

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Presentation: East Market Street Design Guidelines:** Tuesday, November 25th, 6:00 PM: Lecture Hall, William Carter Partnership Center Delaware Tech, Owens Campus
- ✓ **Town Offices Closed:** Thursday, November 27th, in observation of Thanksgiving Day
- ✓ **Town Offices Closed:** Friday, November 28th, in observation of the Day after Thanksgiving
- ✓ **Sussex County Association of Towns:** Wednesday, December 3rd, 6:00 PM, Rehoboth Beach
- ✓ **Georgetown Christmas Parade:** Thursday, December 4th, 7:00 PM
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, December 5th, at 9:00 AM, Arena's at the Airport
- ✓ **Caroling on the Circle:** Monday, December 8th, 6:30 PM
- ✓ **Town Council Meeting:** Wednesday, December 10th, at 7:00 PM: Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS ...

Finance

- As of November 21st, the Town has collected \$821,876 (90%) of the October Utility Billing (\$913,166)
- Actual v Budget (October 2014) has been prepared (copy attached)

Police

- Significant Incident Reports and Press Releases distributed as prepared
- Order for new portable radios placed – funding through Violent Crimes funds and Eddie Byrne Grant for a total expenditure of \$16,000
- Installation of new access control system started – system is compatible with Town Hall system
- Chief Topping attended a "Crime Initiatives" meeting with Attorney General elect Matt Denn and a Law Enforcement Coalition meeting with DSP, Corrections, State FOP and others in reference to Death Penalty legislation.

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Wastewater

- Large Lagoon depth is 3 1/2 feet and Small Lagoon depth is 1 ½ feet
- Jetted sewer line on North Bedford Street between Depot Street and Edward Street
- Rebuilt starters on pumps at the Del Tech pump station
- Cleaned out check valves at Del Tech

Planning

- Sussex Academy Sports Fields plan approved on November 19th, 2014
- Predevelopment Meeting with Royal Farms for northern site expansion scheduled for November 25th, 2014
- Predevelopment Meeting with Harrison Senior Living for 108 West North Street scheduled for December 2nd, 2014
- Proposed Floodplain Ordinance under review

Public Works

- Started placement of holiday decorations on The Circle
- South Railroad Avenue Well start up planned for 1st week in December
- Preparations for New Year's celebration continues

TOWN MANAGER'S UPDATE ...

- Completed initial review of FY 2014 Financial Statements and Audit – responses to Management Letter prepared and submitted (Gene Dvornick, Laura Givens, Olga Holm)
- Worked with First State Community Action Agency on Legislative Community Transportation Funds (CTF) for parking lot rehabilitation
- Followed up with concerned resident status of railroad crossing improvements at South King Street and Ingramtown Road
- Reviewed contract with Metropolitan Revenue Associates, LLC regarding Business license audit – scheduled to begin on/about February 1st, 2015
- Initial planning meeting for Downtown Development District (DDD) grant application. Identified key stakeholders, outlined meetings, and discussed public outreach (Gene Dvornick, Jocelyn Godwin)

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- Met with planner and engineer for the Whispering Breeze project – reviewed current project status (Gene Dvornick, Jocelyn Godwin)
- Met with commercial property owner to review and discuss sign regulations in the UB2 zoning district (Gene Dvornick, Jocelyn Godwin)
- Attended Verbal Self Defense class at Delaware Tech (Gene Dvornick, Laura Givens, Olga Holm)
- Attended UD-IPA “Planning for Transportation Improvement Districts, Downtown Development Districts, and Market-Ready (Re)Development” (Gene Dvornick, Jocelyn Godwin). Key items discussed:
 - ✓ Navigating the New Economy
 - ✓ Private-Sector Perspective on Market-Ready (Re)Development
 - ✓ Transportation Improvement Districts – What’s and How’s
 - ✓ Keys to successful Downtown Development Districts

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

**Town of Georgetown
Budget Versus Actual (Operating)
As of October 31, 2014**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.50% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$3,031,627	\$2,459,384	\$572,243	81%
Water Fund	\$1,047,796	\$575,465	\$472,331	55%
Sewer Fund	\$1,810,002	\$947,033	\$862,969	52%
Fund Transfers	\$478,618	\$150,000	\$328,618	31%
Total	<u>\$6,368,043</u>	<u>\$4,131,882</u>	<u>\$2,236,161</u>	<u>65%</u>

<u>Expenditures</u>				
General Fund	\$3,204,431	\$1,959,561	\$1,244,870	61%
Water Fund	\$808,539	\$394,893	\$413,646	49%
Sewer Fund	\$1,445,684	\$666,958	\$778,726	46%
Debt Service	\$909,389	\$770,465	\$138,924	85%
Total	<u>\$6,368,043</u>	<u>\$3,791,876</u>	<u>\$2,576,167</u>	<u>60%</u>

* Line item detail available upon request.

