

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Board of Adjustment:** Wednesday, May 6<sup>th</sup>, 5:00 PM, Town Hall
  1. 2 South DuPont Highway – Georgetown Plaza, seeking reductions in front yard setback (from 40' to 20')
- ✓ **Sussex County Association of Towns:** Wednesday, May 6<sup>th</sup>, 6:00 PM, Bear Trap Dunes, Hosted by South Bethany
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, May 8<sup>th</sup>, 9:00 AM, Arena's at the Airport
- ✓ **Town Council Meeting:** Wednesday, May 13<sup>th</sup>, 7:00 PM, Regular Meeting, Town Hall

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of April 30th, 2015 the Town has collected \$498,488 (57%) of the April 2015 Utility Billing (\$877,309)
- Actual v Budget (March 2015) has been prepared (copy attached)
- Initial FY 2015 Audit work has started with observation of Payroll, Cash Receipts, and Accounts Payable procedures on Monday, April 27<sup>th</sup> and Wednesday, April 29<sup>th</sup>
- Preliminary Fiscal Year End closing in Edmunds completed
- 2016 Property Tax Bills were mailed. Total Billing - \$1,511,679

### **Wastewater**

- Lagoon depths: Large Lagoon is 16.75 feet and Small Lagoon is 4.75 feet
- Synagro has hauled about 700,000 gallons of sludge to Baxter's as of Friday morning
- Repaired large washout on side of hill
- Started spraying in seasonal zones (8, 17, and 18) at Pettyjohn Woods

### **Police**

- Significant Incident Reports and Press Releases distributed as prepared
- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Code Enforcement Report – April 2015 issued and posted to website (copy attached)
- Received CVS/pharmacy© Drug Collection Unit (Safer Communities Program) – to be installed at police station
- Attended Accreditation Manager training in preparation to get GPD State accredited

# TOWN MANAGER'S WEEKLY REPORT



## Public Works

- Finished preparation of The Circle for Sussex Central Grand March
- Interior fit out on event stage completed
- Street Sweeper has been out throughout Town
- Parking space marking continues
- “Parklet” placed on East Market Street (See photo 1)

## Planning

- Certificate of Occupancy issued for Pizza King – April 21<sup>st</sup>
- Town Engineer comments for Seashore Crossing (Route 113 & 18) have been addressed in preparation for next Planning Commission Meeting
- Demolition Permits issued:
  1. 599 East Market Street (Garage)
  2. 116 New Street (Block building)
- Category 1 Site Plan requirements and elimination of Concept submittals final revisions are under review

## TOWN MANAGER'S UPDATE ...

- Met with representative of the Marvel Museum to discuss planned site improvements and potential impact of storm water management requirements (Gene Dvornick, Bill West)
- Contacted Delaware Forest Service regarding community tree planting events – follow up on-site meeting scheduled for next week
- Answered property owner questions regarding lands directly behind the Georgetown Plaza (Gene Dvornick, Jocelyn Godwin)
- Attended Progress Meeting for the Sewer System Repair Project. Status is as follows:
  - ✓ Contract start date: March 23, 2015
  - ✓ Contract period to final completion: 240 calendar days
  - ✓ Elapsed time to date: 37 Days (17.6%)
  - ✓ Contract A – Manhole Rehabilitation
    - Total Contract Value: \$728,730
    - Approved for Payment: \$121,861 (16.7%)
  - ✓ Contract B – Pipe Lining
    - Total Contract Value: \$503,383
    - Approved for Payment: \$0 (0.0%)
- Drafted ordinance revision to address stagnant water (Chapter 165 – Property Maintenance)
- Drafted ordinance revision to address Accessory Buildings in UB3 District (Chapter 230 – Zoning)

# TOWN MANAGER'S WEEKLY REPORT



- Assisted First State Community Action Agency with Parking Lot Improvement Project
- Handled several code violations – either by personal contact or Notice of Violation



**Photo 1 - Parklet placement in front of Georgetown Billiards**

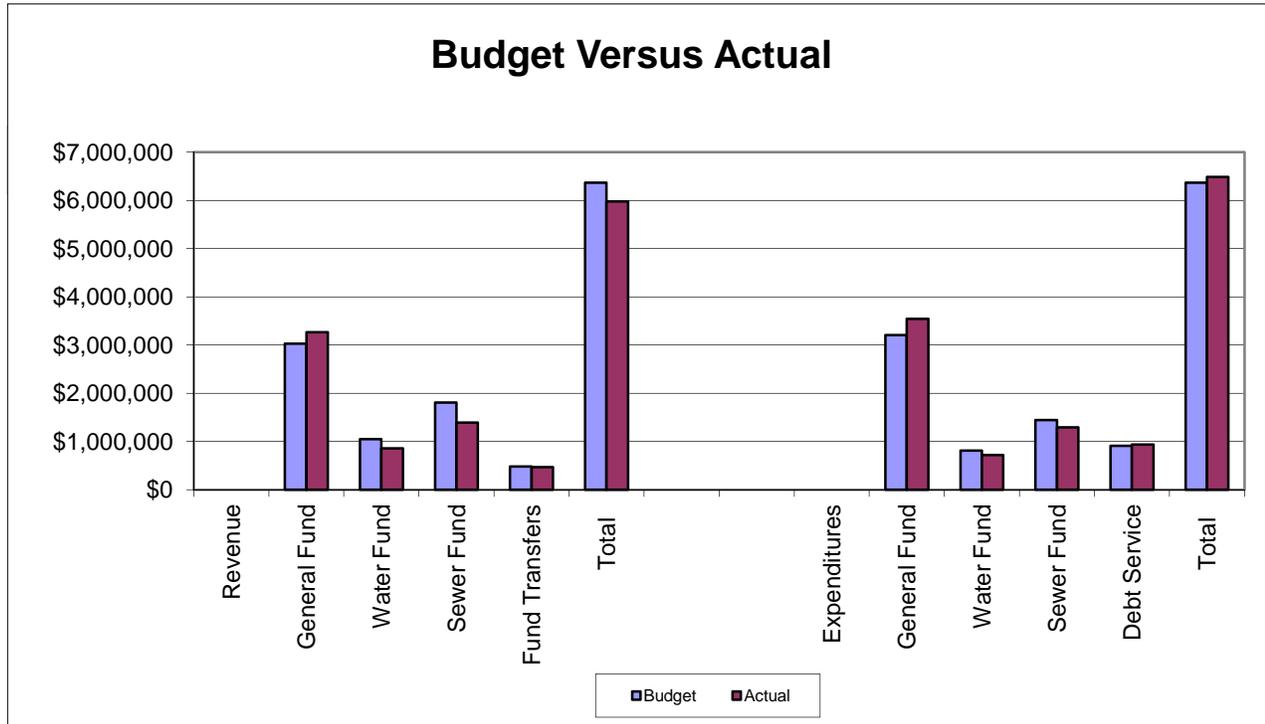
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

**Town of Georgetown  
Budget Versus Actual (Operating)  
As of March 31, 2015**

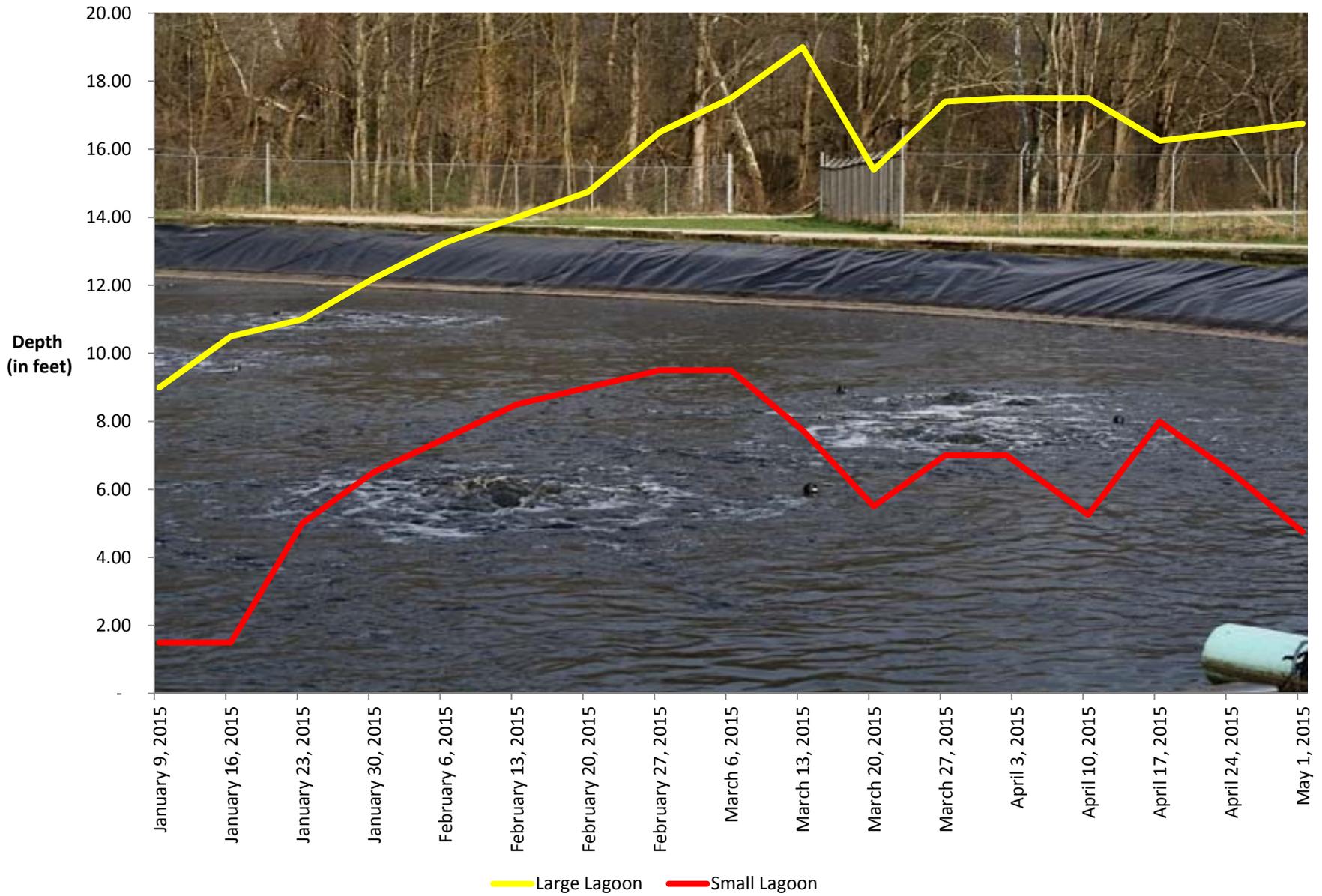
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.92% Percent of Budget</u>
<b>Revenue</b>				
General Fund	\$3,031,627	\$3,267,432	(\$235,805)	108%
Water Fund	\$1,047,796	\$854,724	\$193,072	82%
Sewer Fund	\$1,810,002	\$1,390,005	\$419,997	77%
Fund Transfers	\$478,618	\$465,640	\$12,978	97%
Total	<u>\$6,368,043</u>	<u>\$5,977,801</u>	<u>\$390,242</u>	<u>94%</u>

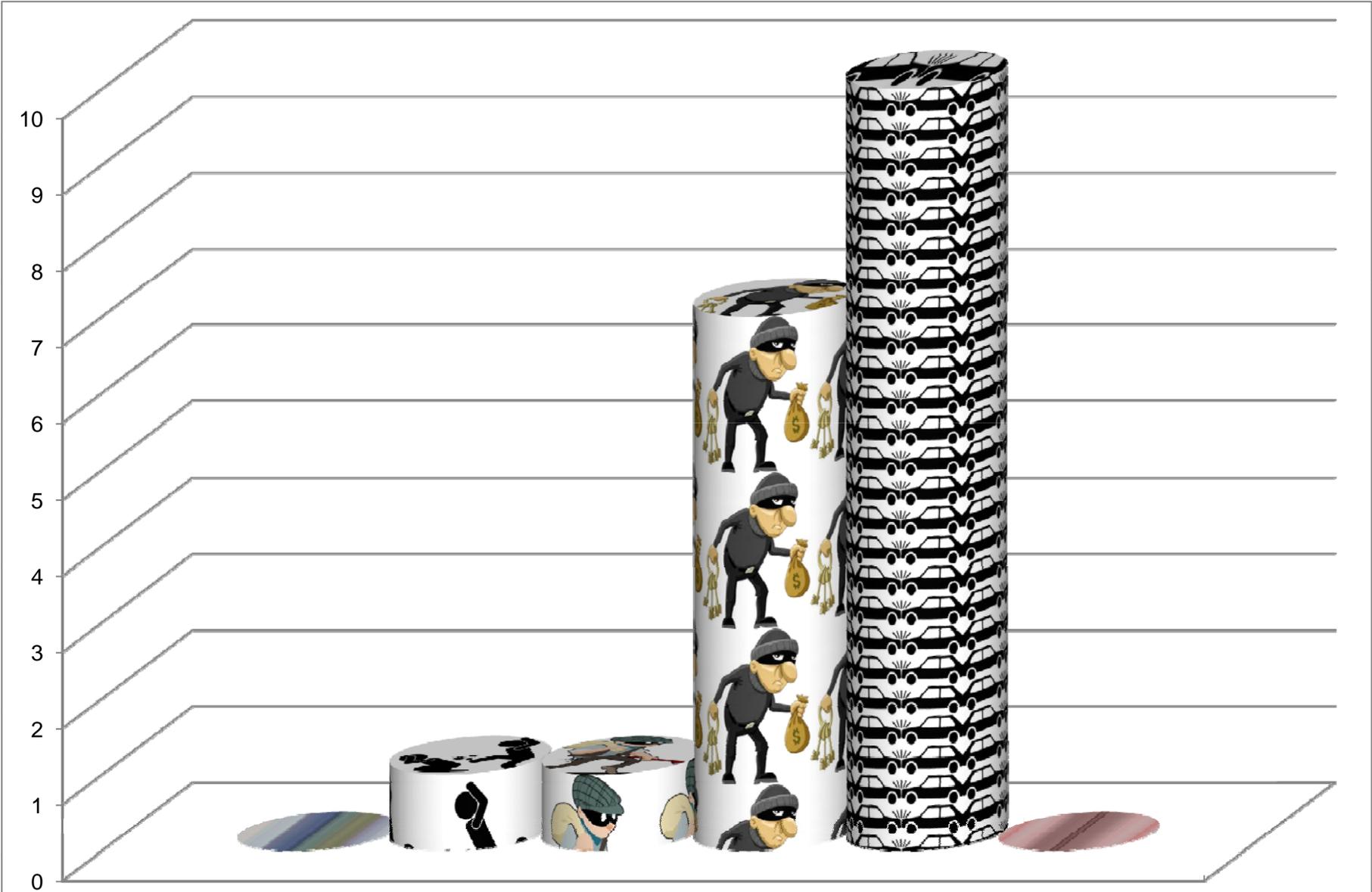
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent of Budget</u>
<b>Expenditures</b>				
General Fund	\$3,204,431	\$3,546,639	(\$342,208)	111%
Water Fund	\$808,539	\$719,852	\$88,687	89%
Sewer Fund	\$1,445,684	\$1,289,424	\$156,260	89%
Debt Service	\$909,389	\$933,692	(\$24,303)	103%
Total	<u>\$6,368,043</u>	<u>\$6,489,606</u>	<u>(\$121,563)</u>	<u>102%</u>

\* Line item detail available upon request.



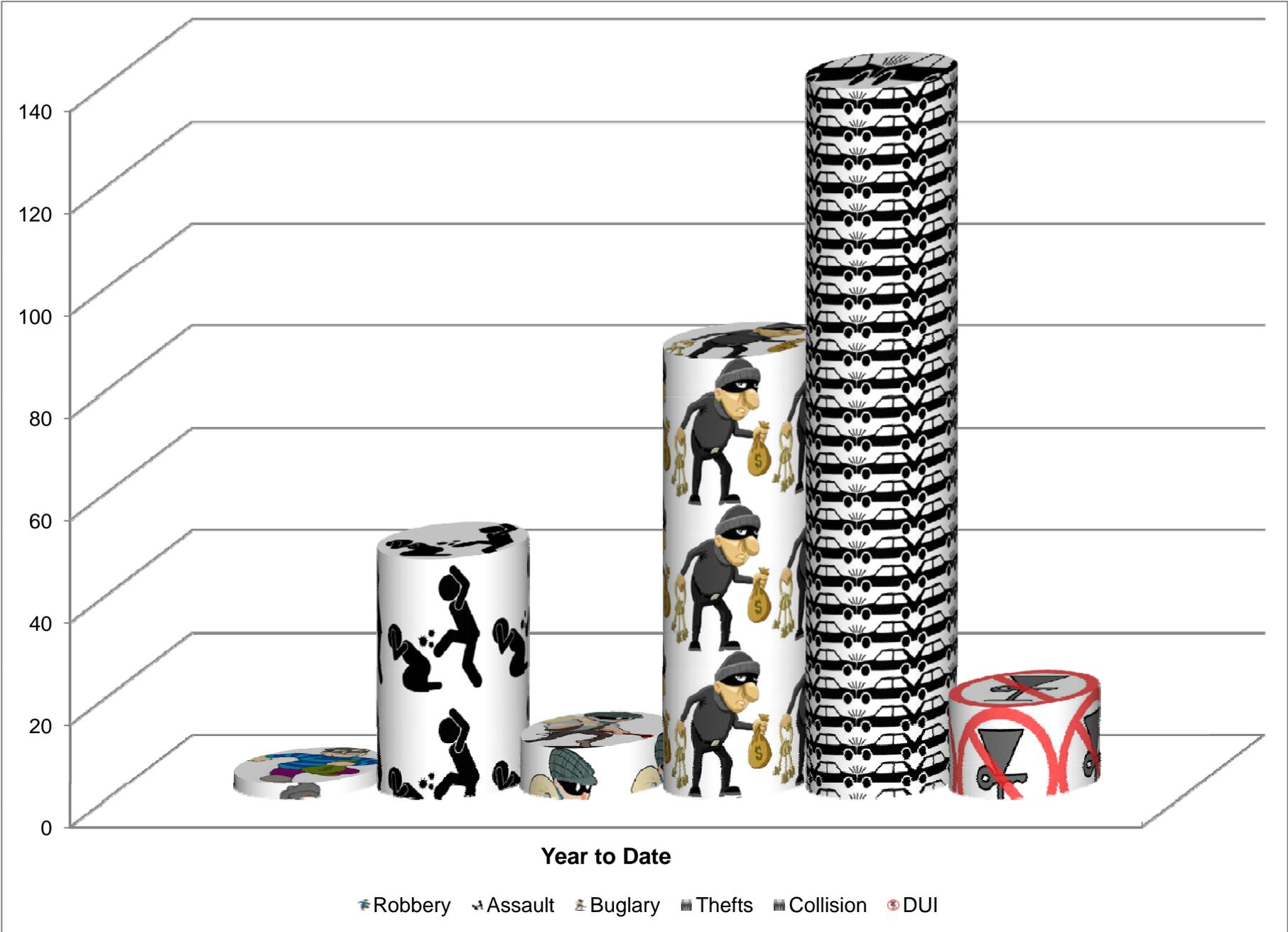
# WWTF Lagoon Depths

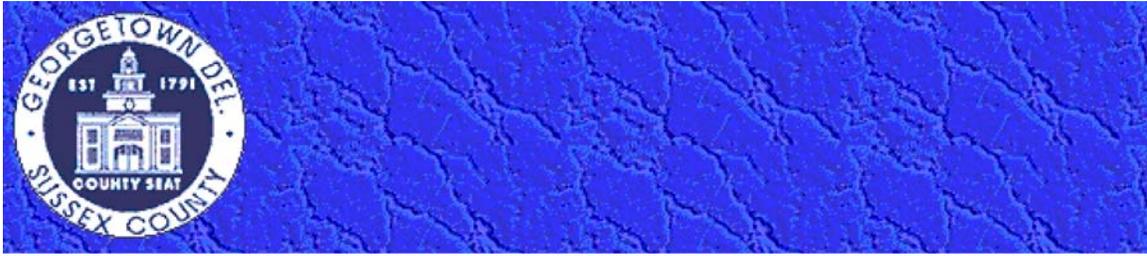




Weekly

■ Robbery 
 ■ Assault 
 ■ Buglary 
 ■ Thefts 
 ■ Collision 
 ■ DUI





### Code Enforcement Activity Report

#### Report Criteria:

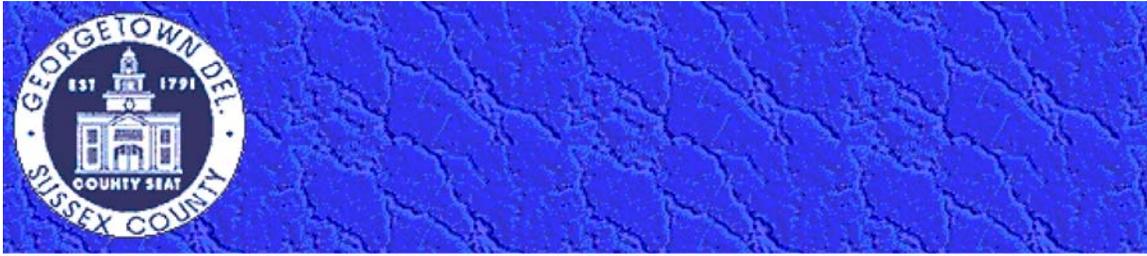
Location Type	Location Field	Date From	To
Ward	All	04/01/2015	04/30/2015

#### Case Activity:

	Burk, James	Dvornick, Gene	Total
New Cases		11	11
Closed Cases	4	3	7
Open Cases at start of period	30		30
Open Cases at end of period	26	8	34

#### Violation Activity

New Violations Cited	Burk, James	Dvornick, Gene	Total
Depositing garbage prohibited		1	1
Detrimental Objects		5	5
Height of Grass		4	4
Sign regulations for all districts.		2	2
Standing water		1	1
Vacant structures and land	1		1
<b>Totals</b>	<b>1</b>	<b>13</b>	<b>14</b>



**Code Enforcement Activity Report**

**Report Criteria:**

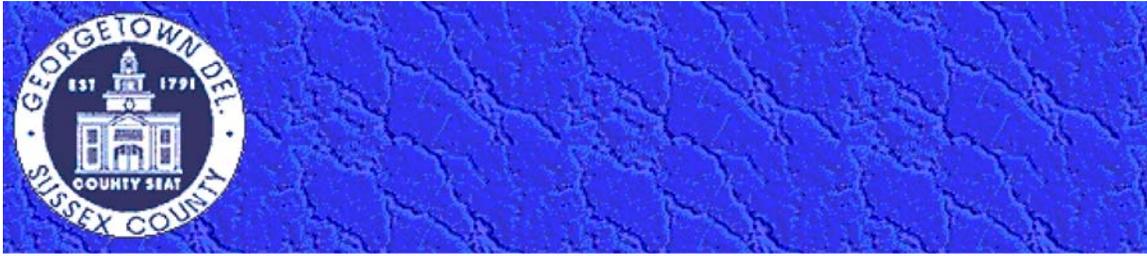
<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	04/01/2015	04/30/2015

**Case Activity:**

	<i>Burk, James</i>	<i>Dvornick, Gene</i>	<i>Total</i>
New Cases		1	1
Closed Cases	1	1	2
Open Cases at start of period	13		13
Open Cases at end of period	12		12

**Violation Activity**

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Dvornick, Gene</i>	<i>Total</i>
Sign regulations for all districts.		1	1
<b>Totals</b>		<b>1</b>	<b>1</b>



### Code Enforcement Activity Report

#### Report Criteria:

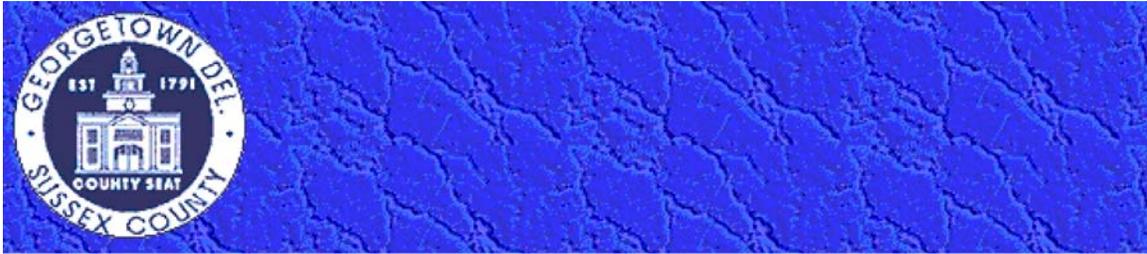
Location Type	Location Field	Date From	To
Ward	2	04/01/2015	04/30/2015

#### Case Activity:

	Burk, James	Dvornick, Gene	Total
New Cases		10	10
Closed Cases	2	2	4
Open Cases at start of period	11		11
Open Cases at end of period	9	8	17

#### Violation Activity

New Violations Cited	Burk, James	Dvornick, Gene	Total
Depositing garbage prohibited		1	1
Detrimental Objects		5	5
Height of Grass		4	4
Sign regulations for all districts.		1	1
Standing water		1	1
Vacant structures and land	1		1
<b>Totals</b>	<b>1</b>	<b>12</b>	<b>13</b>



**Code Enforcement Activity Report**

**Report Criteria:**

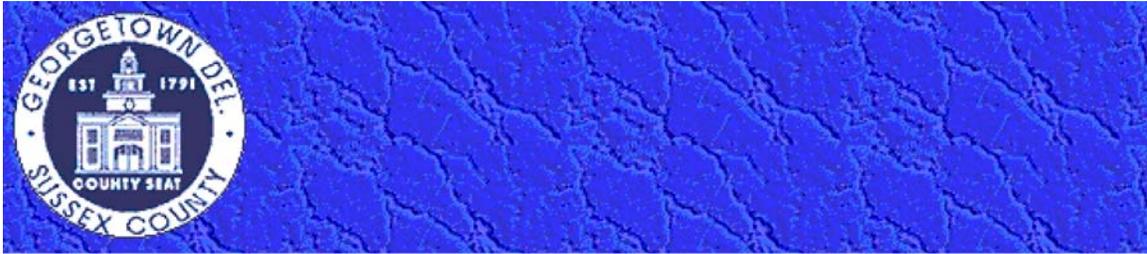
<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	04/01/2015	04/30/2015

**Case Activity:**

	<i>Burk, James</i>	<i>Total</i>
New Cases		0
Closed Cases	1	1
Open Cases at start of period	5	5
Open Cases at end of period	4	4

**Violation Activity**

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
<b>Totals</b>		<b>0</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	04/01/2015	04/30/2015

**Case Activity:**

	<i>Burk, James</i>	<i>Total</i>
New Cases		0
Closed Cases		0
Open Cases at start of period	1	1
Open Cases at end of period	1	1

**Violation Activity**

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
<b>Totals</b>		<b>0</b>