

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Memorial Day Service:** Sunday, May 25th, 1:30 PM, The Circle
- ✓ **Town Offices Closed:** Monday, May 26th, in observance of Memorial Day
- ✓ **Town Council Meeting:** Wednesday, May 28th, at 7:00 PM, Town Hall
- ✓ **Sussex County Association of Towns:** Wednesday, June 4th, at 6:00 PM, hosted by Dagsboro at Cripple Creek Golf & Country Club
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, June 6th, at 9:00 AM, Arena's at the Airport

UPDATES FROM DEPARTMENTS ...

Finance

- As of May 22nd, the Town has collected:
 - \$589,608 (40%) in property taxes of the \$1,474,559 billed (due date is June 9th, 2014)
 - \$748,489 (90%) of the \$829,037 April utility billing (due date was May 7th, 2014)
- Audit prep work (statement and document production) is underway
- Fiscal Year 2014 – Year-end close is scheduled for June 2nd, 2014

Planning

- Building permit issued for Redner's gas canopy and kiosk on May 22nd, 2014
- Concept plan submitted for New Flex World location (West North Street)
- Planning Commission:
 - Public Hearing
 1. Revision to Article XXII Signs – *Approved with two recommendations*
 2. Addition to §230-5 Definitions (Animal Grooming) – *Approved*
 3. Addition to §230-82 Permitted Uses (Animal Grooming) – *Approved*

Police

- Significant Incident Reports distributed as received

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Public Works

- Completed installation of 8 of the 17 new light poles on East Market Street (see photo 1 and 2)
- Event Stage is complete – first concert went well

Wastewater

- Large Lagoon depth is 14 ½ feet and Small Lagoon depth is 7 feet
- Hay farmer has sprayed the 80 acre field for weeds – 1st cut anticipated in mid-June
- Repair of washouts on the side of lagoons is underway
- On Thursday evening, May 22nd, 2014, 1.25” rain was recorded at the plant

TOWN MANAGER'S UPDATE ...

- Received formal notification from USDA authorizing use of the surplus funds (\$614,471) from the Pettyjohn Woods Spray Irrigation project on the Inflow & Infiltration (I & I) Study & Repair project
- Four (4) Public Works employees completed Water Operator I course – certification exam will be in June (Hobie Brewington, Craig Eaton, Kyle Rager, Donald Robinson)
- Finalized program and planning for the 2014 Memorial Day Service with representatives of Georgetown Kiwanis and Korean War Veterans (Gene Dvornick, Walter Koopman, Holland VanValkenburgh)
- Attended Delaware Police Chiefs' Council 9th Annual Awards Banquet (Gene Dvornick, Chief Topping, Mike Wyatt)
- Completed IRS filing to officially discontinue Water & Supply Company (one full year tax return – 2013; one part year and final tax return – 2014)
- Continued work on transitional housing with focus on compliance with Fair Housing Act and Reasonable Accommodation requirements (Stephani Ballard, Jamie Craddock, Gene Dvornick, Jocelyn Godwin)
- Represented the Town at Delaware League of Local Governments. Presentation by Diamond Technologies on Cybersecurity
- Assisted Georgetown-Millsboro Rotary with “Flags for Heroes” installation on The Circle (see photo 3)

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Photo 1 - Fiberglass Pole (Old)



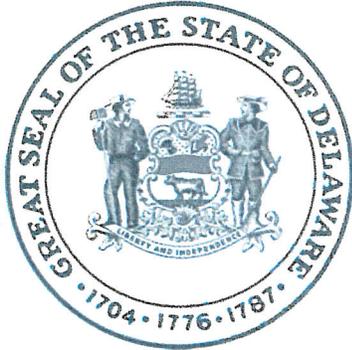
Photo 2 - Site-Link Steel Pole (New)

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Photo 3 – “Flags for Heroes”

***PLEASE NOTE THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
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Delaware League of Local Governments

May 22, 2014

Cybersecurity Handout

Cybersecurity – Protecting People, Processes and Systems

Cybersecurity Guidelines

Follow these basic guidelines to protect your information, both personal and professional:

Password Management

- ◆ Greater than 12 characters with a mix of upper and lower case letters, symbols, and numbers
- ◆ Don't write it down
- ◆ Don't share it
- ◆ Change it every 6 months
- ◆ Don't store it in your web browser
- ◆ Store in encryption file
- ◆ Use different passwords for different accounts
- ◆ No family names, birthdays, favorite slogans, or sports team

Internet Security

- ◆ HTTPS vs. HTTP
- ◆ Check for website Certificates
- ◆ Don't store passwords
- ◆ Delete cookies
- ◆ Don't visit unknown or "untrusted sites" – use Anti-Virus solutions for controls
- ◆ Log off all websites, don't just close the browser
- ◆ Deleting files is like throwing your bank statement in the trash without shredding it – use eraser programs

Mobile Security

- ◆ Use screen locks.
- ◆ Don't do banking transactions.
- ◆ Don't store sensitive data or pictures.
- ◆ Keep your device updated.
- ◆ Don't respond to unsolicited text messages.
- ◆ Turn off Bluetooth when you are not using it.
- ◆ Don't use more than one computer to back up your data.
- ◆ Don't use Airport USB chargers.

Wireless Security

- ◆ Change your SSID to a unique name
- ◆ Change default passwords and names on all routers and access points
- ◆ Use MAC filtering
- ◆ Separate keys for guests and children.
- ◆ Turn off automatic Wi-Fi login.
- ◆ Don't use free WiFi for banking or confidential transactions.
- ◆ Use AES encryption.



Why Diamond?

Experience. The Diamond Difference

Information has become the most valuable asset (apart from its people) of any organization, including municipalities, government and quasi-government entities. The threat to that information has risen in proportion to the value of information. As enterprise IT becomes fully integrated – from the smartphone, through the cloud, to the legislative floor – using information effectively is a product of how well that information is secured.

Diamond Technologies offers Cybersecurity risk management services that exceed industry security standards. We partner with your team, securing information against cyber threats and keeping your organization ahead of the curve in today's rapidly changing IT and threat environment.

Cyber Security Services:

- ◆ *Vulnerability Assessment*
- ◆ *Penetration Testing*
- ◆ *Security Incident Mgmt*
- ◆ *Cyber Policies & Guidelines*
- ◆ *Cyber workforce education*
- ◆ *Virtual Security Officer*
- ◆ *Security Governance*

"Diamond has assisted the State many times over on both large and small IT initiatives....and is helping the State set its technology direction for the 21st century"

~ Jack Markell, Governor—State of Delaware





CLOUD POWER

Deploy and consume scalable, mobile and agile IT services over the Web.

SUPPORT AND SOLUTIONS

Allow organizations to focus on core business while IT professionals deliver solutions and support.

CIO GUIDANCE

Provide proactive C-level technical guidance to ensure that an organization's IT structure and focus align with its business strategies and goals.

FEATURES

- ◆ Reduce Cost & Provide Flexibility
- ◆ 24/7/365 Support Service
- ◆ Microsoft Office 365 Integration
- ◆ Cloud applications guidance & implementation
- ◆ Managed services - Applications, Servers & Printers
- ◆ Server/Workstation Configuration
- ◆ Training
- ◆ Virtualization
- ◆ Disaster Recovery & Business Continuity
- ◆ Hardware/Software Options

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