

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Caroling on the Circle:** Monday, December 8th, 6:30 PM
- ✓ **Town Council Meeting:** Wednesday, December 10th, 7:00 PM: Regular Meeting, Town Hall
- ✓ **Planning Commission:** Wednesday, December 17th, 6:00 PM, Town Hall
 1. Public Hearing
 - Revision to §170 – Flood Damage Prevention
 2. Regular Meeting
 - Revision to §170 – Flood Damage Prevention
 - 126 West Market Street, seeking reductions in Parking requirements, Drive width, and Side yard setback
- ✓ **Town Offices Closed:** Wednesday, December 24th, ½ day in observation of Christmas Eve
- ✓ **Town Offices Closed:** Thursday, December 25th, in observation of Christmas Day
- ✓ **Town Offices Closed:** Friday, December 26th, in observation of Day after Christmas

UPDATES FROM DEPARTMENTS ...

Finance

- As of December 5th, the Town has collected \$851,709 (93%) of the October Utility Billing (\$913,166)
- Monthly Key Revenue Items Report (November 2014) – copy attached
- Real Estate Transfer Tax Summary (November 2014)

	November 2014		November 2013	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$10,026	\$129,641	\$7,240	\$95,323

Wastewater

- Large Lagoon depth is 4 ½ feet and Small Lagoon depth is 1 ½ feet (Last year at this time, levels were 14 ½ and 6 feet, respectively)
- Pump 2 at Burton Street pump station pulled and new rail system installed
- New coil on starter for pump 1 installed at Del-Tech pump station

TOWN MANAGER'S WEEKLY REPORT



Police

- Significant Incident Reports and Press Releases distributed as prepared
- Code Enforcement Report – November 2014 issued and posted to website (copy attached)

Planning

- Primeros Pasos Final Approved plans signed
- Microtel Certificate of Occupancy (CO) inspection conducted December 3rd
- Received minor subdivision application for 536 South Bedford Street
- Finalized Flood Damage Prevention Ordinance – presentation to Planning Commission in December, Town Council in January 2015
- Building Permit Summary (November 2014)

Building Activity	November 2014	October 2014	November 2013
Permits Issued	23	32	26
Value of Improvements	\$1,311,258 ¹	\$378,284	\$2,223,062
Permit Revenue	\$6,940	\$2,155	\$11,625

Public Works

- Hydrant flushing is completed
- Repaired streetlight fixtures (lamps) along East Market Street
- Set up and clean up support for the Annual Christmas Parade

TOWN MANAGER'S UPDATE ...

- Met with representative of local construction company and developer to discuss Subdivision/Site Plan Inspection fees
- Held meeting with local residents, concerned citizens and Representative Briggs-King to review and discuss railroad crossing at South King Street and Ingramtown Road
- Discussed Federal regulations and changes impacting Municipal Advisors (previously considered Financial Advisors) (Gene Dvornick, Laura Givens)
- Provided property owner information to local business interested in purchasing additional properties in town

¹ Sussex Academy Sports Field Expansion is \$694,925 of the improvements

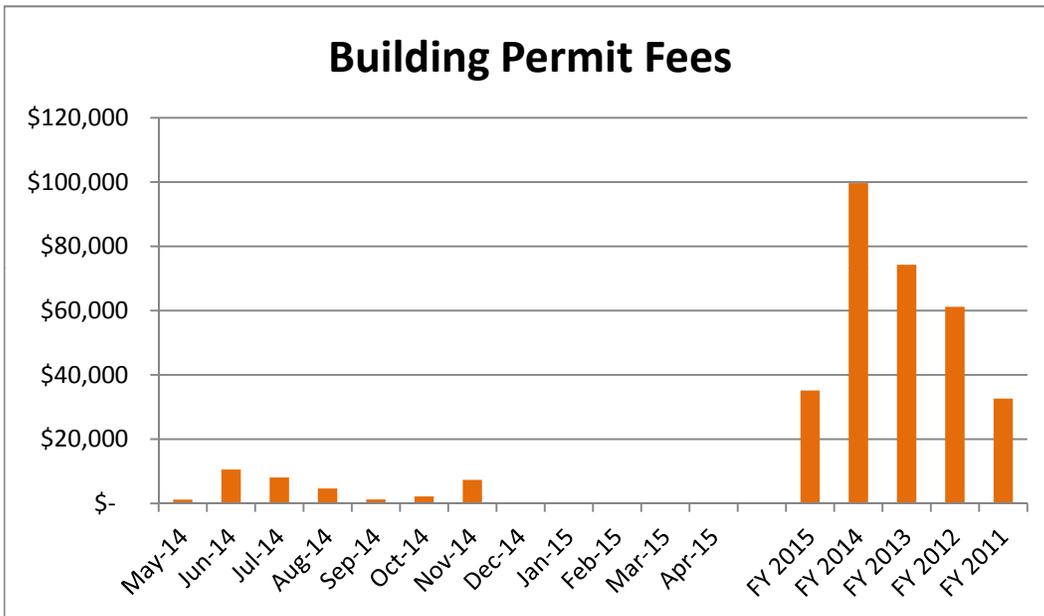
TOWN MANAGER'S WEEKLY REPORT



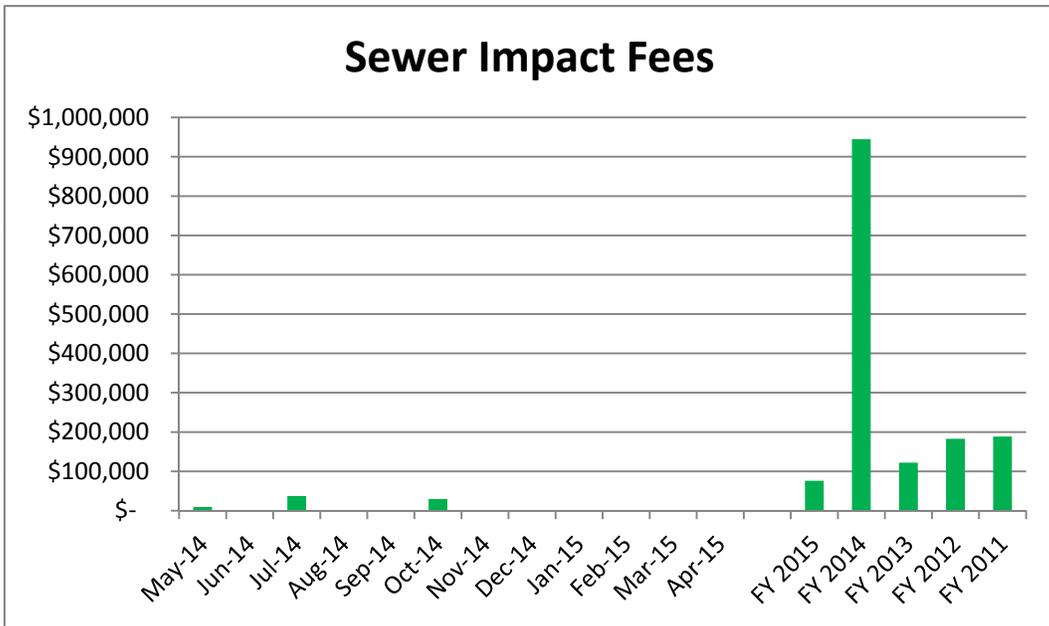
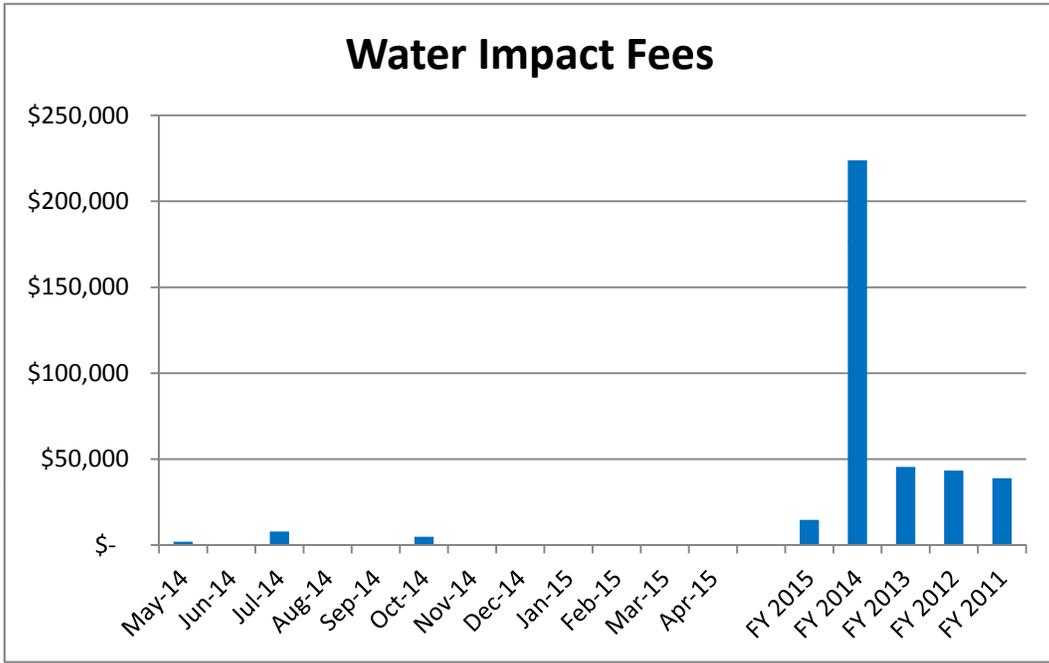
- Initiated process to begin one (1) month pilot program with professional answering service for after business hours call to the police department (Gene Dvornick, Laura Givens, Chief Topping)
- Completed USDA Compliance Audit (funding requirement) for current loans (Gene Dvornick, Lisa Fitzgerald, Laura Givens)
- Attended Downtown Delaware Idea Exchange (Smyrna, DE). Focus was new business attraction, historic building renovation, and Project Pop-Up
- Attended SCAT Steering Committee (Gene Dvornick, Bill West) – discussion on the following:
 - ✓ Potential new SCAT lobbyist
 - ✓ Importance of supporting incoming League President Sam Cooper (Rehoboth Beach)
 - ✓ Henlopen Acres and issues with Comprehensive Plan Certification
- Met with Commercial Property Realtor to review and discuss zoning, permitted uses, and infrastructure

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

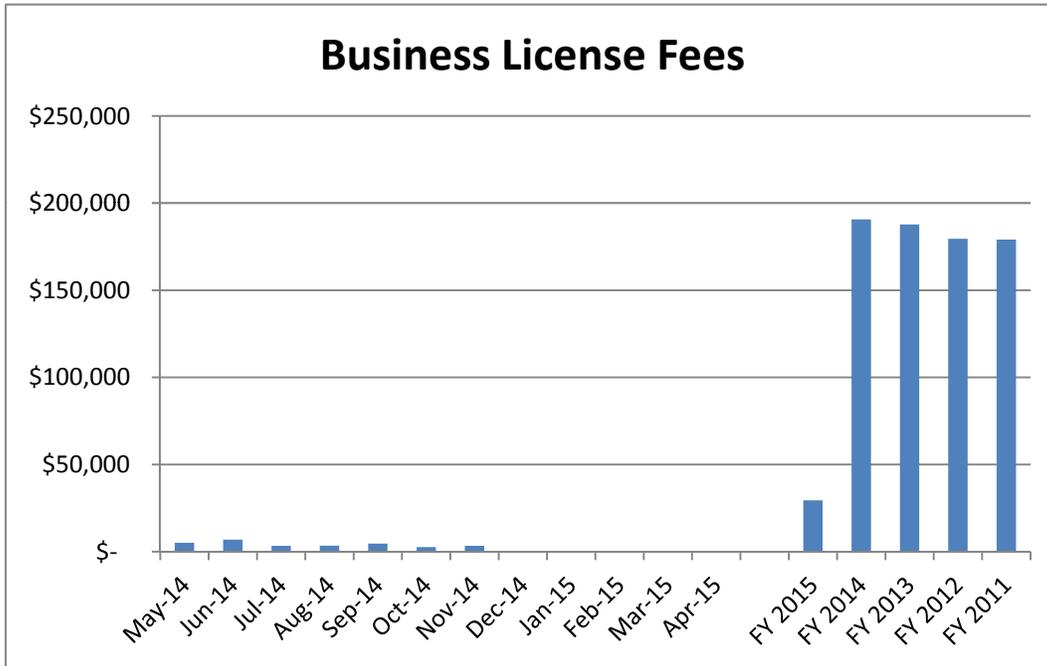
Key Revenue Items



Key Revenue Items



Key Revenue Items





Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
All	All	11/01/2014	11/30/2014

Case Activity:

	<i>Burk, James</i>	<i>Total</i>
New Cases	56	56
Closed Cases	60	60
Open Cases at start of period	31	31
Open Cases at end of period	27	27

Violation Activity

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
Accessory Structures	3	3
Accumulation (Scrap Tires)	3	3
Animals not allowed to be kept	1	1
Deposit and accumulation of grass clippings	1	1
Depositing garbage prohibited	10	10
Detrimental Objects	25	25
Exterior Structures	1	1
Holiday Lighting	4	4
Indoor Furniture/Outside	8	8
Maintenance of trees and other vegetation.	3	3
Overcrowding	1	1
Parking - Certain other parking prohibited	5	5
Permit for construction required	6	6
Rental licenses (applicant shall certify, in writing)	4	4
Rental/Business License	8	8
Scrap Tire Management – General	3	3
Sign regulations for all districts.	2	2
Signs General Regulations	2	2

Signs, marquees & awings.	1	1
Trash, Collection	12	12
Vacant structures and land	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	7	7
Violations and penalties (Licensing)	7	7
Violations and penalties. (Grass, Bushes, Trees, Vegetation)	2	2
Violations and penalties. (Scrap Tires)	3	3
Windows and doors to be weathertight.	1	1
Totals	124	124

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	1	11/01/2014	11/30/2014

Case Activity:

	Burk, James	Total
New Cases	9	9
Closed Cases	10	10
Open Cases at start of period	7	7
Open Cases at end of period	6	6

Violation Activity

New Violations Cited	Burk, James	Total
Accessory Structures	1	1
Accumulation (Scrap Tires)	2	2
Animals not allowed to be kept	1	1
Depositing garbage prohibited	3	3
Detrimental Objects	4	4
Indoor Furniture/Outside	1	1
Overcrowding	1	1
Permit for construction required	2	2
Scrap Tire Management – General	2	2
Sign regulations for all districts.	1	1
Signs General Regulations	1	1
Trash, Collection	2	2
Vehicles wrecked, dismantled, inoperable or unregistered on private property	2	2

Violations and penalties. (Scrap Tires)	2	2
Windows and doors to be weathertight.	1	1
Totals	26	26

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	2	11/01/2014	11/30/2014

Case Activity:

	Burk, James	Total
New Cases	26	26
Closed Cases	23	23
Open Cases at start of period	10	10
Open Cases at end of period	13	13

Violation Activity

New Violations Cited	Burk, James	Total
Accumulation (Scrap Tires)	1	1
Depositing garbage prohibited	4	4
Detrimental Objects	13	13
Exterior Structures	1	1
Holiday Lighting	1	1
Indoor Furniture/Outside	6	6
Maintenance of trees and other vegetation.	1	1
Parking - Certain other parking prohibited	2	2
Permit for construction required	2	2
Rental licenses (applicant shall certify, in writing)	3	3
Rental/Business License	4	4
Scrap Tire Management – General	1	1
Trash, Collection	10	10
Vacant structures and land	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	4	4
Violations and penalties (Licensing)	3	3
Violations and penalties. (Scrap Tires)	1	1
Totals	58	58

Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	11/01/2014	11/30/2014

Case Activity:

	<i>Burk, James</i>	<i>Total</i>
New Cases	19	19
Closed Cases	21	21
Open Cases at start of period	10	10
Open Cases at end of period	8	8

Violation Activity

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
Accessory Structures	2	2
Deposit and accumulation of grass clippings	1	1
Depositing garbage prohibited	3	3
Detrimental Objects	7	7
Holiday Lighting	3	3
Indoor Furniture/Outside	1	1
Maintenance of trees and other vegetation.	1	1
Parking - Certain other parking prohibited	3	3
Permit for construction required	2	2
Rental licenses (applicant shall certify, in writing)	1	1
Rental/Business License	4	4
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Violations and penalties (Licensing)	4	4
Violations and penalties. (Grass, Bushes, Trees, Vegetation)	1	1
Totals	34	34

Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	11/01/2014	11/30/2014

Case Activity:

	<i>Burk, James</i>	<i>Total</i>
New Cases	2	2

Closed Cases	6	6
Open Cases at start of period	4	4
Open Cases at end of period		0

Violation Activity

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
Detrimental Objects	1	1
Maintenance of trees and other vegetation.	1	1
Sign regulations for all districts.	1	1
Signs General Regulations	1	1
Signs, marquees & awings.	1	1
Violations and penalties. (Grass, Bushes, Trees, Vegetation)	1	1
Totals	6	6

