

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Caroling on The Circle:** Monday, December 9<sup>th</sup>, at 6:30 PM
- ✓ **Town Council Meeting:** Wednesday, December 11<sup>th</sup>, at 6:45 PM: Public Hearing – Transitional Housing Modifications; 7:00 PM: Regular Meeting, Town Hall
- ✓ **Planning Commission:** Wednesday, December 18<sup>th</sup>, 6:00 PM, Town Hall
- ✓ **Town Offices Closed:** Tuesday, December 24<sup>th</sup>, ½ day in observation of Christmas Eve
- ✓ **Town Offices Closed:** Wednesday, December 25<sup>th</sup>, in observation of Christmas Day

## **Finance**

- Utility disconnects are scheduled for Wednesday, December 11<sup>th</sup>
- FY 2014 Audit “Walkthrough Observation” will be on Monday, December 9<sup>th</sup>
- FY 2015 Budget Schedule has been prepared (copy attached)
- Real Estate Transfer Tax Summary (November 2013)

	November 2013		November 2012	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$7,240	\$95,323	\$22,635	\$93,506

## **Planning**

- Shone Lumber exterior expansion (lumber storage) has been approved
- Building Permit Summary (November 2013)

Building Activity	November 2013	October 2013	November 2012
Permits Issued	26	28	34
Value of Improvements	\$2,223,062 <sup>1</sup>	\$825,847	\$837,425
Permit Revenue	\$11,625	\$3,205	\$4,710

## **Police**

- Significant Incident Reports distributed as received
- Secured Caterpillar Bulldozer from LESO (see photo 1)
- Supported Chamber of Commerce Annual Christmas Parade

<sup>1</sup> Delmarva Christian School Gym is \$1,906,661 of the improvements

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## **Wastewater**

- Large Lagoon depth is 11 feet and small Lagoon depth is 4 ½ feet
- DNREC Annual Report of Operator in Charge and other Operators (Form 404) completed

## **Public Works**

- Margaret Street Project continues – Progress Meeting #2 scheduled for December 10<sup>th</sup>
- ADA handicap curb ramp installation at North Race Street and East Laurel Street in process (see photos 2 and 3)
- Cleaned up Maintenance Shop yard
- Assisted with Annual Christmas Parade (stage set up, detour sign and barricade placement, clean up)

## TOWN MANAGER'S UPDATE ...

- Met with Georgetown Point residents to discuss street completion issues, snow removal, road dedication and storm water pond maintenance
- Met with representatives of Inacom regarding renewal of copier lease and telephone system upgrade
- Attended Sussex County Association of Towns dinner meeting – Annual Holiday Dinner and Farewell to Greg Ferrese (Rehoboth Beach City Manager)
- Met with Mayor Wyatt and concerned citizen regarding demolition process
- Participated in the Annual Christmas Parade
- Organized Height Restriction Workshop for Mayor and Council

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**Photo 1 - New Caterpillar Bulldozer**



**Photo 2 - ADA Ramp (Under Construction)**



**Photo 3 - ADA Ramp (Completed)**

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

# TOWN OF GEORGETOWN

## Budget Schedule for Fiscal Year 2015

January 8, 2014 – Requests to Department Directors

February 5, 2014 – Departmental Budgets submitted to Finance

Budget Adjustments

February 26, 2014 – Presentation of Budget to Town Council

Budget Workshop(s) (1 or more meetings with Council & Staff)

March 12, 2014 or March 26, 2013– Final Budget approved by Town Council

