

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, February 11th, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Planning Commission:** Wednesday, February 18th, 6:00 PM, Town Hall
 1. Public Hearing
 - Addition to §230-5 Definitions
 - Addition of §230 Article XXX Supportive Housing
 - Revision to §230-167 Signs permitted in UB1 Districts
 - Revision to §230-168 Signs permitted in UB2 Districts
- ✓ **Town Council Meeting:** Wednesday, February 25th, 6:45 PM, Public Hearing; 7:00 PM, Regular Meeting, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, February 26th, 6:00 PM, Duncan Center (Dover)

UPDATES FROM DEPARTMENTS ...

Finance

- As of February 5th, the Town has collected \$521,095 (64%) of the January Utility Billing (\$814,807)
- Second installment of Municipal Street Aid was received - \$72,030
- Work on FY 2016 Budget continues

Wastewater

- Large Lagoon depth is 13 ¼ feet and Small Lagoon depth is 7 ½ feet
- Lagoon feed pump 2 picked up from DEMCO and reinstalled
- Mushroom drain installation is complete in zones 1 through 7, and 9 (Pettyjohn woods)

Police

- Significant Incident Reports and Press Releases distributed as prepared
- Code Enforcement Report – January 2015 issued and posted to website (copy attached)
- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)

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Planning

- Provided lecture to DTCC students on Georgetown project process – based on class project (Jamie Craddock, Jocelyn Godwin)
- Annexation ordinance under review and comparison to existing process
- 2015 Business License renewal update. As of February 4th, the following has been renewed:
 - In-Town Business: 86% (\$28,476)
 - Out of Town Business: 60% (\$47,880)
 - Rentals: 90% (\$72,720)
- Building Permit Summary (January 2015)

Building Activity	January 2015	December 2014	January 2014
Permits Issued	24	22	16
Value of Improvements	\$306,098	\$2,197,305 ¹	\$874,437
Permit Revenue	\$1,980	\$11,390	\$4,630

Public Works

- Repaired 6” water main break on North King Street (see photo 1)
- Diseased Oak tree removed from the Circle on Saturday, January 31st
- Checking and cleaning of catch basins underway

TOWN MANAGER'S UPDATE ...

- Added State of Delaware's ["Business First Step"](#) link to Town website (Georgetown Licensing and Permit information linked as well)
- Confirmed installation of Truck Restriction signs and requested Police Department enforcement of same begin
- Completed travel arrangements for 2015 Main Streets Conference
- Participated in DNREC Delaware Coastal Programs focus group discussing key issues and community needs (Gene Dvornick, Jocelyn Godwin)
- Represented the Town at the Georgetown COC Economic Development Council lunch meeting. Presentation by Linda Parkowski of Delaware Tourism, on ["Delaware Endless Discoveries"](#)
- Reviewed Neighborhood Building Blocks Fund (NBBF) grant application for funding of Downtown Development District Plan with AECOM (Gene Dvornick, Jocelyn Godwin)
- Reviewed progress on Surface Water Matching Planning Grant for improvements along the Georgetown-Vaughn Tax Ditch – Teal Court to DuPont Boulevard

¹ Includes \$2,000,000 for County Seat Apartments (two – 24 unit buildings)

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- Attended Sussex County Association of Towns dinner meeting (Dave Anderson, Sue Barlow, Gene Dvornick, Steve Hartstein, Chris Lecates, Bill West) – presentation by Governor Markell and Sussex County Legislator’s on issues facing the General Assembly
- Participated in webinar presentation from Facility Dude regarding customer work order processing and planned maintenance (Gene Dvornick, Laura Givens)
- Attended SCAT Steering Committee (Gene Dvornick, Bill West) – discussion on the following:
 - ✓ Brief legislative update (Jamie Nutter)
 - ✓ Council on Police Training (COPT) updates
 - ✓ Veteran Homelessness
 - ✓ “Aging in Place” seminar



Photo 1 – Ruptured 6” Water Main (King Street)

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



Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
All	All	01/01/2015	01/31/2015

Case Activity:

	Burk, James	Total
New Cases	59	59
Closed Cases	55	55
Open Cases at start of period	38	38
Open Cases at end of period	42	42

Violation Activity

New Violations Cited	Burk, James	Total
Accessory Structures	1	1
Condemnation	1	1
Connections (sewer system)	1	1
Connections (Water Supply)	1	1
Cooking and heating equipment	1	1
Correction of defective electrical system.	1	1
Depositing garbage prohibited	2	2
Detrimental Objects	20	20
Heating	2	2
Holiday Lighting	20	20
Indoor Furniture/Outside	3	3
Interior sanitation	1	1
Maintenance (plumbing stack, waste & sewer lines)	1	1
Maintenance of trees and other vegetation.	1	1
Outdoor Burning, Permit Required	2	2
Parking - Certain other parking prohibited	9	9
Permit for construction required	6	6
Rental licenses (applicant shall certify, in writing)	1	1

Rental/Business License	2	2
Running at large prohibited Amended 4-27-2011	1	1
Sign regulations for all districts.	1	1
Signs General Regulations	1	1
Signs, marquees & awings.	1	1
Spaces prohibited for sleeping purposes	1	1
Trash, Collection	16	16
Vehicles wrecked, dismantled, inoperable or unregistered on private property	2	2
Violations and penalties (Licensing)	1	1
Violations and penalties (Outdoor Burning)	1	1
Totals	101	101

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	1	01/01/2015	01/31/2015

Case Activity:

	Burk, James	Total
New Cases	7	7
Closed Cases	11	11
Open Cases at start of period	12	12
Open Cases at end of period	8	8

Violation Activity

New Violations Cited	Burk, James	Total
Detrimental Objects	4	4
Holiday Lighting	2	2
Indoor Furniture/Outside	1	1
Outdoor Burning, Permit Required	2	2
Permit for construction required	1	1
Rental licenses (applicant shall certify, in writing)	1	1
Rental/Business License	1	1
Trash, Collection	1	1
Violations and penalties (Outdoor Burning)	1	1
Totals	14	14

Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	01/01/2015	01/31/2015

Case Activity:

	<i>Burk, James</i>	<i>Total</i>
New Cases	37	37
Closed Cases	26	26
Open Cases at start of period	13	13
Open Cases at end of period	24	24

Violation Activity

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
Condemnation	1	1
Connections (sewer system)	1	1
Connections (Water Supply)	1	1
Cooking and heating equipment	1	1
Correction of defective electrical system.	1	1
Depositing garbage prohibited	2	2
Detrimental Objects	10	10
Heating	2	2
Holiday Lighting	15	15
Indoor Furniture/Outside	1	1
Interior sanitation	1	1
Maintenance (plumbing stack, waste & sewer lines)	1	1
Maintenance of trees and other vegetation.	1	1
Parking - Certain other parking prohibited	5	5
Permit for construction required	2	2
Spaces prohibited for sleeping purposes	1	1
Trash, Collection	9	9
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Totals	56	56

Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	01/01/2015	01/31/2015

Case Activity:

	<i>Burk, James</i>	<i>Total</i>
New Cases	12	12
Closed Cases	9	9
Open Cases at start of period	5	5
Open Cases at end of period	8	8

Violation Activity

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
Detrimental Objects	5	5
Holiday Lighting	3	3
Indoor Furniture/Outside	1	1
Parking - Certain other parking prohibited	2	2
Permit for construction required	2	2
Rental/Business License	1	1
Running at large prohibited Amended 4-27-2011	1	1
Trash, Collection	5	5
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Violations and penalties (Licensing)	1	1
Totals	22	22

Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	01/01/2015	01/31/2015

Case Activity:

	<i>Burk, James</i>	<i>Total</i>
New Cases	3	3
Closed Cases	9	9
Open Cases at start of period	8	8
Open Cases at end of period	2	2

Violation Activity

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
Accessory Structures	1	1
Detrimental Objects	1	1
Parking - Certain other parking prohibited	2	2
Permit for construction required	1	1
Sign regulations for all districts.	1	1
Signs General Regulations	1	1
Signs, marquees & awings.	1	1
Trash, Collection	1	1
Totals	9	9





