TOWN MANAGER'S WEEKLY REPORT

UPCOMING MEETINGS & EVENTS …

- ✓ **Planning Commission:** Wednesday, August 20th, 6:00 PM, Town Hall
  1. Public Hearing
     - Rezone Application – 126 West Market Street
  2. Regular Meeting
     - Site Plan Review – 203 Edward Street (St. Michael the Archangel Church)
- ✓ **Town Council Meeting:** Wednesday, August 27th, 7:00 PM: Regular Meeting, Town Hall
- ✓ **Sussex County Association of Towns:** Wednesday, September 3rd, at 6:00 PM, hosted by Sussex County Association of Realtors

UPDATES FROM DEPARTMENTS …

Finance

- As of August 14th, the Town has collected $1,411,007 (96%) of the FY 2015 Property Tax Billing ($1,474,559)
- Collected $691,010 (85%) of the July utility billing ($811,993) – due date was August 11th, 2014 – reminder notices sent
- Supplied the State of Delaware, Department of Finance, Office of the Secretary, information needed for the County Seat Annual PILOT Program. The total assessment of State owned properties is $8,842,000. Payment from the State is expected to be received by October 2014
- Real Estate Transfer Tax Summary (July 2014)

	July 2014		July 2013	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	$21,467	$58,643	$10,949	$36,338

Police

- Lt. Grose and Detective Cordrey conducted a Law Enforcement Camp for kids at Delaware Tech
- Sgt. Tyndall provided home security training for residents at Acorn Acres
- Code Enforcement won a Failure to Obtain Rental License case at Court 14
- Chief Topping attending the signing of HB 213 granting health care coverage for police officers (see photo 1)
- Significant Incident Reports distributed as received

Planning

- Final pump station plans approved for Shops of College Park
- Marvel Museum ROW approved and signed
- Comprehensive Plan Review meeting with PLUS scheduled for Wednesday, August 27th
- Building Permit Summary (July 2014)

Building Activity	July 2014	June 2014	July 2013
Permits Issued	28	30	18
Value of Improvements	$1,506,687	$2,000,249	$2,241,054
Permit Revenue	$8,060	$10,560	$10,820

Public Works

- South Railroad Avenue Well & Treatment Project continues to move forward (see photo 2)
- Weed spraying continues
- Painting of fire hydrant caps (designating flow) has begun

Wastewater

- Large Lagoon depth is 8 ½ feet and Small Lagoon depth is 5 ¼ feet
- Assisted DelDOT and DNREC with clean up of grease trap issue at Georgetown Plaza
- Wet wells at Georgetown Plaza and Stevenson Lane hosed down

TOWN MANAGER'S UPDATE …

- Attended Records Management training (Jamie Craddock, Gene Dvornick, Laura Givens, Jocelyn Godwin, Olga Holm, Angie Townsend)
- Met with Town Solicitor and Town Engineer regarding pipe draining issues at Pettyjohn Woods (Gene Dvornick, Eric Rust)
- Completed Town Risk Assessment (with DFIT and CMI representatives) including a site visit to Public Works (Gene Dvornick, Laura Givens)
- Worked with Planning Staff and P & Z attorney on zoning issue related to Village of College Park (Jamie Craddock, Gene Dvornick, Jocelyn Godwin)
- Delaware Transit Corporation (DTC) contacted regarding damaged fencing at DART Transit Hub – turned over to DTC Facilities for follow up and repair

Photo 1 - HB 213 Signing

Photo 2 – South Railroad Avenue Water Treatment Building

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

Town of Georgetown
Planning Department
Building Permits
July 2014

					Use			Type					# of	Project	Emerg.	Inspect	Bldg. Per.	Brief
Permit #	**Date**	**Address**	**Map/Parcel**	**Property Owner**	**SF**	**MF**	**COM**	**New**	**Int**	**Ext**	**Demo**	**Misc**	**EDU**	**Cost**	**Fee**	**Fee**	**Fee**	**Description**
P1400152	7/1/2014	20550 Dupont Blvd.	135-14.00-35.02	North Salisbury Holdings LLC			1	1					3	$ 487,000.00	$ 1,461.00		$ 2,455.00	2,100 sf Store
P1400153	7/1/2014	6 Jacqueline Drive	135-14.20-366.00	ILKEM LLC		1						1		$ 150.00	$ -		$ -	Fence Repairs
P1400154	7/7/2014	401 College Park Ste 3	135-14.00-35.08	College Park Retail LLC			1		1					$ 90,000.00			$ 470.00	Tenant Fitout
P1400155	7/7/2014	125 S. Bedford St.	135-20.05-35.00	George Henderson	1							1		$ 500.00			$ 25.00	Replace Handrail
P1400156	7/7/2014	6 Beale St.	135-15.17-192.00	Vandola Collins	1							1		$ 2,914.00			$ 35.00	10' x 18' Shed
P1400157	7/8/2014	509 College Park Lane	135-14.00-35.08	College Park Retail LLC			1		1					$ 40,596.00			$ 225.00	Tenant Fitout
P1400158	7/9/2014	613 Edward Street	135-19.07-21.04	Valerie Taylor	1					1				$ 477.00			$ 25.00	Replace Window
P1400159	7/10/2014	15 East Laurel St.	135-14.20-171.00	Bahar Holdings, LLC			1			1				$ 2,700.00			$ 35.00	Replace Shingles
P1400160	7/11/2014	123 S. Bedford St.	135-20.05-34.00	Ronald Dodd	1				1					$ 3,000.00			$ 35.00	Replace Floorjoists
P1400161	7/14/2014	827 E. Market St.	135-15.00-25.00	Georgetown Chamber			1		1					$ 91,667.00			$ 480.00	Tenant Fitout
P1400162	7/16/2014	435 East Market St.	135-15.13-15.00	Delmarva Power & Light			1					1		$ 490,000.00			$ 2,470.00	Renovations
P1400163	7/16/2014	418 N. Bedford St.	135-14.16-25.00	Malinda Howes			1		1					$ 700.00			$ 25.00	Install Light
P1400164	7/17/2014	116 N. Bedford St.	135-14.20-162.00	Carol Gooss	1							1		$ 1,500.00			$ 30.00	Replace Steps
P1400166	7/17/2014	2 The Circle	135-19.08-155.00	Sussex County			1					1		$ -			$ -	Natural Gas
P1400166	7/17/2014	19 Loblolly Lane	135-19.00-95.00	Lauren Fritz	1			1						$ 40,000.00	$ 40.00		$ 240.00	2 Story Addit.
P1400167	7/21/2014	13-15 South Race St.	135-14.20-229.00	A & D Realty			1					1		$ 800.00			$ 25.00	Foundation Review
P1400168	7/21/2014	308 N. Railroad St.	135-14.20-239.00	First State Comm. Action			1					1		$ 1,658.12			$ 30.00	Replace Shed
P1400169	7/21/2014	514 West Market St.	135-19.11-9.00	Bull's Eye Rental Props.			1					1		$ 750.00			$ 25.00	Fence/Remove Shed
P1400170	7/22/2014	501 College Park Lane	135-14.00-35.08	College Park Retail LLC			1		1				1	$ 200,000.00			$ 1,020.00	Tenant Fitout
P1400171	7/22/2014	21447 Park Avenue	135-20.00-60.08	Michael Danley	1							1		$ 400.00			$ 25.00	12' x 20' Shed
P1400172	7/22/2014	1 West Way	135-20.05-55.00	David Brant	1			1						$ 25,800.00	$ 25.80		$ 150.00	Bath Addit.
P1400173	7/22/2014	313 Robinson St.	135-19.08-19.00	Kenneth Lecates	1				1					$ 4,400.00			$ 45.00	Install Shower
P1400174	7/22/2014	307 N. Bedford St.	135-14.20-81.00	SKP Georgetown, LLC			1			1				$ 3,980.00			$ 40.00	Paint Ext.
P1400175	7/23/2014	427 E. Market St.	135-15.17-20.00	Francisco Vicente	1				1					$ 10,000.00			$ 70.00	Renovations
P1400176	7/28/2014	418 N, Bedford St.	135-14.16-25.00	Malinda Howes			1		1					$ 745.00			$ 25.00	Tenant Fitout/Sign
P1400177	7/29/2014	20275 Ennis Road	135-14.19-12.00	Zachary Hart	1					1				$ 300.00			$ -	Extend Driveway
P1400178	7/30/2014	108 Elizabeth St.	135-19.08-67.00	Robert Ricker	1						1			$ -			$ -	Remove Shed
P1400179	7/30/2014	21777 Sussex Pines Rd.	135-20.00-26.00	DCHS			1					1		$ 6,650.00			$ 55.00	Install Sign
				Totals	12	1	15	3	9	4	1	11	4	$ 1,506,687.12	$ 1,526.80	$ -	$ 8,060.00	

Use
SF - Single Family
MF - Multi-family
COM - Commercial

Type
New - New Construction
Int - Interior Renovation
Ext - Exterior Renovation
Demo - Demolition
Misc - Miscellaneous

Records Management

Jean Townson
Information Resources Specialist II
Delaware Public Archives

Topics

- Delaware Public Records Law
- What is a Public Record
- Responsibilities of Public Officials and Employees
- Delivery of Records to Successor
- Designation of Records Officers and Authorized Agents
- Responsibilities of Records Officers and Authorized Agents
- Benefits of Records Management
- Retention Schedule
- Records Destruction
- Permanent Storage
- Retrieving Records
- Access and Ownership
- Delaware Public Archives Website
- Subscription

Delaware Public Records Law

29 Del. Code, Chapter 5

"Delaware Public Archives is responsible for establishing and enforcing the policies and guidelines for the management and preservation of all public records of this State and the political subdivisions thereof."

Responsibilities of Public Officials and Employees

In accordance with *29 Del. Code §504*, all public officials and employees are responsible to:

- Document the transaction of public businesses and services and programs for which persons are responsible
- Retain and protect all public records in their custody
- Cooperate with DPA and Records Officers in the establishment of an active and continuous program for the economical and efficient management of public records

What is a Public Record?

- Any Document
- Book
- Photographic Image
- Electronic Data Recording
- Paper
- Sound Recording

Regardless of the format, any information created, complied, collected or received in connection with the transaction of public business or related in any way for public purposes by any officer or employee of this Sate or any public subdivision thereof is a Public Record.

Importance of Records

- Document the history and legal responsibility of an agency
- Contain information which allow government programs to function
- Ensure continuity with past operations
- Provide officials with a basis for making decisions
- Provide citizens with a means of monitoring governmental programs and measure the performance of public officials

Public Records Come In Many Formats

- **Content on Website**
- **Blog Postings**
- **Information Captured On Electronic Devices** *(Databases, Servers, Networks)*
- **Social Media** *(Facebook, Twitter, You Tube)*
- **Paper Files** (Books and forms)
- **Electronic Messages and Attachments** *(Instant Messaging, Texts)*
- **Documents on Personally Owned Devices** *(Cell Phones, Flash drives)*

E-mail Records

- There is no single retention period that applies to all of an agency's e-mail. The retention periods are determined by the content and purpose of the record.
- Generally, e-mail falls into two categories: transitory messages and messages which have a specific retention.

Transitory Messages

- Records that are created primarily to communicate information of short-term value. *Transitory messages* ***do not*** *set policy, establish guidelines or procedures, certify a transaction or become a receipt*

Retention Specific

- Records that are ***created*** or ***received*** to conduct agency business

Electronic Records

A record is a record regardless of it's format!!!!

- It is the content of a record, not the medium that determines whether it constitutes a public record.
- Compare content to a retention schedule to determine retention requirements.
- Requirements by the DPA are the same for destructions and transfers.
- Generally, the person who creates and the sends the message is responsible for retention.
- Business needs may require the receiving agency to retain the documents.
- Transfer by hard-copy or Archival CD's or DVD's.

Content Matters

It is the *content* of a record,
not the medium,
that determines whether a record is a public record

Designation a Records Officer

- Each state agency head and chief administrative official of each political subdivision is *required* to designate at least one Records Officer.
- Agencies are required to appoint their designee(s) on the Records Officer /Authorized Agent Appointment form.
- Designations occur annually and are effective on July 1st.
- If an agency's designee(s) changes, Delaware Public Archives shall be notified within **30** days.

Records Officer Responsibilities

- Serve as the agency's liaison to DPA
- Develop and supervise their agency's records management programs
- Develop/Assist in any revisions of an agency retention schedule
- Document authorized transfers and destructions
- Maintain information on records transferred to DPA

Delivery of Records to Successor

At the end of a term of office, appointment, or employment all records kept or received by the custodian, shall be turned over to his/her successor, supervisor or records officer.

29 Del. Code §506

Break Time

What is a Retention Schedule?

An approved legal document that displays:

- The title and description of a particular set of records
- The minimum retention or length of time a record should be kept in an office or storage facility
- The final disposition (temporary/permanent storage or destruction)
- Whether or not a record is “Vital” (essential to the continued functioning of an agency during an emergency)
- Whether or not a record is “Confidential” (open to public inspection)

Retention Schedules are Based on the Value of the Record

ADMINISTRATIVE VALUE

- Records that support the day-to-day operations and are used in conducting routine business and assisting the creating agency in performing the functions for which they are responsible.

FISCAL VALUE

- Records that document an agency's financial transactions and obligations
- Accounting Records, Audit Reports, Budgets, Ledgers, etc.

HISTORICAL VALUE

- Records that provide information about our past and help guide us into the future. They often document the development of government and its policies
- Birth and Death Records, Minutes, Photographs, etc.

LEGAL VALUE

- Records that document legally enforceable rights or obligations for an agency
- Contracts and Agreements, Civil and Criminal Case Files, Land Records, Legal Opinions

Sample Retention Schedule

SERIES #	SERIES TITLE AND DESCRIPTION	VITAL	RETENTION INSTRUCTIONS
LGADM-013	MAPS/PLANS/PLOTS Local government maps or drawings (current and outdated) of roads, streets, zoning, parks, flood plains, subdivision annexations, and other geographical and geological aspects of the local government, produced by or for any local government departments or subdivisions.	VITAL	Transfer copy of each map to Archives for permanent preservation. Retain copy of each map permanently at agency.
LGADM-020	LITIGATION CASE FILES Legal documents, court decisions, correspondence, reports, background material, accident reports, and other documents relating to cases to which the local government is a party, including but not limited to those involving accounts receivable, real property, acquisition and control, negligence and personal injury, labor relations, workers' compensation, and tax foreclosures.		Retain at agency 10 years after close of case; destroy.

Vital Records

Title 29 Delaware Code, Chapter 5, Subchapter I, § 501 - 526
§ 502 (11) "Vital Records" definition

"Those records which contain information required for government to continue functioning during a disaster, protect the rights of Delaware citizens and document the obligations of Delaware government…"

Vital Records require appropriate offsite backup.

Confidentiality

Confidentiality of a record is determined by federal or state statutes and may apply to records as a whole or to portions of the records.

Audit/Litigation

Records subject to an audit must:

- Be retained for the period listed in the Retention Schedule
- Answer all questioned expenditures, procedures, or other issues noted in the audit report
- Satisfactorily resolve all recommended changes
- Audit Results have been approved by all applicable federal and state agencies

Records that are involved in any legal action must be retained until after exhaustion of all legal appeals, challenges and remedies, <u>even if they have met the minimum retention requirements</u>.

ALERT!

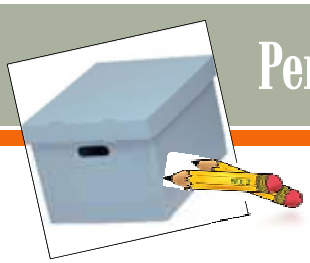
"No officer, member or employee of any agency of this State or any political subdivision thereof shall destroy, sell or otherwise dispose of any public record or printed public document in such person's care or custody or under such person's control without first having advised the Delaware Public Archives of their nature and obtained its consent."

29 Del. Code § 504

Destruction

Prior to requesting authorization for destruction, agencies must ensure:

- The records have met their required retention
- The records are NOT subject to any active or pending litigation, audit, Freedom of Information Act (FOIA) requests, or an appeal of a FOIA decision
- The records are no longer required under any other legislation, and all statutory an regulatory requirements are fulfilled
- The records have no further administrative or business use to the agency
- **A Destruction Notice form has been completed and approved by Delaware Public Records**
- Ensure the records are destroyed in an appropriate manner



Permanent Storage

- Records MUST be placed in acid free boxes with each records series boxed separately
- Place files upright in proper sequential order
- Boxes may only be written on in pencil
- Prepare a content list
- Complete a Transfer Document
- Submit request via email to DPA for review and approval

Content Lists

- All transfers must include a content list
- Microsoft Excel spreadsheet that lists all files being transferred
- Templates are made by DPA and obtained from analyst
- Box and spreadsheet must match
- No handwritten content lists are accepted
- Must have two different identifiers
- Completed spreadsheets are submitted to analyst via email only
- Do not convert spreadsheet to PDF format

Packing and Stacking

Consider the following prior to placing the records in boxes:

- Avoid over packing or under packing boxes to prevent damage to records.
- Materials must fit in the box without causing it to bulge and the lids must fit correctly.
- Materials should not be placed in hanging folders.
- Remove rubber bands and any metal (paperclips, binder clips, notebooks, etc.).
- Do not send damaged boxes, such as those that are crushed, have ripped handles, water damage or mold.
- File names or numbers must be visible.
- Records and boxes should not come in contact with the floor.
- Papers with a high level of acidity, such as newspapers, should be photocopied to preserve the information.

Boxing Do's and Don'ts
(FOR TRANFERS)

DO'S	DON'TS
One series per box	Remove labels
File folders	Hanging folders
Proper order	Over pack
Upright position	Access
Labels clearly visible	Label, stickers or tape
Spacing	Ink pens, markers
Pencil only	

Ordering Boxes

The Paige Company. (FSF ID: 0000016892)
P.O. BOX 443, 1 Paul Kohner Place
Elmwood Park, NJ 07407
Point of Contact: Peter Brown: Email: Pbrown@Paigecompany.com
Phone: 800-223-1901 x 116 Fax: 201-461-2677

www.paigecompany.com

Minimum Order to obtain contract pricing:
a. Acid Free minimum order: 40 boxes
b. Brown Double Walled minimum order: 50 boxes
c. Destruction Boxes minimum order: 240 boxes

Please contact your analyst for odd sized boxes, for example map boxes.

Access and Ownership

Once records have been transferred to the Delaware Public Archives, the Archives becomes the owner of the records.

If an agency requests a record(s) stored at the Archives, a copy is provided to the agency but not the original document(s).

Retrieving Records Previously Transferred

Request must be made by Records Officer/Authorized Agent

Completion of Records Service Form

Submit Form via e-mail to Ready Records *(rrecords@state.de.us)*

Records Management Forms

Records Officer / Authorized Agent	• Used by agencies to designate a Record(s)Officer and Authorized Agent(s)
Destruction Notice	• Used by agencies requesting to destroy records that have met their required retention
Transfer Document	• Used by agencies requesting to transfer documents to the State Records Center or Archives
Records Service Form	• Used by agencies to retrieve boxes/files that were previously transferred to the States Records Center DPA
Records Series Inventory Form	• Used by agencies to create or modify an existing records retention schedule

Benefits of Records Management

- Improves use of staff time
- Reduces costs associated with retaining unnecessary information
- Reduces risks in litigations and government investigations
- Protects records that are essential to mission critical business operations

How To Manage Records Effectively?

- Familiarize yourselves with the records retention schedule
- Become aware of polices and procedures relating to the transfer and destruction of records
- Share your Records Management knowledge with co-workers

WEBSITE

archives.delaware.gov

Click here

Subscription

DPA has added a Records and Information Management announcement section to the Delaware Notification Service. The subscription service enables the Government Services section to provide almost instantaneous information to state and local government agencies regarding topics such as:

- National and State Emergency weather alerts (NWS & DEMA)
- Educational opportunities
- Responses to FAQs
- Helpful Records Management Tools
- Policy, procedure, and general retention schedule updates

Subscribe Today!

The Future

Good records management protects valuable information for future generations.

Questions?