

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Monday, January 15, in observation of Martin Luther King, Jr. Day
- ✓ **Planning Commission Meeting:** Wednesday, January 17, 6:00 PM. Public Hearing:
 1. ORDINANCE 2023-12
 - Amendment to Chapter 230 Zoning, Article XII UB1 Urban Business District, §230-76 Permitted uses – Multifamily Dwelling
 2. ORDINANCE 2023-13
 - Amendment to Chapter 230 Zoning, Article XV HC Highway Commercial District, §230-104 Permitted uses – Retail Marijuana Establishment
 - Amendment to Chapter 230 Zoning, Article XVI LI-1 Limited Industrial District, § 230-110 Permitted uses – Marijuana Cultivation, Manufacturing, and Testing
 3. ORDINANCE 2024-01
 - Amendment to Chapter 194 Subdivision of Land, Article VII Plan Requirements, §194-32.1 Contents of final subdivision plan
 - Amendment to Chapter 230 Zoning, Article XXVI Administration, § 230-209 Category 1 site plan processing procedures
 - Amendment to Chapter 230 Zoning, Article XXVI Administration, § 230-213 Administrative plan review procedures
 4. CASE #2023-24 107 Depot Street Rehab Project - Conditional Use Application
- ✓ **Town Council Meeting:** Monday, January 22, 7:00 PM , Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS

Finance

- As of January 11, the Town has collected:
 - \$1,868,240 (98%) of the 2024 annual property tax billing (\$1,894,982)
 - \$141,214 (13%) of the October utility billing (\$1,053,202)
- Processed Payroll, Accounts Payable, Accounts Receivable
 - Processed 55 payroll records
 - Assisted Town of Laurel –
 - ✓ Processed Purchase Orders (68)
 - ✓ Accounts Payable checks generated (60)
 - Miscellaneous Billing Invoices generated (1)
 - Cash Receipt Transactions (1,534)
- Provided Tax and Utility Information for property settlements and stamped deeds.
- Completed Municipal & Health Care Surveys
- Revenue Reconciliations (November, December)

TOWN MANAGER'S WEEKLY REPORT



- February Sussex County Association of Towns (SCAT) dinner meeting planning – Georgetown is hosting
- New Employee onboarding
- Assisted customers with utility bill and parking ticket questions
- Worked on FY2025 Budget
- Monthly Key Revenue Items Report – December 2023 (Copy Attached)
- Real Estate Transfer Tax Revenue (December 2023):

	December 2023		December 2022	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$31,453	\$242,940	\$14,775	\$269,406

Planning

- Calhoun Apartments – Site plan comments to applicant on January 9
- 7 Parson Lane/Primo Cash LLC – Category 2 minor subdivision plan submitted on January 9
- 312 West Market Street – Category 2 minor subdivision plan submitted on January 10
- CAD Market Street Apartments – Site plan comments to applicant on January 10
- Rementer/Park Avenue – Minor subdivision comments to applicant on January 9
- Sun Health Expansion – Approved to submit for signature and stamp on January 9
- Dunbarton Oaks 2 Apartment Renovations – Site plan submitted for signature on January 10
- Predevelopment Meetings:
 - 304 North Race Street (Retail/Apartments) – January 10
 - 22317 Dupont Blvd (Easter Seals vehicle storage) – January 11

Wastewater

- Lagoon depths: Large Lagoon is 14.50 feet and Small Lagoon is 8.00 feet
- Called several pump trucks in to help with overwhelming amount of water at the main pumping station and other parts of town
- Responded to pump to fail at Main Pumping Station cooled it down and reset it
- Searched areas around Burton Street looking for sources of Inflow & Infiltration (I&I)
- Added new main breaker at Stevenson Lane pump station

TOWN MANAGER'S WEEKLY REPORT



Police

- Weekly Code Enforcement statistics updated (copy attached)
- Weekly CrimeMapping Reports (copy attached)
- Departmental Press Releases issued as warranted

Construction Coordinator

- Admirals Landing
 - Sanitary sewer inspection
- Review Project Plans
 - Rementer/Park Avenue minor subdivision
 - Calhoun Apartments
- Park Avenue Phase 1
 - Teams meeting
- Miss Utility Locate Summary (copy attached)

Public Works

- Pedestrian signs picked up and stored at Public Work Facility during storms
- Storm prepping for all equipment – full of fuel/gas, test run, and staged
- Blocked down streets that flooded during storm – open them back up once water subsides from road way
 - Thank you to GPD (Officer Couchman and shift partners) for blocking down streets overnight on January 10 during the storm and keeping Public Works Department updated through the night and morning
- Contacted Delmarva Power regarding tree leaning into pole & wires on Bridgeville Road – turned over to Verizon now
- Assisted Georgetown Fire Department with tree removal on Sandhill Road (January 10 Storm)
- Pumped off flooded streets in Ward 2

TOWN MANAGER'S UPDATE

- Finalized Code Enforcement Meeting presentation
- Participated in First State Community Action Agency Board – Executive Committee Meeting

TOWN MANAGER'S WEEKLY REPORT



- Coordinated meeting with the Office of the Marijuana Commissioner and Staff regarding the recreational marijuana industry (January 16)
- Attended State Local Cybersecurity Grant Program (SLCGP) Community Meeting – Georgetown to receive ~ \$13,008.00
- Worked with Code Enforcement with reporting error being generated in Comcate
- Followed up with key community partners for potential CDBG eligible properties
- Attended DeLea Founders Insurance Trust (DFIT) Quarterly Stewardship Meeting
- Meet with Rossi Group to review traffic findings and potential traffic calming alternatives for Cinder Way and Mulberry Street (Gene Dvornick, Bobby Fletcher, Laura Given, Chief Holm)
- Reviewed survey of Old Savannah Road and Downtown Development District boundary expansion with legal counsel (Jamie Craddock, Gene Dvornick, Jocelyn Huff)
- Help Code Enforcement Process Meeting (Ed Araujo, Gene Dvornick, Chief Holm, Mike Picarello, Angela Townsend, Yandani Velasquez) – presentation attached
- Followed up with Energize Delaware regarding grant opportunities for electric vehicles and tools
- Provided Sussex County Community Development & Housing potential properties for CDBG assistance
- Responded to several FOIA requests
- Followed up on several code enforcement issues



TOWN MANAGER'S
WEEKLY REPORT



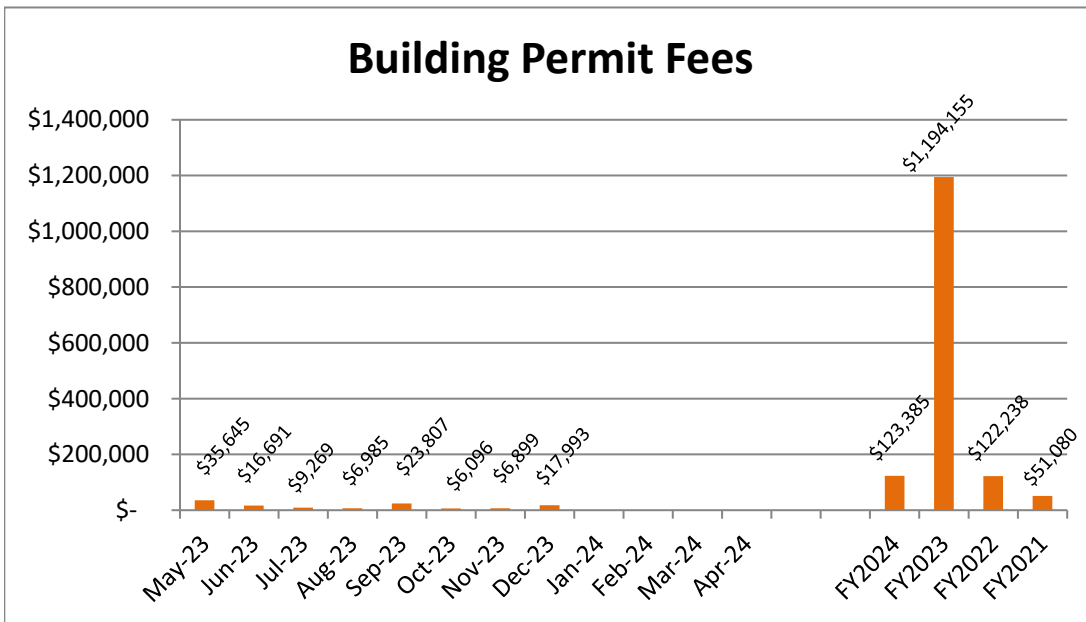
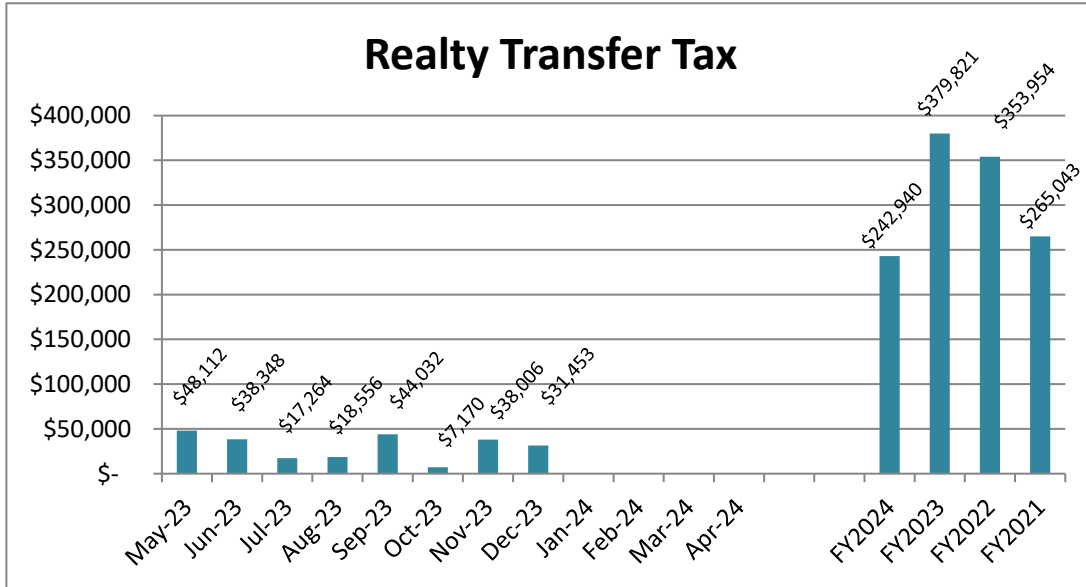
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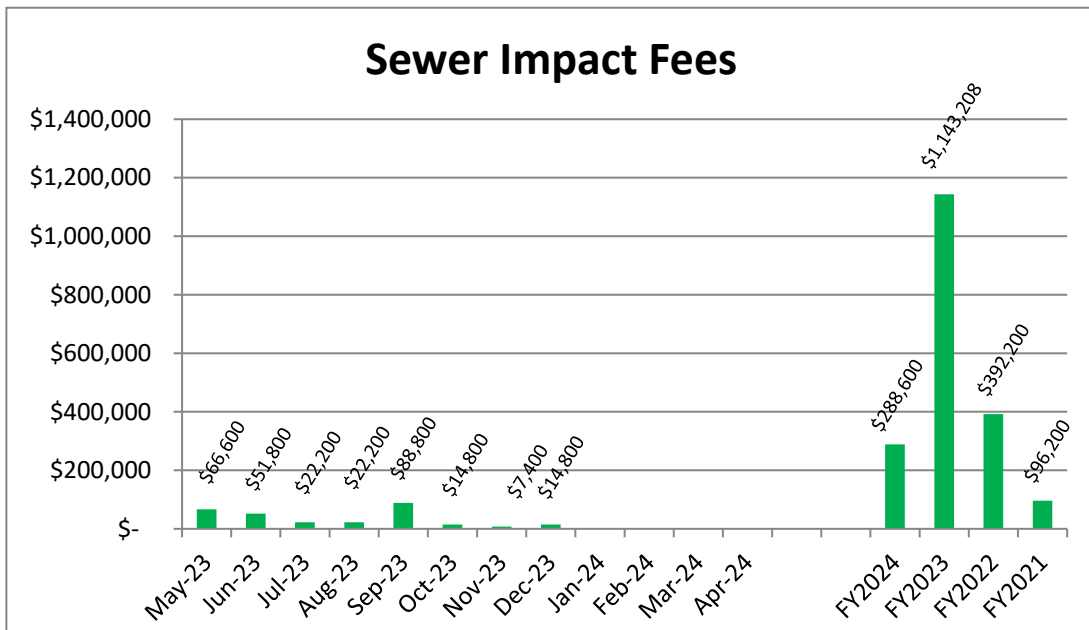
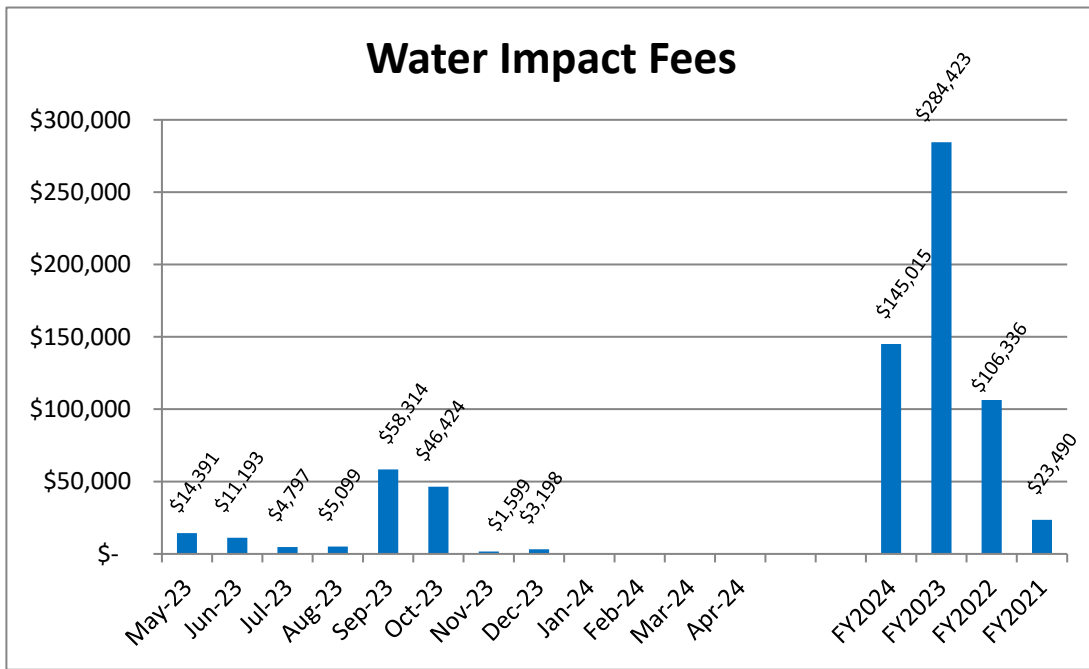
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

In an effort to 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. This 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.

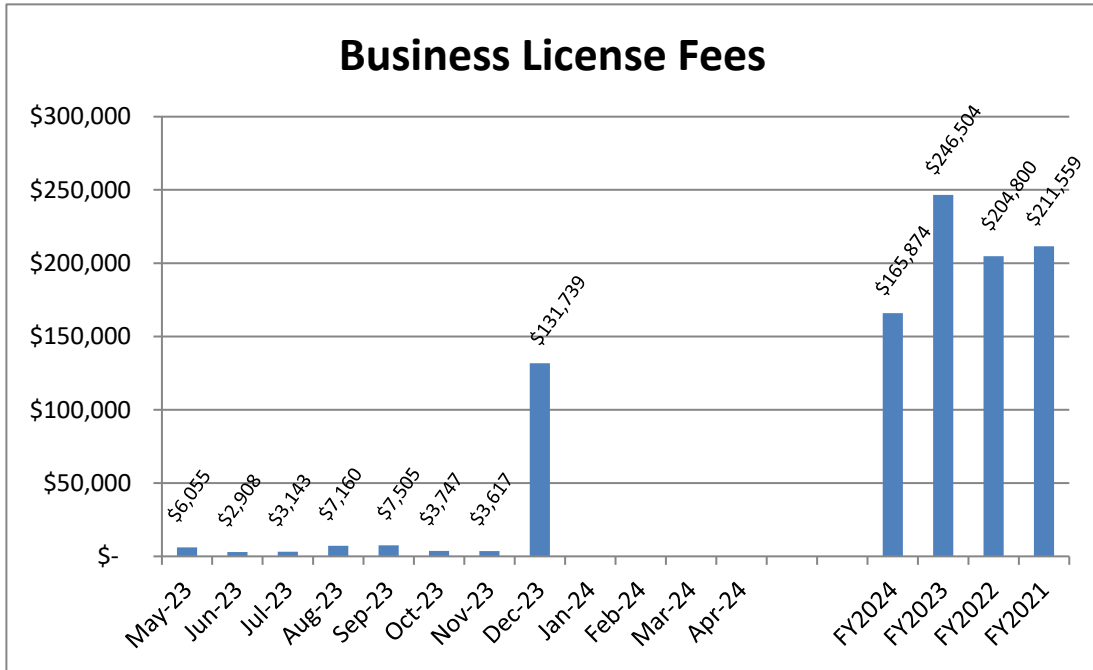
Key Revenue Items



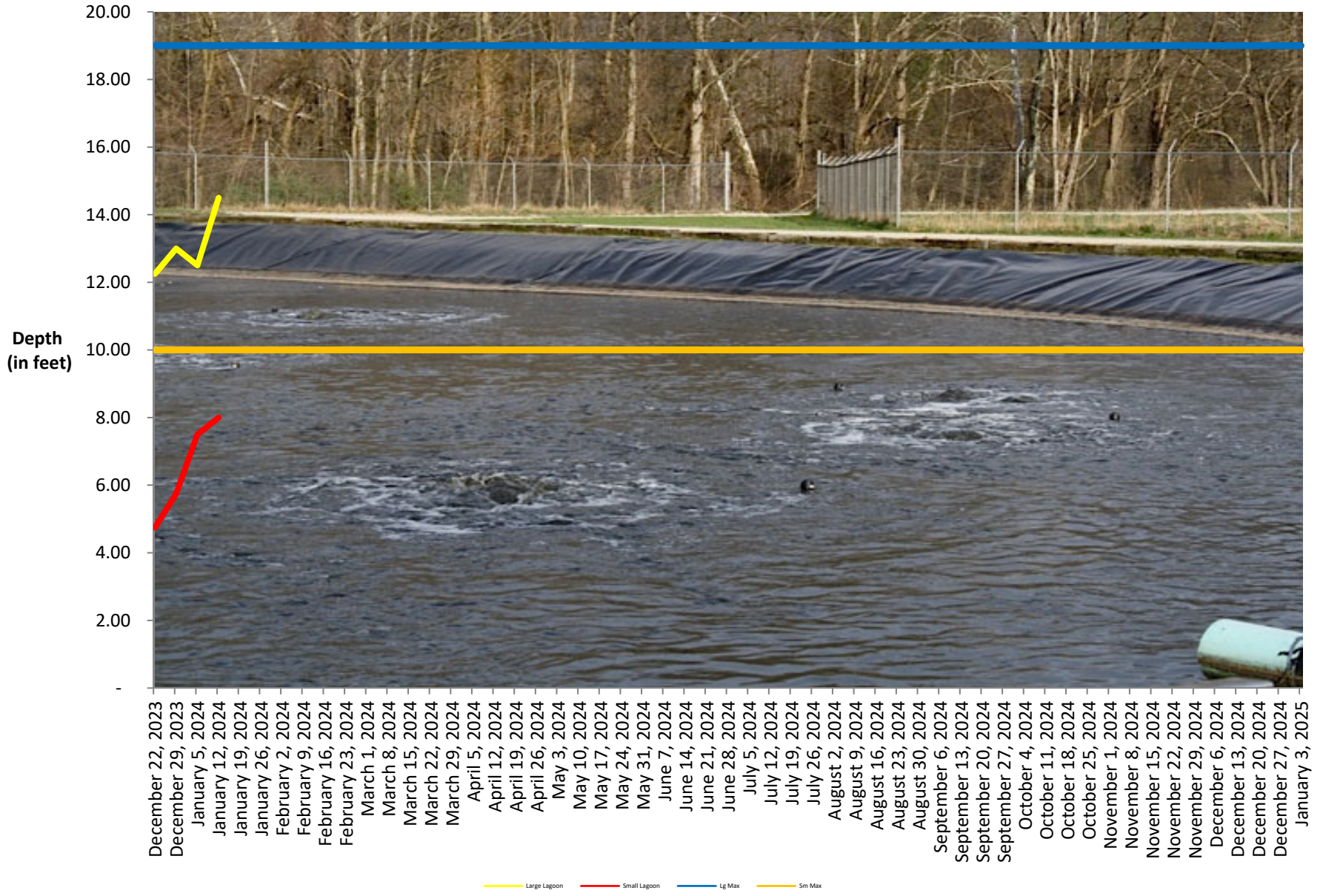
Key Revenue Items



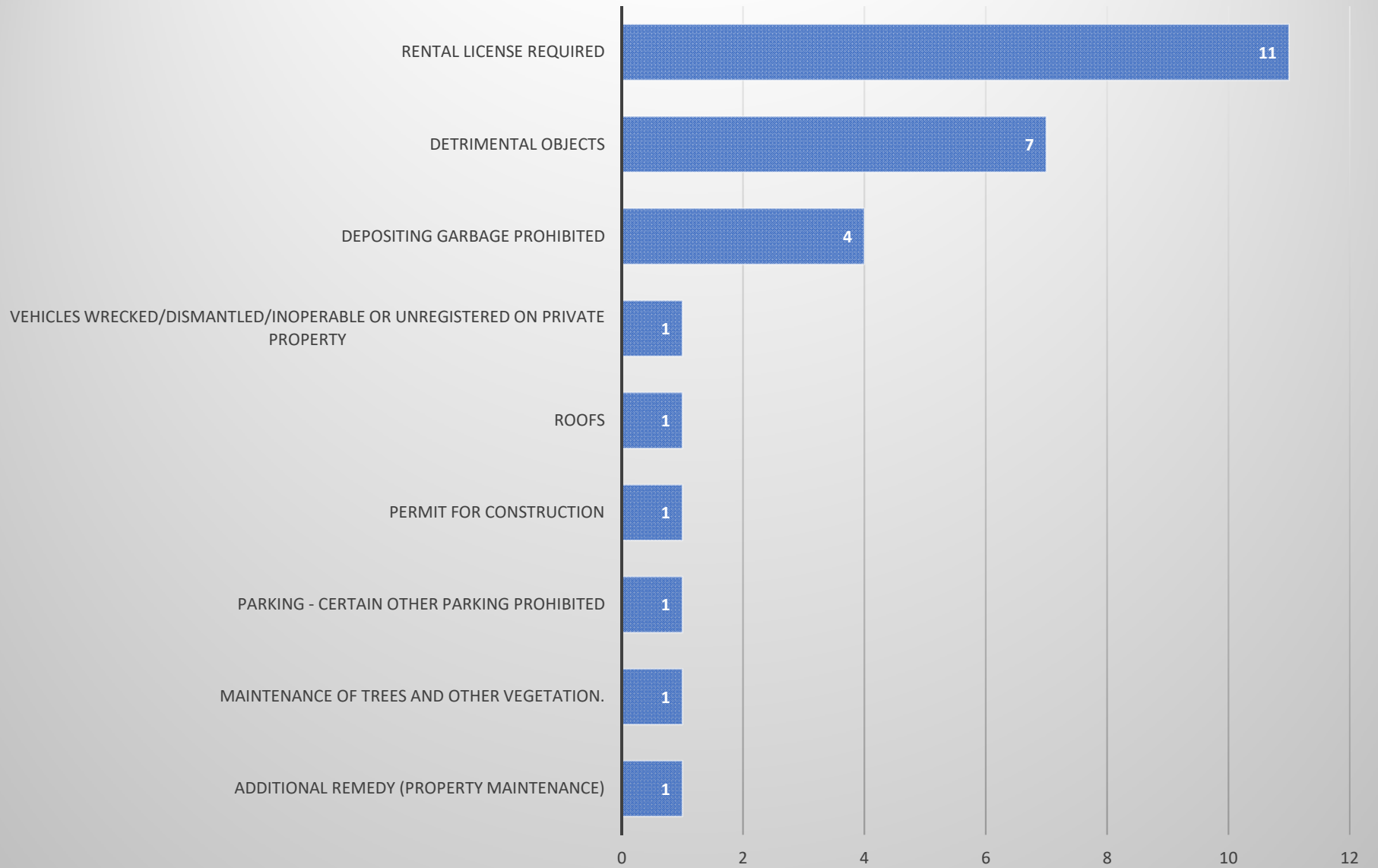
Key Revenue Items



WWTF Lagoon Depths



Code Violations January 4 to January 11



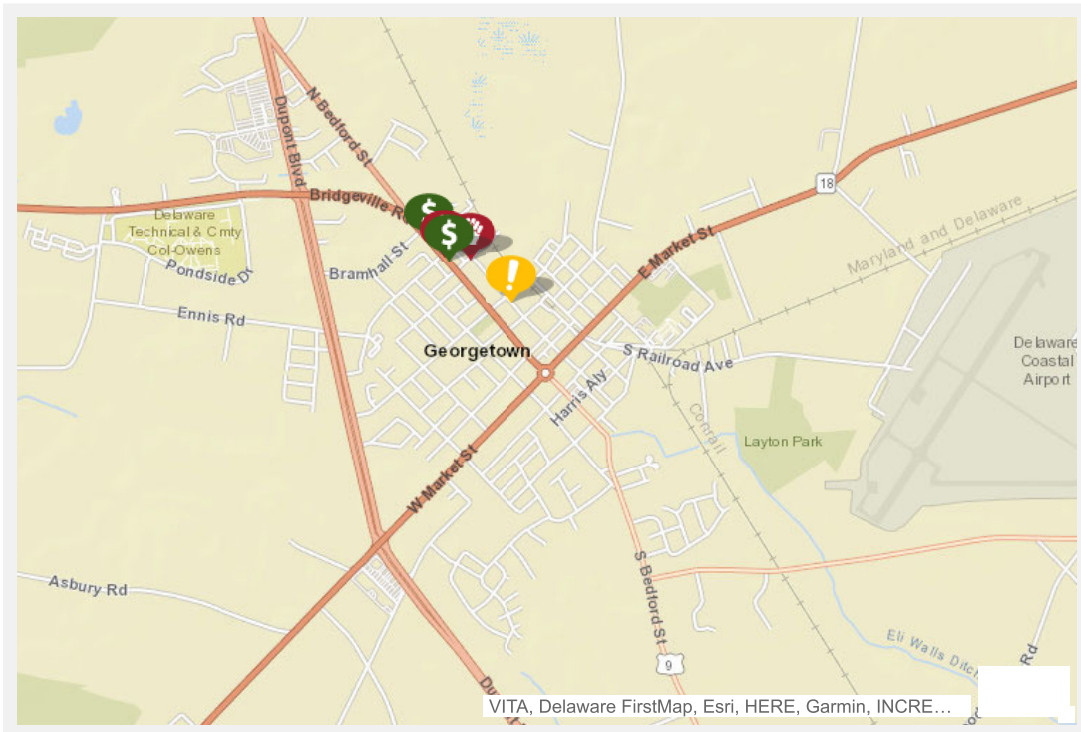
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CrimeMapping.com Map

Friday, January 5, 2024 through Thursday, January 11, 2024

Showing crime types: Arson, Assault, Burglary, Disturbing the Peace, Drugs / Alcohol Violations, DUI, Fraud, Homicide, Motor Vehicle Theft, Robbery, Sex Crimes, Theft / Larceny, Vandalism, Vehicle Break-In / Theft, Weapons






Show crime report Show crime chart



Grab the bottom/right borders to resize the map or the handle in the bottom right corner.

All representations on this map are distributed and transmitted "AS IS" without warranties of any kind, either express or implied including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. In no event shall CrimeMapping.COM become liable to users of these data for any loss or damages, consequential or otherwise, including but not limited to time, money, goodwill, arising from the use, operation or modification of the data. The visual presentation of data is being provided strictly as a courtesy, not as an obligation to its users.

Crime Report

Type	Description	Incident #	Location	Agency	Date
	LARCENY/FROM BUILDING	8124000123	500 BLOCK NW BEDFORD ST	Georgetown Police	1/6/2024 9:07 PM
	SIMPLE ASSAULT/NON-FAMILY/OTHER ASSAULTS/NON-AGGRAVATED	8124000122	300 BLOCK RACE ST	Georgetown Police	1/6/2024 5:50 PM
	DISORDERLY CONDUCT/UNRELATED TO LIQUOR	8124000118	100 BLOCK SE RACE ST	Georgetown Police	1/6/2024 11:05 AM
	OFFENSIVE TOUCHING/OTHER ASSAULTS/NON-AGGRAVATED	8124000105	400 BLOCK SE BEDFORD ST	Georgetown Police	1/5/2024 4:02 PM
	LARCENY/FROM BUILDING	8124000104	400 BLOCK NW BEDFORD ST	Georgetown Police	1/5/2024 2:44 PM

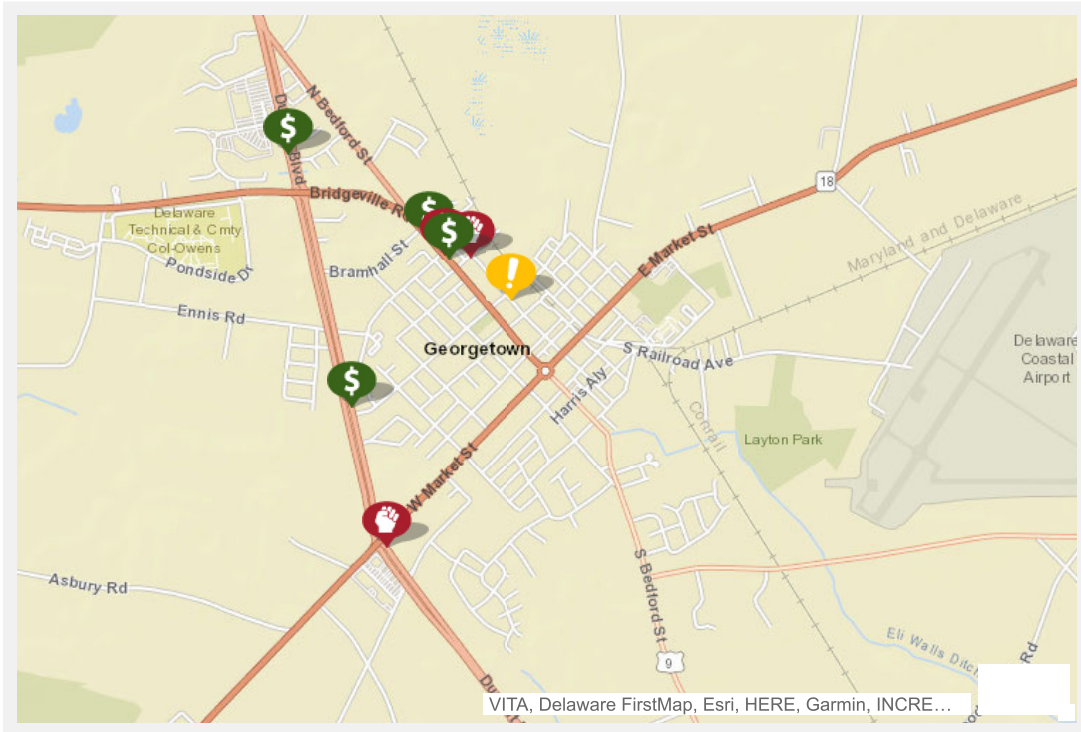
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CrimeMapping.com Map

Monday, January 1, 2024 through Thursday, January 11, 2024

Showing crime types: Arson, Assault, Burglary, Disturbing the Peace, Drugs / Alcohol Violations, DUI, Fraud, Homicide, Motor Vehicle Theft, Robbery, Sex Crimes, Theft / Larceny, Vandalism, Vehicle Break-In / Theft, Weapons

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	LARCENY/FROM BUILDING	8124000104	400 BLOCK NW BEDFORD ST	Georgetown Police	1/5/2024 2:44 PM
	SIMPLE ASSAULT/NON-FAMILY/OTHER ASSAULTS/NON-AGGRAVATED	8124000047	000 BLOCK SE GEORGETOWN PLZ	Georgetown Police	1/2/2024 7:52 PM
	THEFT OF SERVICES FROM BUILDING	8124000022	20500 BLOCK S DUPONT BLVD	Georgetown Police	1/2/2024 6:23 AM
	LARCENY/FROM BUILDING	8124000012	20900 BLOCK N DUPONT BLVD	Georgetown Police	1/1/2024 1:00 PM

Miss Utility Locate Tickets





TOWN OF GEORGETOWN

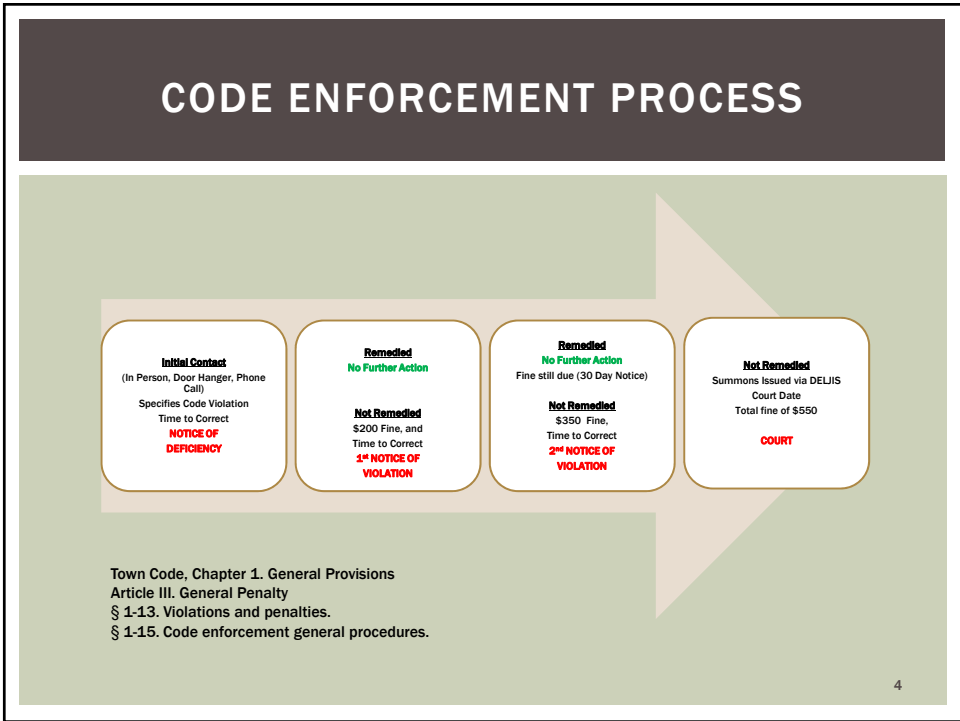
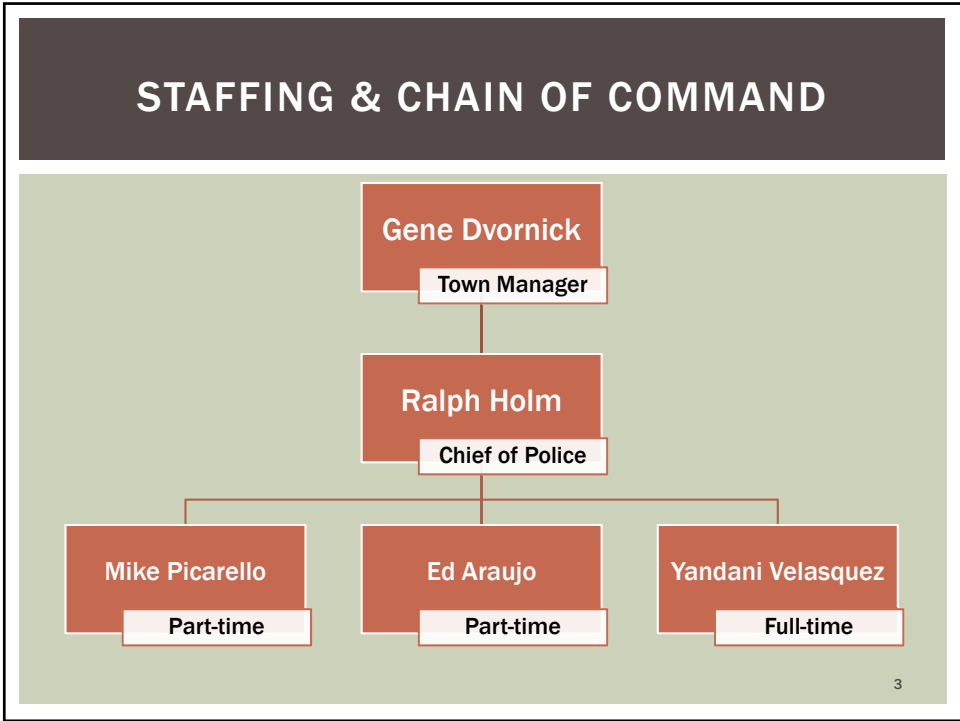
CODE ENFORCEMENT MEETING

JANUARY 12, 2024

TOPICS

- Code Enforcement Process
- 2023 Statistics
- “Top 10” Code Violations
- Recent Ordinances
- Code Enforcement Reporting
- Open Discussion

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2023 STATISTICS

- **Cases**
 - 1,703 – cases
 - 2,309 – violations
- **Creation**
 - 71% Reactive
 - 29% Proactive
- **Closure**
 - 100% Voluntary
- **Time to Close**
 - 24 Days (Average)

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“TOP 10” VIOLATIONS

Rank	Violation
1	Detrimental Objects
2	Height of Grass
3	Trash, Collection
4	Parking
5	Depositing Garbage Prohibited
6	Vehicles (Wrecked, inoperable, etc.)
7	Permit for Construction
8	Maintenance of Trees and Other Vegetation
9	Rental/Business License
10	Holiday Lighting

Code Enforcement History – January 1, 2020 to December 31, 2023

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“TOP 10” MAILER

<p>1 Grass height Altura del césped Grass and weeds taller than 8 inches violate Town Code. Please get your grass cut. Un fango de césped y maleza de más de 8 pulgadas constituye una infracción del Código Municipal. Por favor, corte el césped.</p>		<p>6 Tree, vegetation maintenance Mantenimiento de árboles y vegetación Trees or bushes may not block stop signs or visibility at intersections. Los árboles y arbustos no deben obstruir las señales de tránsito o la visibilidad en las intersecciones.</p>	
<p>2 Detrimental objects Objetos perjudiciales Property should be free of old tires, car parts, damaged machinery, garbage, household furniture, appliances and other junk, which can endanger public safety. Los inmuebles deben estar libres de neumáticos viejos, partes de autos, máquinas dañadas, muebles, electrodomésticos y cualquier otro tipo de resaca y chatarra que puedan poner en riesgo la seguridad pública.</p>		<p>7 Holiday lights Luces navideñas Holiday decorations must be removed 30 days after the holiday they celebrate. Las decoraciones festivas deben quitarse en el plazo de 30 días a partir de la fecha de la celebración.</p>	
<p>3 Trash collection & garbage heaps Recolección y acumulación de residuos All trash must be fully enclosed in the provided container with the lid securely closed. Accumulated rubbish is unsightly and unsanitary. Georgetown residents can contact GFL Industries @ 302-934-1364 to schedule free pickup of bulk trash items. Todos los residuos deben depositarse correctamente en el recipiente provisto con la tapa bien cerrada. La acumulación de basura afecta contra la salud y la higiene. Los residentes de Georgetown pueden comunicarse con GFL, industria por teléfono al 302-934-1364 para solicitar la recolección gratuita de residuos voluminosos.</p>		<p>8 Construction permits Permisos de construcción Permits are required for improvements, such as new siding or roofing. Se requieren permisos para mejoras tales como techos y reemplazamiento.</p>	
<p>4 Parked vehicles Vehículos aparcados Vehicles may not be parked on sidewalks or on public or private lawns. Se prohíbe aparcar sobre aceras o espacios verdes públicos o privados.</p>		<p>9 Building addresses Numeración de domicilio All houses and buildings must have a visible unit number at least 3 inches tall near the front entrance and readable from the street. Todos los hogares de las casas y los edificios deben tener cerca de la entrada principal un número de unidad visible de al menos 3 pulgadas de alto que pueda leerse desde la calle.</p>	
<p>5 Drivable vehicles Vehículos aptos para conducir All vehicles must be drivable and have a current DE registration. Todos los vehículos deben ser aptos para conducir y tener una matrícula vigente de Delaware.</p>		<p>10 Farm animals Animales de granja Chickens and other farm animals are banned in the town of Georgetown. Los pollos y otros animales de granja están prohibidos en el Municipio de Georgetown.</p>	

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RECENT ORDINANCES

- In Process
 - Currently none
- Enacted
 - Drying of Clothes (2016-06)
 - Fine Increase (2021-04)
 - Fine Structure & Process Improvement (2015-15)
 - Heating (2023-11)
 - Inspection Access (2017-08)
 - Rental Inspection
 - New Rental, Lapse in License (2010-04)
 - Ownership Change (2016-08)
 - Residential Rental Properties (2022-01)
 - Screens & Window Treatments (2021-05)
 - Time to Remedy (2021-06)
 - Vacant Building Registration (2019-02)
 - Window Coverings (2018-02)

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OPEN DISCUSSION


**Questions, Comments, and/or
Recommendations**

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TOWN OF GEORGETOWN

CODE ENFORCEMENT MEETING

JANUARY 12, 2024

The seal of the Town of Georgetown, Delaware, is located in the top right corner of the slide. It features a central illustration of a building with a steeple, surrounded by a circular border with the text "Town of Georgetown, Delaware" and "1791". Below the seal is a vertical red bar.