

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, February 24, 7:00 PM, Electronic Meeting
- ✓ **Planning Commission Workshop:** Thursday, February 25, 6:00 PM, Electronic Meeting
- ✓ **Board of Adjustment:** Wednesday, March 3, 5:00 PM, Electronic Meeting
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, March 5, 9:00 AM, First State Community Action Agency
- ✓ **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 19, the Town has collected:
  - \$1,666,462 (99%) of the annual property tax billing (\$1,674,899)
  - \$894,3936 (92%) 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
- Worked on the 2020 Delaware River Basin Authority Water Audit
- Finance provided comments regarding the Draft Comprehensive Plan to the Planning Department
- Processed Payroll, Accounts Payable, Accounts Receivable
- Status meeting with Madeleine Driscoll (KCI) regarding the Water and Sewer Asset Management Project
- Worked on FY 2022 budget and budget presentation
- Completed bank reconciliations
- Provided Tax and Utility Information for property settlements and stamped deeds
- Budget vs. Actual Report (January 2021) – copy attached

### **Public Works**

- Addressed issues with Chlorine Pump at South Railroad Water plant
- Repaired water heater at shop
- Investigated potential water leak – determined it was ground water from a valve box
- Repaired fire hydrant at West Market Street and Front Street

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## 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)
- Departmental Press Releases issued as warranted

## Wastewater

- Lagoon depths: Large Lagoon is 17.75 feet and Small Lagoon is 8.00 feet
- Pulled both pumps at the Health Unit pumping station, removed debris and reinstalled
- Responded to sewer issue on School Lane, used sewer jetter to go through clean out, and clear blockage
- Repaired Tee on Zone 6 in Pettyjohn Woods, ordered new Tee for future use

## Planning

- Planning Commission:
  - Public Hearing:
    - ✓ Rezone Application – 216 West Market Street (UR2 to UB3) – ***Recommended Approval***
    - ✓ Addition to §230-25. Permitted Uses (Cemetery) – ***Recommended Approval***
- Projects:
  - 606/610 East Market Street (Lot consolidation) plan submitted on February 18
  - 303 Albury Avenue (Lot subdivision) approved on February 18
- Predevelopment Meetings:
  - 216 West Market Street (Rezone/Office) – February 18
  - 501 North Bedford Street (Lot line adjustment)
- 2020 Development Trends Report submitted to the Office of State Planning

## Construction Coordinator

- Georgetown East Gateway:
  - Inspection of 8” sewer force main installation
  - Progress meeting
  - Project sequence meeting
- North Race Street Rehabilitation (Pepper to Douglas Street):
  - Microsoft team meeting with Beacon Engineering for plan review

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- Plan Reviews:
  - 28 Frankenberry Drive
  - 20983 DuPont Blvd (Proposed fueling station and convenience store)
- Miss Utility Locate Summary (copy attached)

## TOWN MANAGER'S UPDATE ...

- Executed Engagement Letters with firms handling debt refinance
- Provided staff information on Advanced Metering Infrastructure (AMI) and the possibility of seeking an Innovation and Technology Grant through DWSRF for a pilot program
- Started research into non-resident voting eligibility (review of municipal charters)
- Worked with Parkeon on location questions and signage for new parking meter kiosks – installation tentatively scheduled for March 10
- Presented Cemetery Use at Planning Commission public hearing
- Participated in review of Comprehensive Plan draft and submitted written comments related to updates
- Answered local realtor questions regarding property zoning and permitted uses
- Coordinated scheduling of workshop with El Mercado Latino De Georgetown Working Group
- Attended Water Infrastructure Advisory Council Meeting
- Reviewed Town information for ClearGov financial transparency center
- Comprehensive Plan status:
  - ✓ Planning Commission received initial draft plan review on February 17
  - ✓ Planning Commission Workshops scheduled for February 25, March 1, March 8 and March 11 to review chapters
  - ✓ Planning Commission Meeting on March 17 to recommend submittal to PLUS and Town Council.
  - ✓ Project timeline updated
- Responded to a FOIA request
- Provided regional developer information on parcels, acreage, and zoning
- Answered local municipality questions with regard to truck traffic restriction in and around Georgetown
- Followed up on several code enforcement issues

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WEEKLY REPORT



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

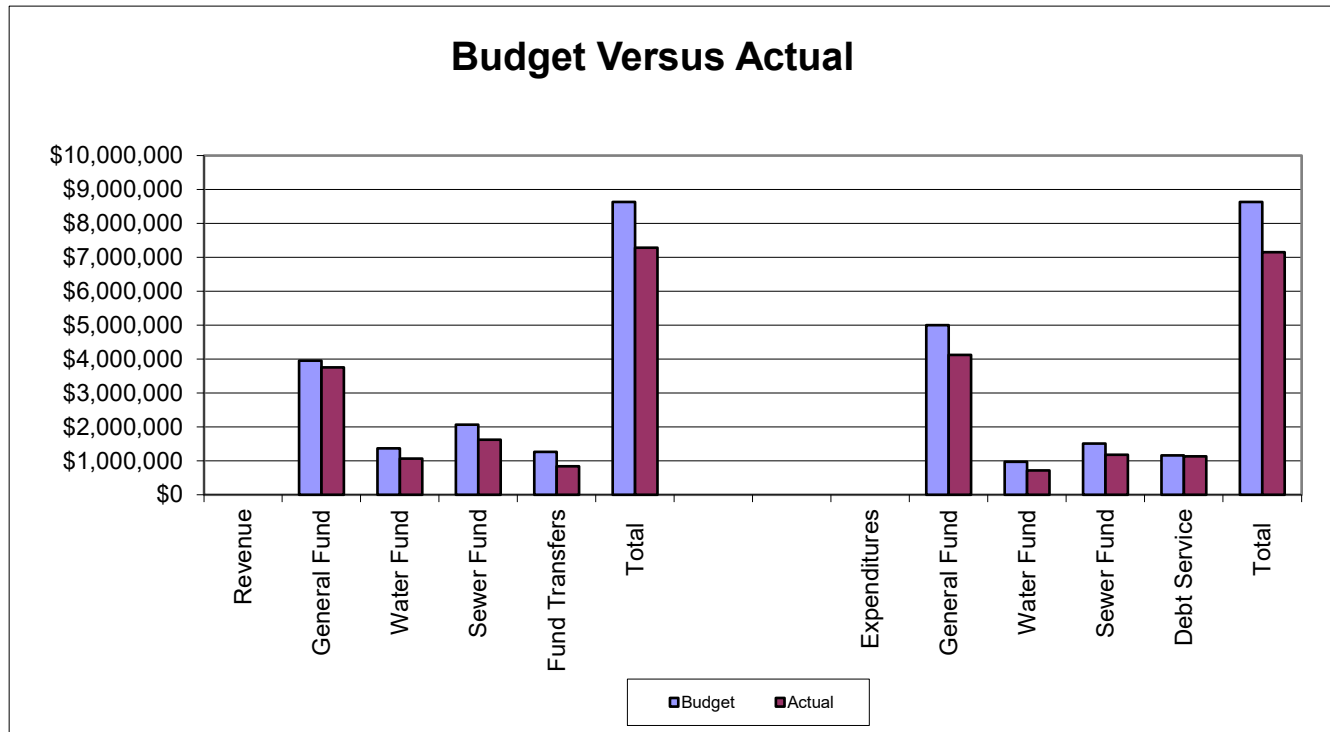
*In an effort to better inform Council, employees and the public about current Town activities and issues, the Town Manager issues the Town Manager's Weekly Report with highlights from department activities for the current week. The report is published online and distributed every Friday. If you have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

## Town of Georgetown Budget Versus Actual (Operating) As of January 31, 2021

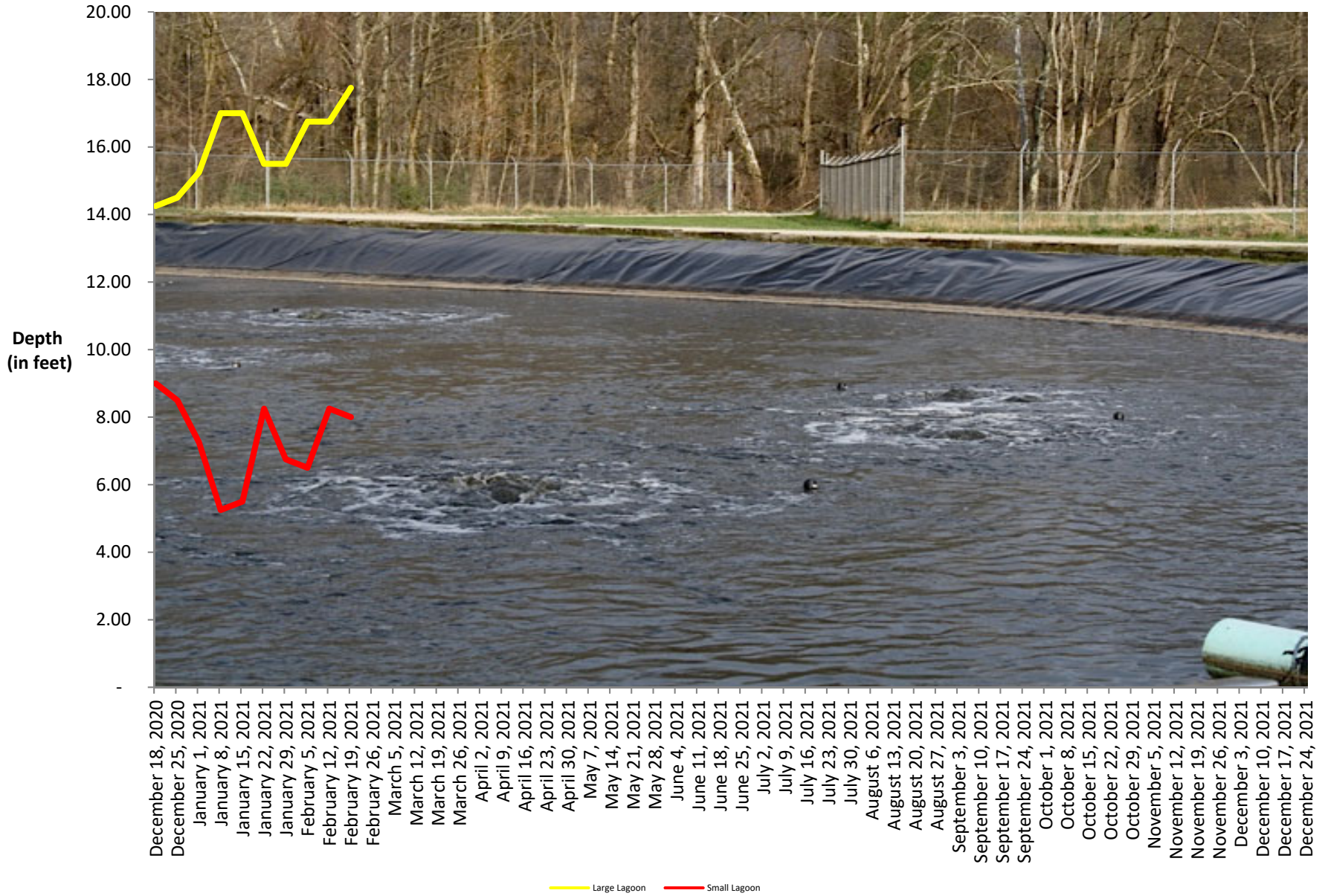
<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>75.00% Percent of Budget</u>
General Fund	\$ 3,947,003	\$ 3,753,673	\$193,330	95%
Water Fund	\$ 1,363,500	\$ 1,061,651	\$301,849	78%
Sewer Fund	\$ 2,058,500	\$ 1,622,748	\$435,752	79%
Fund Transfers	\$ 1,256,516	\$ 838,711	\$417,805	67%
Total	<u>\$8,625,519</u>	<u>\$7,276,783</u>	<u>\$1,348,736</u>	<u>84%</u>

<u>Expenditures</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent of Budget</u>
General Fund	\$4,992,109	\$4,122,574	\$869,535	83%
Water Fund	\$971,646	\$710,597	\$261,049	73%
Sewer Fund	\$1,506,868	\$1,180,802	\$326,066	78%
Debt Service	\$1,154,896	\$1,131,841	\$23,055	98%
Total	<u>\$8,625,519</u>	<u>\$7,145,815</u>	<u>\$1,479,705</u>	<u>83%</u>

\* Line item detail available upon request.

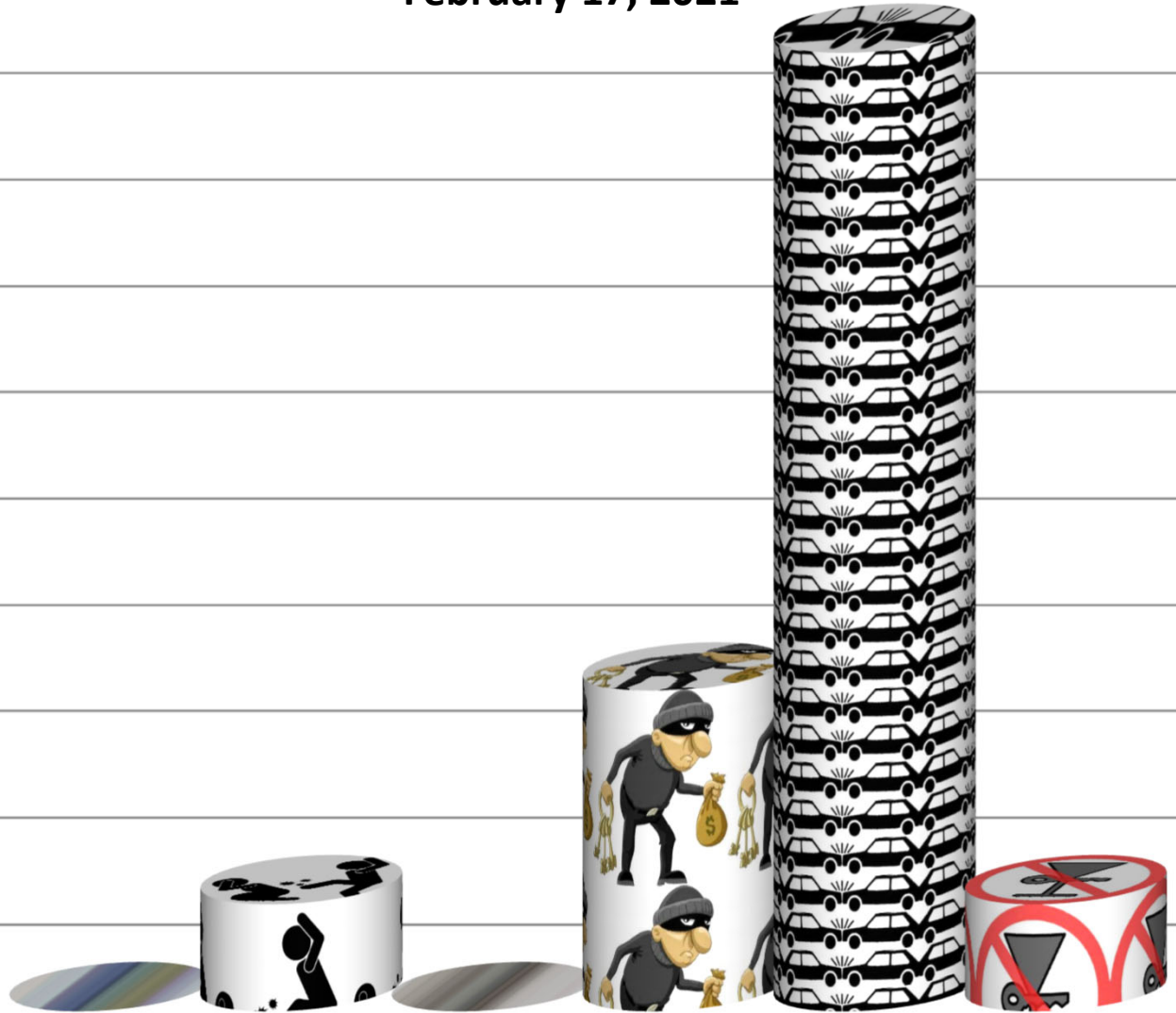


# WWTF Lagoon Depths



February 17, 2021

9  
8  
7  
6  
5  
4  
3  
2  
1  
0



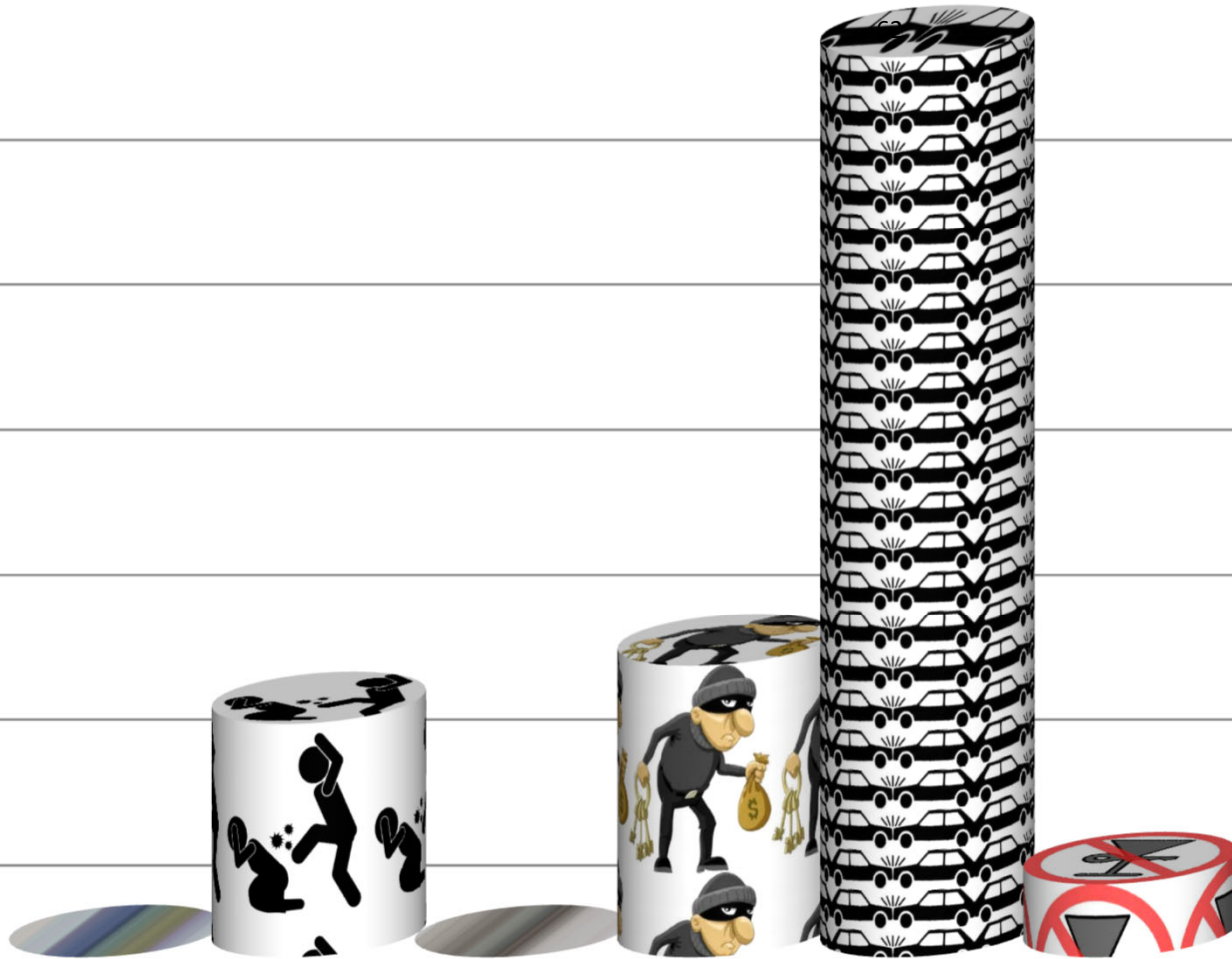
Weekly

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



February 17, 2021

70  
60  
50  
40  
30  
20  
10  
0



Year to Date

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

# Georgetown Police Department Crime Data

Feb 5, 2021 - Feb 19, 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	4	0	5
A08	Burglary	0	0	0	0
A09	Theft	3	18	2	12
A10	Theft/Auto	0	0	0	0
A12	All Other	0	3	0	1
<b>PART I OFFENSES</b>		<b>3</b>	<b>25</b>	<b>2</b>	<b>19</b>
PART II OFFENSES					
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A13	Other Assaults	6	19	4	15
A15	Criminal Mischief	2	5	1	5
A16	Weapons	0	4	0	4
A17	Other Sex Offenses	0	0	0	0
A19	Drugs	8	22	8	22
A20	Noise/Disorderly Premise	0	13	0	3
A21	Trespass	1	10	1	10
A22	Disorderly Conduct	4	18	3	15
A23	Other	50	226	17	95
<b>PART II OFFENSES</b>		<b>71</b>	<b>317</b>	<b>34</b>	<b>169</b>
PART III OFFENSES					
Offense_Order	Crime_Categ	Weekly	YTD	Weekly	YTD
A24	Alarm	12	41	0	0
A25	Animal Control	0	1	0	0
A26	Recovered Property	0	4	1	4
A27	Service	61	202	0	0
A28	Suspicious Per/Veh	13	53	0	0
<b>PART III OFFENSES</b>		<b>86</b>	<b>301</b>	<b>1</b>	<b>4</b>
<b>Total</b>		<b>160</b>	<b>643</b>	<b>37</b>	<b>192</b>

# Miss Utility Locate Tickets

