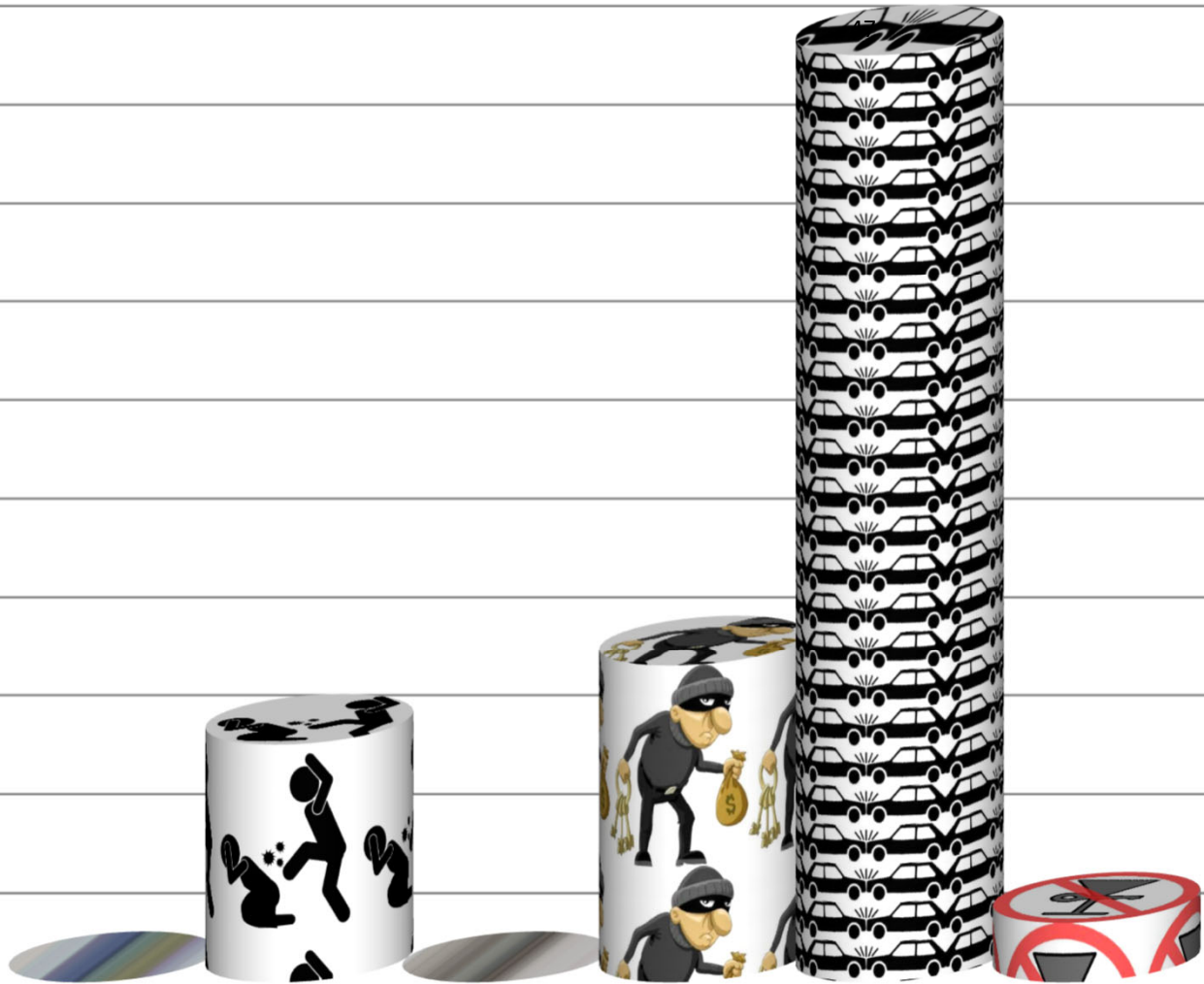


WWTF Lagoon Depths



February 3, 2021

50
45
40
35
30
25
20
15
10
5
0

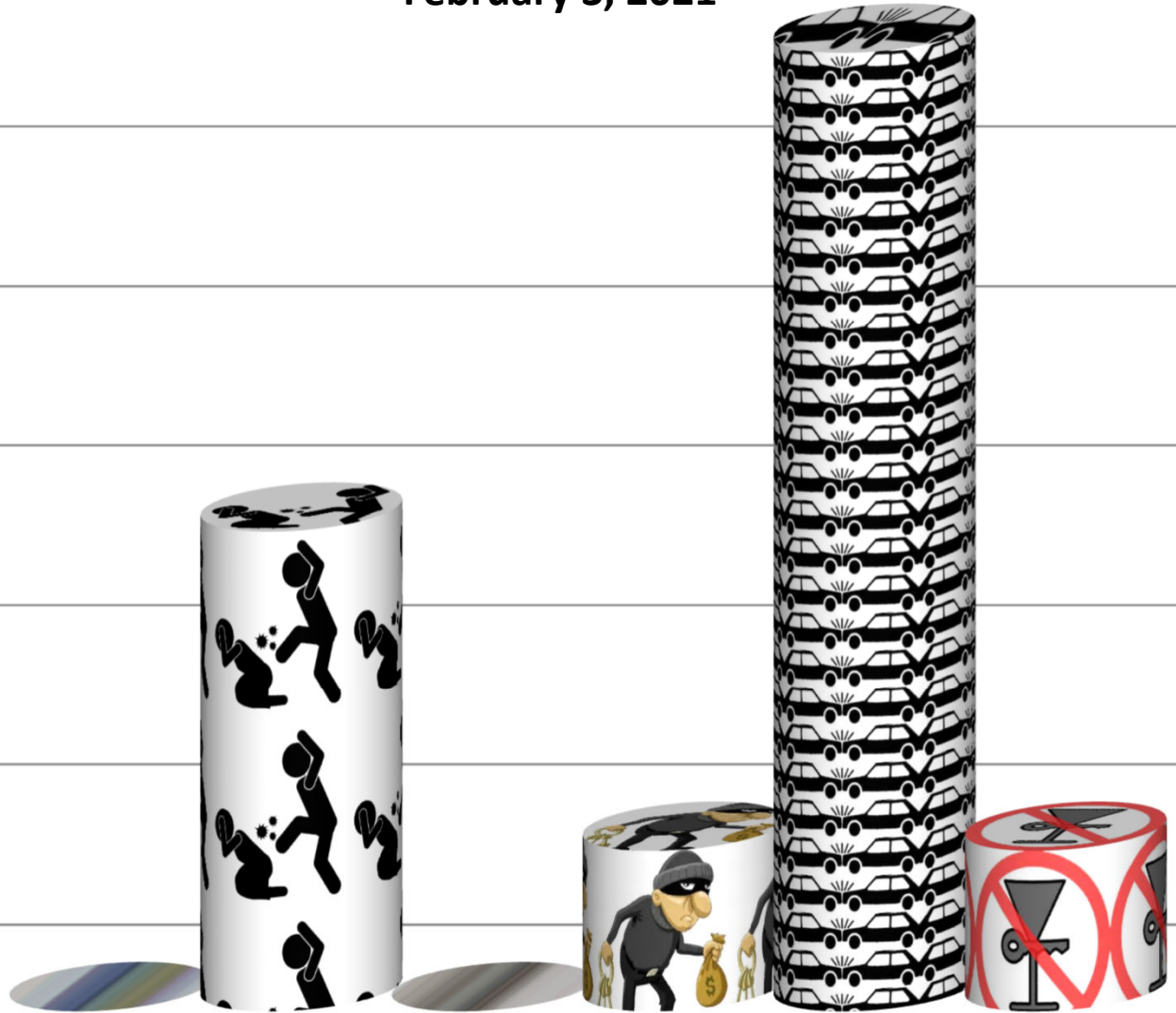


Year to Date

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

February 3, 2021

6
5
4
3
2
1
0



Weekly

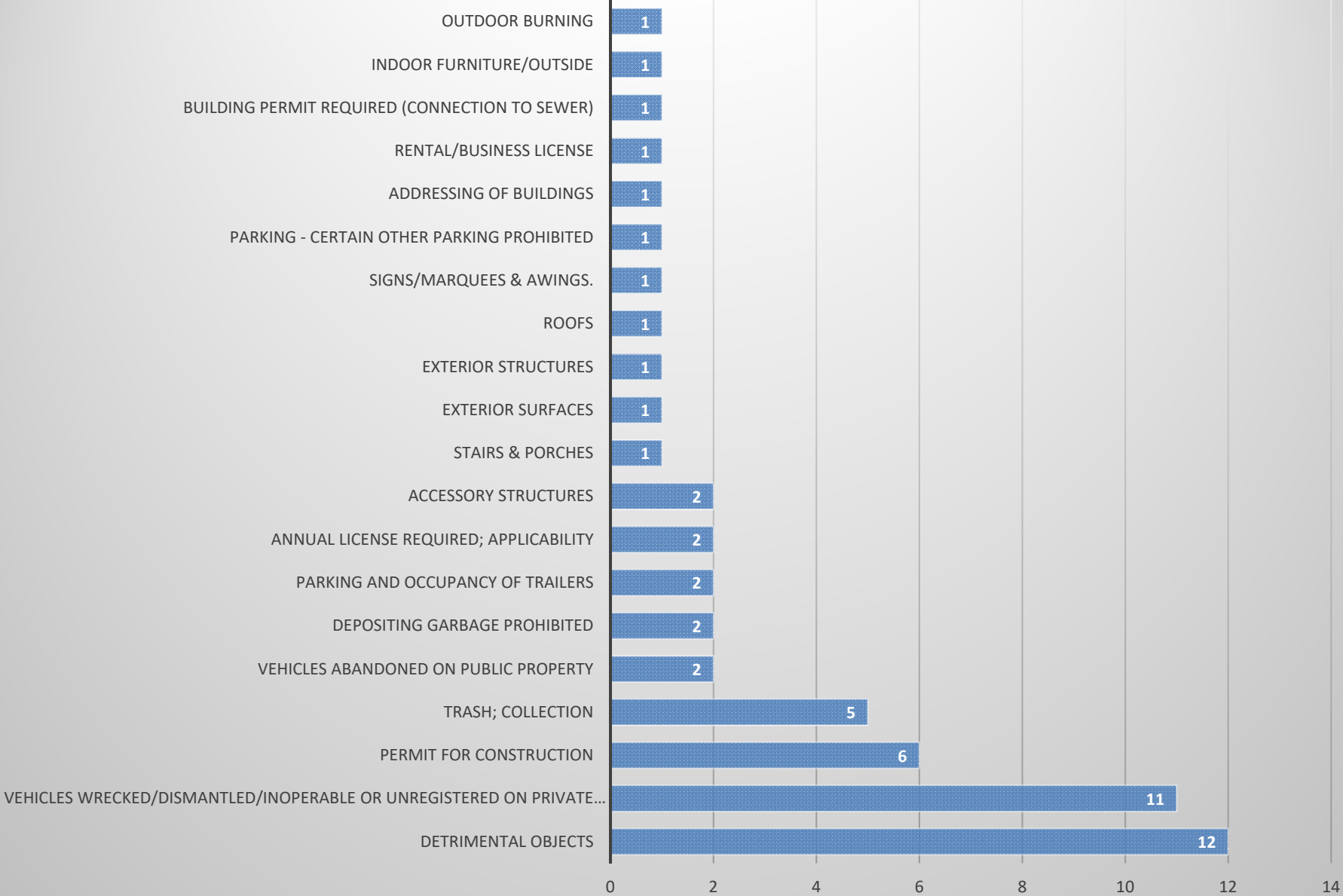
*Robbery ↓Assault ≠Buglary ≠Thefts ≠Collision ≠DUI

Georgetown Police Department Crime Data

Jan 29, 2021 - Feb 4, 2021

PART I OFFENSES		Complaints		Arrest	
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A03	Kidnap	0	0	0	0
A04	Rape	0	0	0	1
A06	Robbery	0	0	0	0
A07	Assault/Aggravated	0	3	0	4
A08	Burglary	0	0	0	0
A09	Theft	1	15	1	10
A10	Theft/Auto	0	0	0	0
A12	All Other	1	3	1	1
PART I OFFENSES		2	21	2	16
PART II OFFENSES					
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A13	Other Assaults	2	12	2	10
A15	Criminal Mischief	0	3	0	4
A16	Weapons	0	4	0	4
A17	Other Sex Offenses	0	0	0	0
A19	Drugs	3	14	3	14
A20	Noise/Disorderly Premise	0	11	0	2
A21	Trespass	0	6	0	6
A22	Disorderly Conduct	1	12	0	10
A23	Other	11	152	6	67
PART II OFFENSES		17	214	11	117
PART III OFFENSES					
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A24	Alarm	7	25	0	0
A25	Animal Control	1	1	0	0
A26	Recovered Property	1	4	1	3
A27	Service	19	124	0	0
A28	Suspicious Per/Veh	4	38	0	0
PART III OFFENSES		32	192	1	3
Total		51	427	14	136

Code Violations - January 2021



Building Permit Activity

