

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Planning Commission:** No Meeting this Month
- ✓ **Juneteenth Celebration:** Saturday, June 19, 11:00 AM, Richard Allen School
- ✓ **Town Council Meeting:** Wednesday, June 23, 6:00 PM – Executive Session, 7:00 PM – Regular Meeting, Town Hall, 39 The Circle
- ✓ **Community Clean Up:** Saturday, June 26, 8:00 AM, Town-wide
- ✓ **End of Legislative Session:** Wednesday, June 30, 11:59 PM
- ✓ **Sussex County Association of Towns:** Summer break until September
- ✓ **Delaware League of Local Governments:** Cancelled until further notice

UPDATES FROM DEPARTMENTS ...

Finance

- As of June 11 the Town has collected:
 - \$1,467,749 (87%) of the annual property tax billing (\$1,680,003)
 - \$919,342 (98%) of the April quarterly utility billing (\$939,176)
- Processed Payroll, Accounts Payable, Accounts Receivable
- Provided Tax and Utility Information for property settlements and stamped deeds
- Worked with Passport IT regarding new handheld for parking ticket enforcement
 - New training date scheduled for Monday, June 14
- Received readings for the July Utility Billing – In the process of entering manual readings and reviewing usage history
 - Meter readings in question, or meters that were missed, will be given to the Water Department next week for follow up
- Assisted employee with questions regarding the health care plan

Planning

- Projects:
 - Admiral's Landing (Townhomes/Vaughn Road) – Revised preliminary plan comments to applicant on June 9
 - Isaac's Farm (Dupont Blvd) – Final site plan comments to applicant on June 7
 - PAM Rehabilitation (Dupont Blvd) – Final site plan submittal on June 10
 - Georgetown Village Business Park – Preliminary plan expired, owner notified to reapply
 - Georgetown Oaks – Responded to questions regarding process for revising the approved site plan

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Construction Coordinator

- Projects:
 - Georgetown East Gateway – Progress Meeting
 - Brittingham Lane – Site meeting with contractor
- Miss Utility Locate Summary (copy attached)

Public Works

- La Casita damage has been repaired by Wilson Construction
- First meter readings complete
- Estimate on new doors for Admin Building to replace existing malfunctioning doors
- Electrical outlets have been completed at Sandhill Fields for Summer Concert Series

Police

- Weekly Code Enforcement statistics updated (copy attached)
- 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 12.50 feet and Small Lagoon is 6.50 feet
- Pulled the check valve out of the supernatant line, removed debris, and put back in
- Pulled pump 2 at Stevenson Lane pump station
- Hooked up bypass pump at Sand Hill pump station and pumped well down

TOWN MANAGER'S UPDATE ...

- Finalized and submitted Outdoor Recreation, Trails and Parks Program Pre-Application for design and planning for the Richard Allen School Playground Upgrade
- Facilitated meeting with Town Engineer regarding Parson Lane Trail Head (Gene Dvornick, Laura Givens, Captain Holm, Jocelyn Huff) – discussion of amenities, design options, public presentations
- Met with Staff to review Camping World (seeking annexation) and associated sewer considerations & alternatives (Gene Dvornick, Laura Givens, Jocelyn Huff, Eric Rust, Jeff Ward, Town Engineer)
- Worked with WMDT on placement and installation of the Georgetown SkyCam (Gene Dvornick, Bobby Fletcher)

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- Responded to local property owner questions regarding sewer availability along Savannah Road
- Participated in DFIT Quarterly Stewardship Meeting
- Attended UD IPA “How to Get Your American Rescue Plan Funds!” webinar (Gene Dvornick, Laura Givens, Olga Holm)
 - ✓ Delaware ARPA Funds Dashboard – treasurer.delaware.gov/arpadb
- Participated in CommUNITY Clean Up Planning Call
 - ✓ Using “Keep Delaware Clean” for dumpsters
 - ✓ Updates from function leaders
 - ✓ Initiation of public notice campaign
- Presented 2021 Overview of Operations and Projects (copy attached)
- Verified information regarding the American Rescue Plan Act of 2021 funds distribution and submitted questions regarding requirements (Buy American, Davis-Bacon)
- Finalized drafting of ordinances regarding code enforcement fines and windows & screens
- Held initial planning meeting for 2021 Festival Hispano (September 12) with key stakeholders (Gene Dvornick, Chief Hughes, Lt. Tyndall, La Casita, Maxima)
- Answered local reporter questions regarding Sussex County Family Court Facility Presentation
- Comprehensive Plan status:
 - ✓ Town Council/Planning Commission Joint Meeting to address comments held on June 9
- Finalized documents for ongoing labor contract mediation
- Followed up on several code enforcement issues
- Weekly COVID-19 data

| <u>Reporting Item</u> | <u>06/03/21 This Week</u> | <u>06/10/21 This Week</u> | <u>Change</u> | <u>% Change</u> |
|-----------------------|-------------------------------|-------------------------------|---------------|---------------------|
| Total Positive Cases | 108,957 | 109,296 | 339 | 0.31% |
| New Castle County | 64,608 | 64,784 | 176 | 0.27% |
| Kent County | 18,126 | 18,168 | 42 | 0.23% |
| Sussex County | 25,997 | 26,117 | 120 | 0.46% |
| Unknown | 226 | 227 | 1 | 0.44% |
| Deaths | 1,668 | 1,679 | 11 | 0.66% |
| Hospitalizations | 56 | 51 | (5) | -8.93% |
| Vaccinations | 923,047 | 953,019 | 29,972 | 3.25% |

TOWN MANAGER'S WEEKLY REPORT



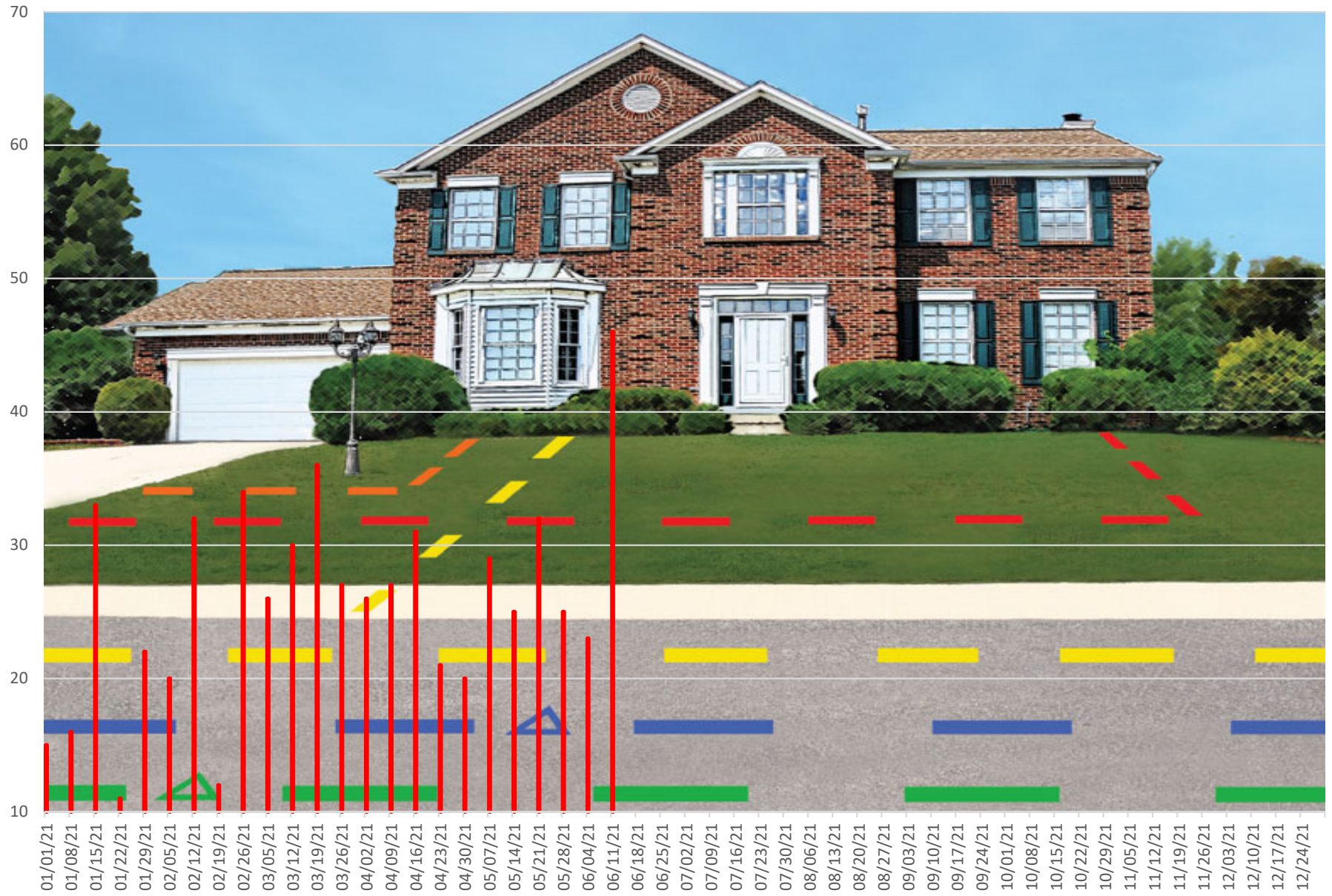
TOWN MANAGER'S WEEKLY REPORT



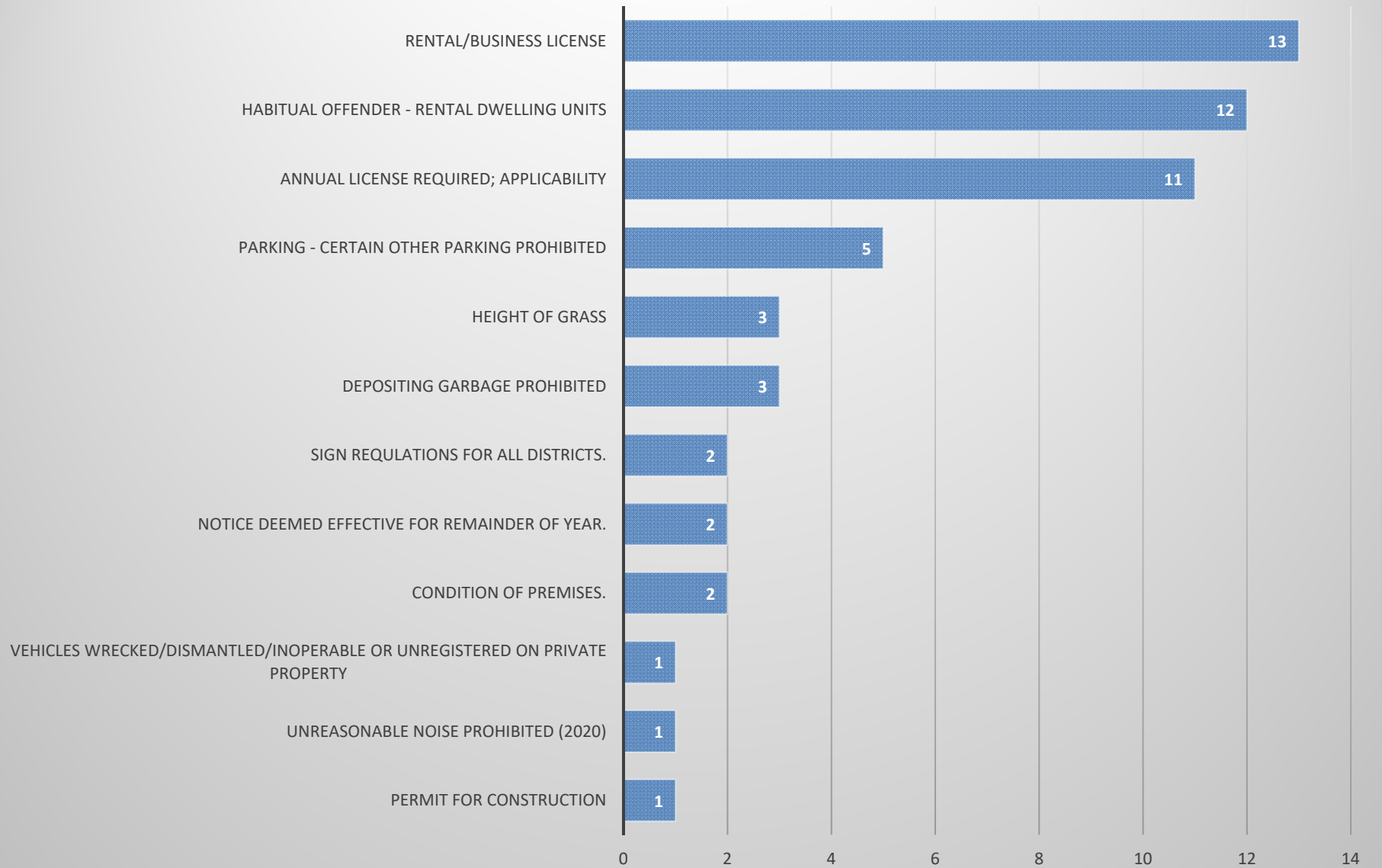
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

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.

Miss Utility Locate Tickets

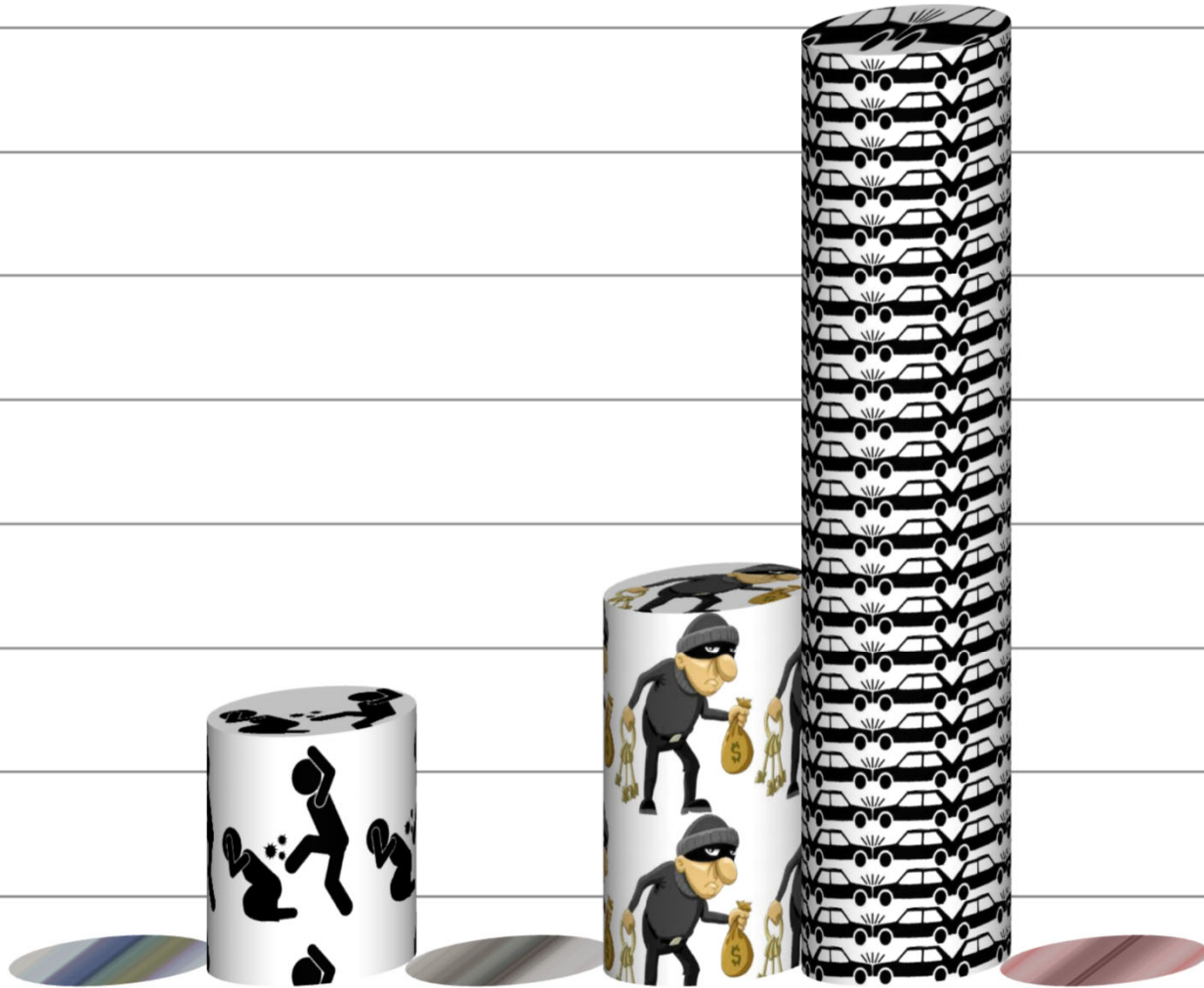


Code Violations June 4, 2021 to June 10, 2021



June 9, 2021

16
14
12
10
8
6
4
2
0

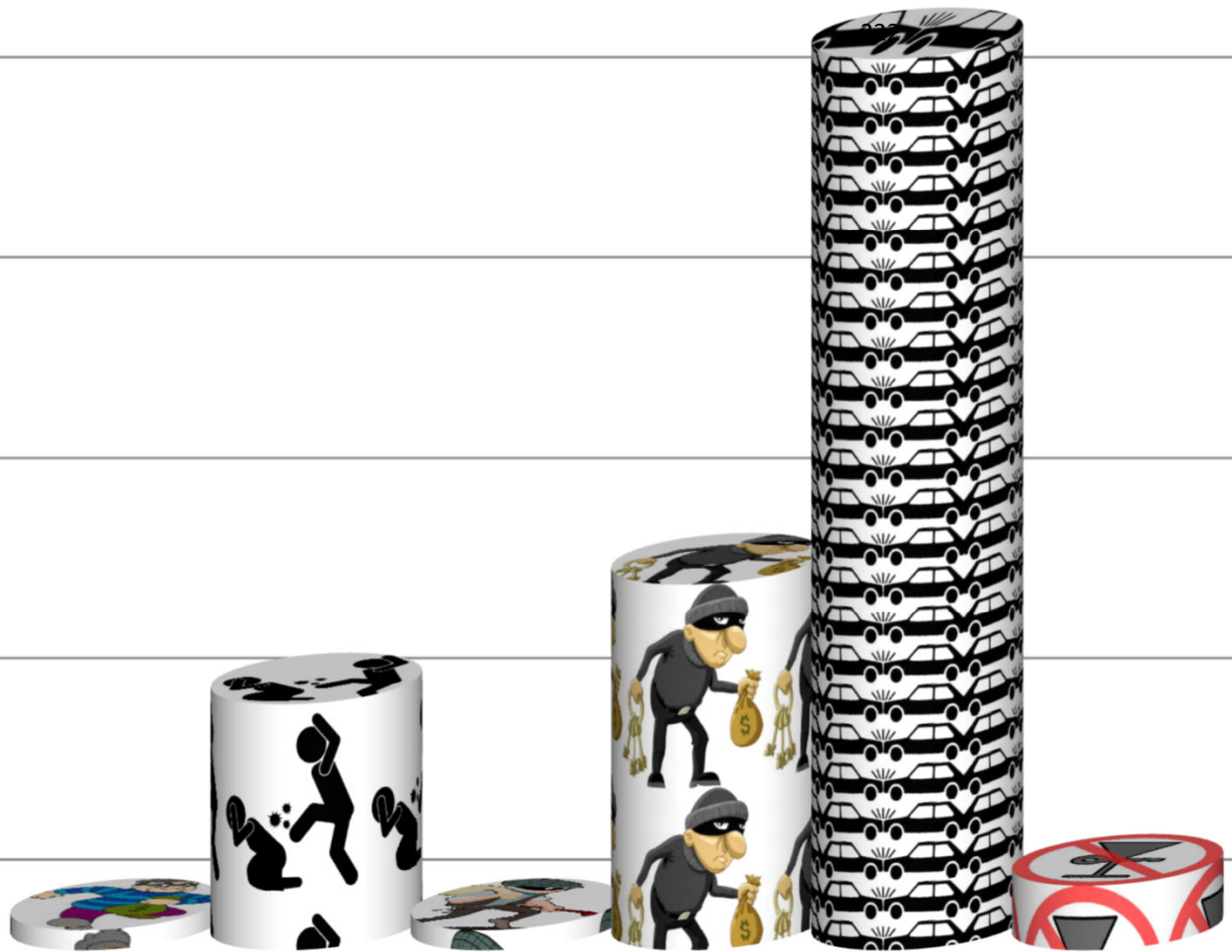


Weekly

#Robbery #Assault #Burglary #Thefts #Collision #DUI

June 9, 2021

250
200
150
100
50
0



Year to Date

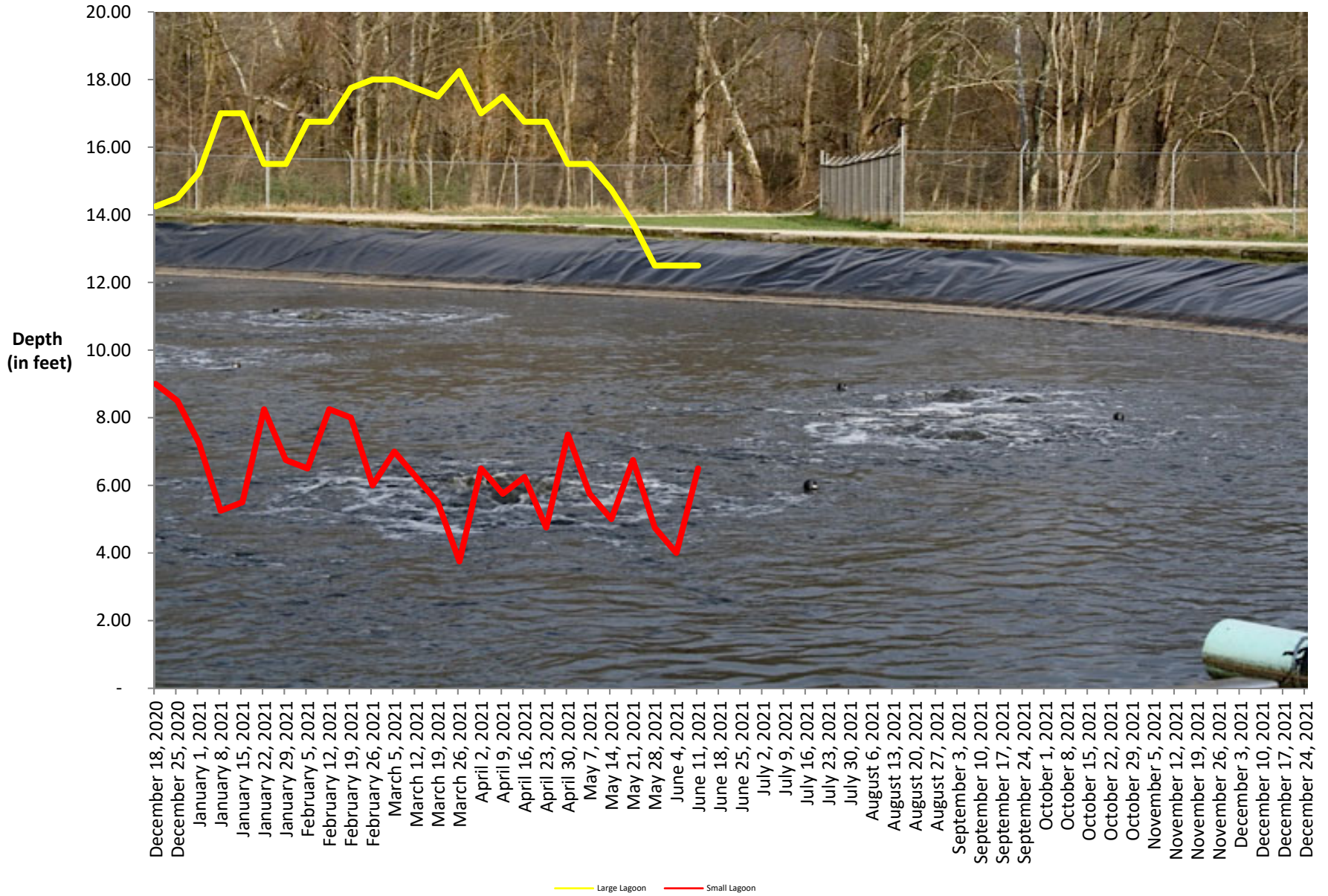
#Robbery #Assault #Buglary #Thefts #Collision #DUI

Georgetown Police Department Crime Data

June 4, 2021 - June 10, 2021

| PART I OFFENSES | | Complaints | | Arrest | |
|--------------------------|--------------------------|------------|-------------|-----------|------------|
| Offense_Order | Crime_Categ | Weekly | YTD | Weekly | YTD |
| A03 | Kidnap | 0 | 0 | 0 | 0 |
| A04 | Rape | 0 | 3 | 0 | 3 |
| A06 | Robbery | 0 | 5 | 0 | 1 |
| A07 | Assault/Aggravated | 0 | 14 | 0 | 12 |
| A08 | Burglary | 0 | 4 | 0 | 2 |
| A09 | Theft | 4 | 84 | 3 | 49 |
| A10 | Theft/Auto | 0 | 1 | 0 | 1 |
| A12 | All Other | 0 | 6 | 1 | 3 |
| PART I OFFENSES | | 4 | 117 | 4 | 71 |
| PART II OFFENSES | | | | | |
| Offense_Order | Crime_Categ | Weekly | YTD | Weekly | YTD |
| A13 | Other Assaults | 1 | 64 | 2 | 52 |
| A15 | Criminal Mischief | 2 | 24 | 0 | 17 |
| A16 | Weapons | 0 | 12 | 0 | 12 |
| A17 | Other Sex Offenses | 0 | 1 | 0 | 1 |
| A19 | Drugs | 0 | 50 | 0 | 50 |
| A20 | Noise/Disorderly Premise | 3 | 54 | 1 | 9 |
| A21 | Trespass | 0 | 27 | 0 | 24 |
| A22 | Disorderly Conduct | 2 | 58 | 1 | 46 |
| A23 | Other | 13 | 693 | 7 | 260 |
| PART II OFFENSES | | 21 | 983 | 11 | 471 |
| PART III OFFENSES | | | | | |
| Offense_Order | Crime_Categ | Weekly | YTD | Weekly | YTD |
| A24 | Alarm | 5 | 139 | 0 | 0 |
| A25 | Animal Control | 0 | 5 | 0 | 0 |
| A26 | Recovered Property | 1 | 21 | 1 | 18 |
| A27 | Service | 15 | 674 | 0 | 2 |
| A28 | Suspicious Per/Veh | 4 | 168 | 0 | 2 |
| PART III OFFENSES | | 25 | 1007 | 1 | 22 |
| Total | | 50 | 2107 | 16 | 564 |

WWTF Lagoon Depths



| | |
|--|--|
| <p style="text-align: center;">OVERVIEW OF OPERATIONS AND PROJECTS</p> <p style="text-align: center;">JUNE 9, 2021</p> |  <p style="text-align: center;">TOWN OF GEORGETOWN</p> |
|--|--|

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|--|
| <p style="text-align: center;">AGENDA</p> |
| <ul style="list-style-type: none">■ Form of Government■ Department Overviews■ Project Overview<ul style="list-style-type: none">■ 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 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

AMERICAN RESCUE PLAN ACT OF 2021



- Nonentitlement Unit of Local Government (“NEUs”)
- Allocation: \$4,083,126
- Infrastructure Uses
 - Sewer
 - Pump Station Repair & Upgrade
 - Treatment Facility Upgrades
 - Water
 - Advanced Metering Infrastructure
 - Elevated Storage
 - Others

PENDING/FUTURE DEVELOPMENT PROJECTS

- Housing
 - Village of College Park (Multifamily)
 - Admiral’s Landing – 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**
 - Currently in Mediation
 - PERB Arbitration?
- **Sussex County Reassessment**
 - Court of Chancery Decision (*Delaware Public Schools Litigation*, May 2020)
 - Anticipated completion Mid-2024
- **Downtown Development District**
- **Enterprise Zone Designation**
- **Georgetown Dump (Donovan’s Road)**
- **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

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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

END OF PRESENTATION



**TOWN OF
GEORGETOWN**