

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- **Town Offices Closed:** Thursday, December 24th, Christmas Eve
- **Town Offices Closed:** Friday, December 25th, Christmas Day
- **Town Offices Closed:** Friday, January 1st, New Year's Day
- **Sussex County Association of Towns:** Wednesday, January 6th, 6:00 PM, Baywood, hosted by Sussex County
- **Sussex County Association of Towns Steering Committee:** Friday, November 6th, 9:00 AM, Arena's at the Airport
- **Town Council Meeting:** Wednesday, January 13th, 7:00 PM, Regular Meeting, Town Hall

UPDATES FROM DEPARTMENTS ...

Finance

- As of December 17th, the Town has collected \$922,148 (98%) of the October 2015 Utility Billing (\$939,353)
- On December 16th, eight (8) properties had the water shut-off for non-payment of the October billing. Three remain shut-off
- Actual v Budget (October 2015) has been prepared (copy attached)

Wastewater

- Lagoon depths: Large Lagoon is 2.75 feet and Small Lagoon is 8.00
- Cleaned out all nozzles at Pettyjohn Woods
- Filled up all pump station generators with diesel fuel
- Ordered new Myers pump for the Georgetown Plaza pump station

Public Works

- Pot hole filling continues (used 3 tons so far)
- Christmas light bulbs along East Market Street replaced
- Hot mix repairs have been completed
- Street sweeper has been in operation

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Planning

- Planning Commission:
 - Site Plan Review – US 113 and Gordy Street (4,800 SF retail) – **Approved**
 - Historic Review – 32 The Circle – **Conditional Approval**
- Final CO issued for Georgetown Point
- Shops of College Park – Lot 9 re-submittal received December 17th, forwarded to engineer for review (same day)

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 – November 2015 issued and posted to website (copy attached)

TOWN MANAGER'S UPDATE ...

- Repairs (mill & overlay) completed at intersection of Savannah Road, Albury Avenue, and Cedar Street (see photo 1)
- Updated Code Enforcement HTML forms with new Violation & Penalties Code references
- Revised Ordinance 2015-18 Recreational Vehicles to reflect deletion of screening requirements
- Researched financial impact of HB 223 Payments for certain Tax Exempt Properties owned by the State (PILOT) (Gene Dvornick, Laura Givens)
- Begun coordination for 2016 Urban and Community Forestry Grant (tree removal and tree planting)
- Completed eGrant budget updates for Victim Services Specialist (VOCA-Victim Services Grant Program)
- Addressed and resolved roadway concerns for Georgetown Marketplace (Gene Dvornick, Jocelyn Godwin)
- Answered newspaper reporter questions regarding the Downtown Development District Survey
- Completed Tree City USA recertification application (year three)

TOWN MANAGER'S WEEKLY REPORT



Photo 1 - Repair at Savannah Road, Albury Avenue, and Cedar Street

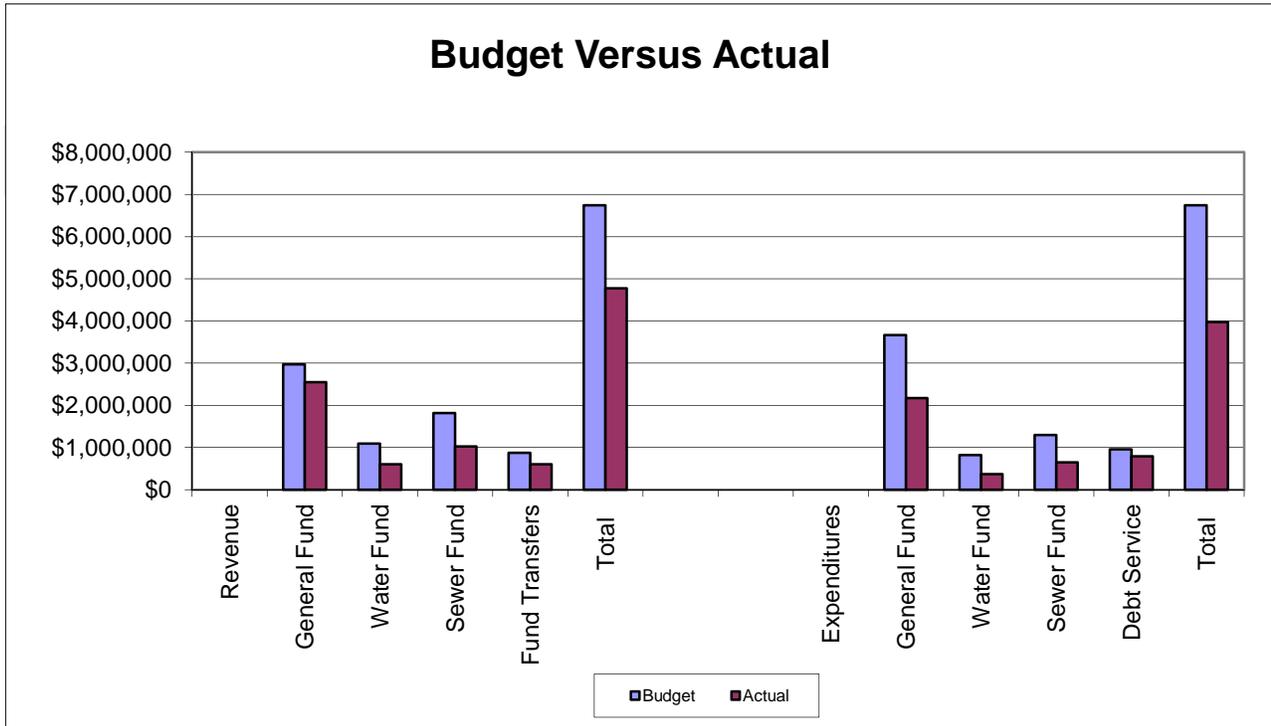
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

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

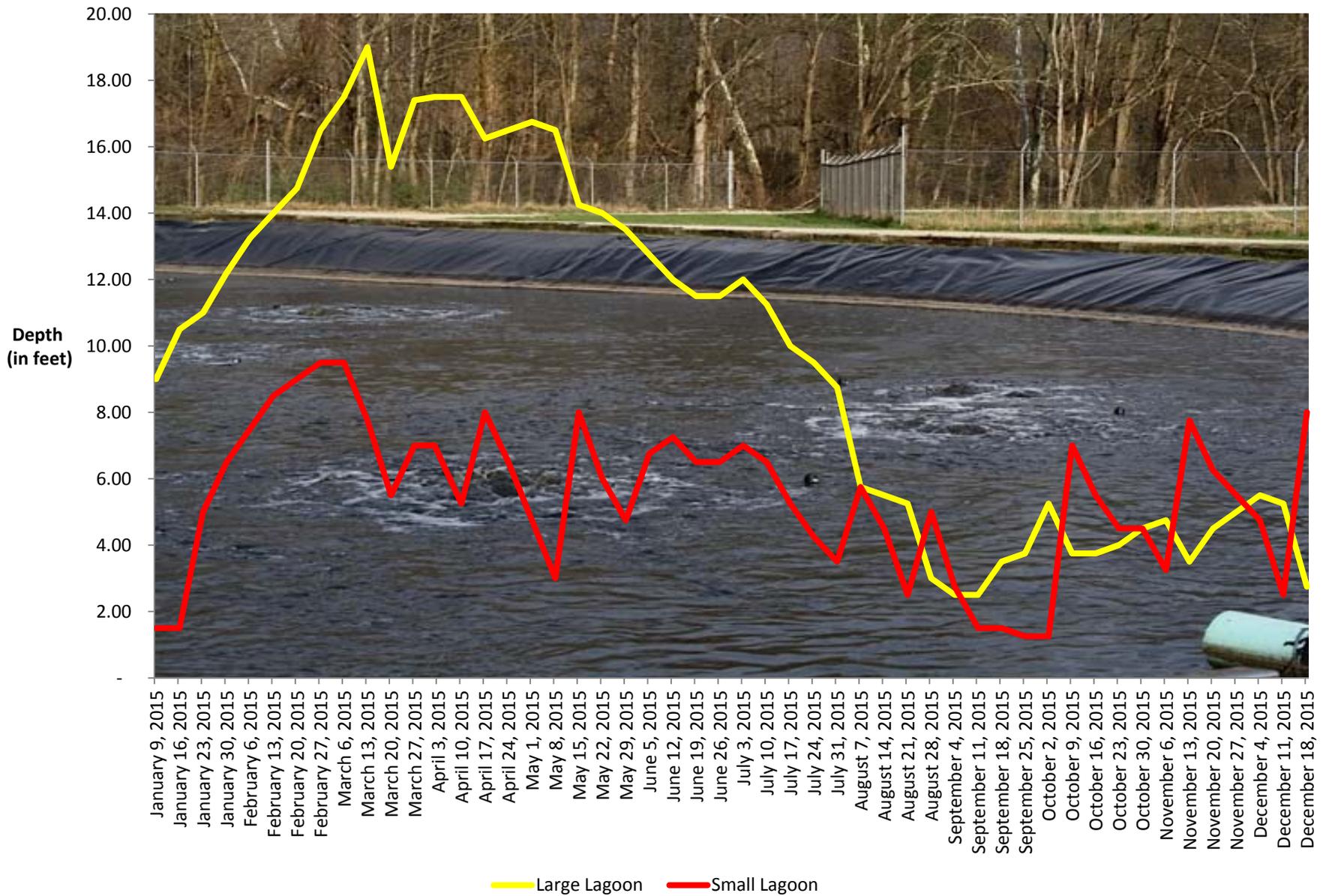
<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.50% Percent of Budget</u>
General Fund	\$2,969,005	\$2,549,622	\$419,383	86%
Water Fund	\$1,088,500	\$598,661	\$489,839	55%
Sewer Fund	\$1,815,543	\$1,025,068	\$790,475	56%
Fund Transfers	\$870,656	\$603,357	\$267,299	69%
Total	<u>\$6,743,704</u>	<u>\$4,776,708</u>	<u>\$1,966,996</u>	<u>71%</u>

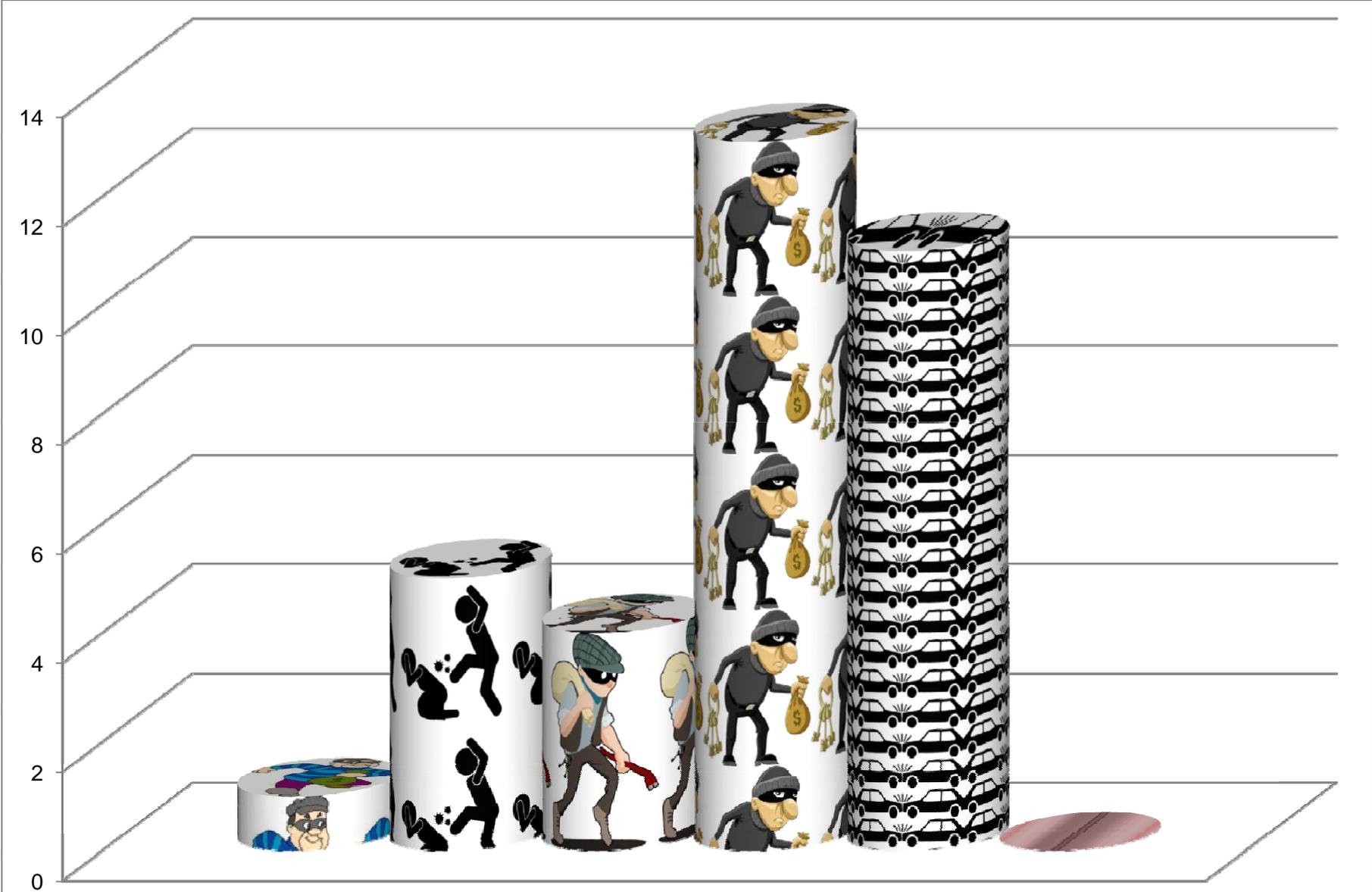
<u>Expenditures</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent of Budget</u>
General Fund	\$3,666,213	\$2,172,017	\$1,494,196	59%
Water Fund	\$823,241	\$365,007	\$458,234	44%
Sewer Fund	\$1,296,851	\$645,778	\$651,073	50%
Debt Service	\$957,399	\$792,158	\$165,241	83%
Total	<u>\$6,743,704</u>	<u>\$3,974,960</u>	<u>\$2,768,744</u>	<u>59%</u>

* Line item detail available upon request.



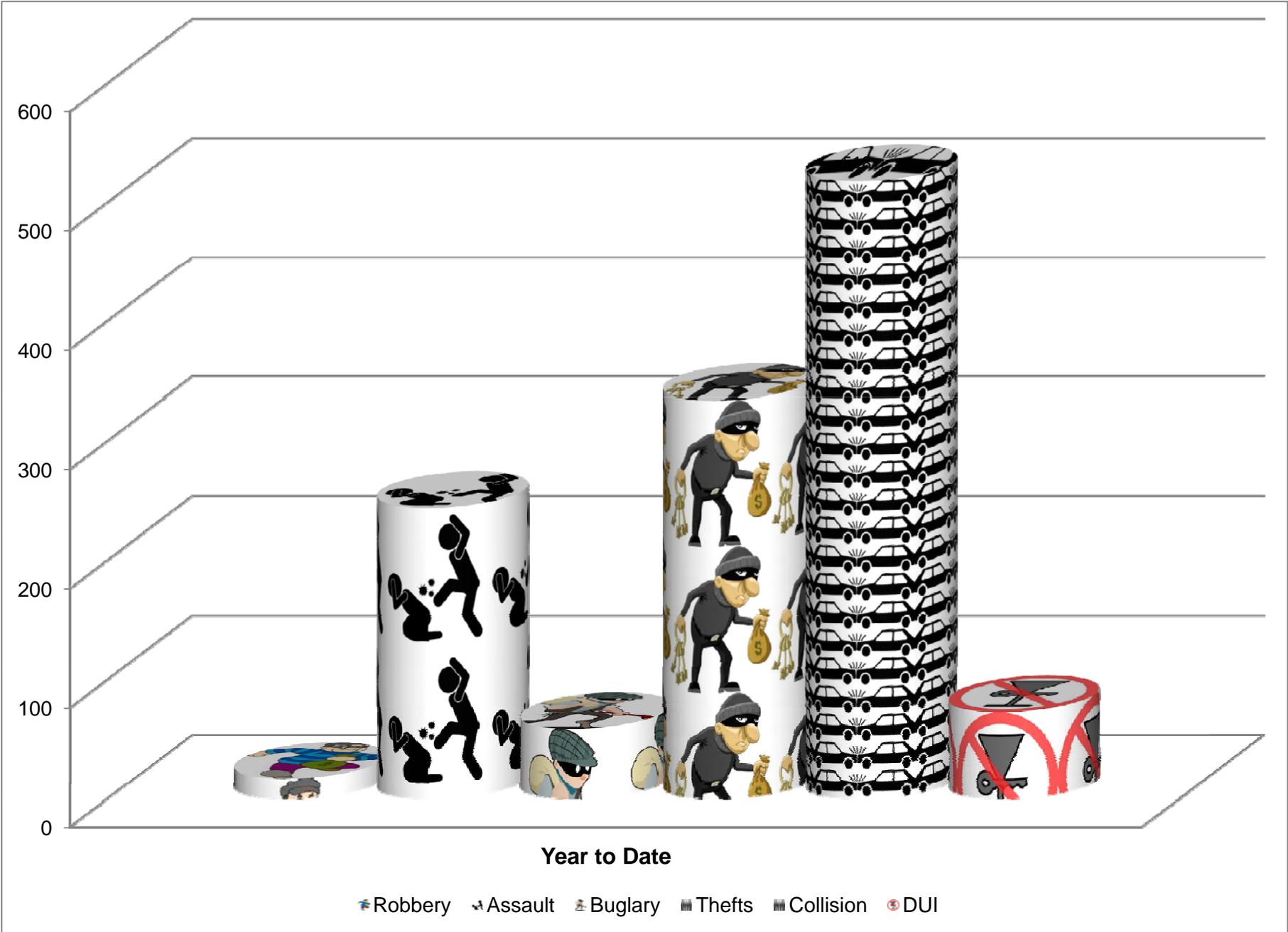
WWTF Lagoon Depths



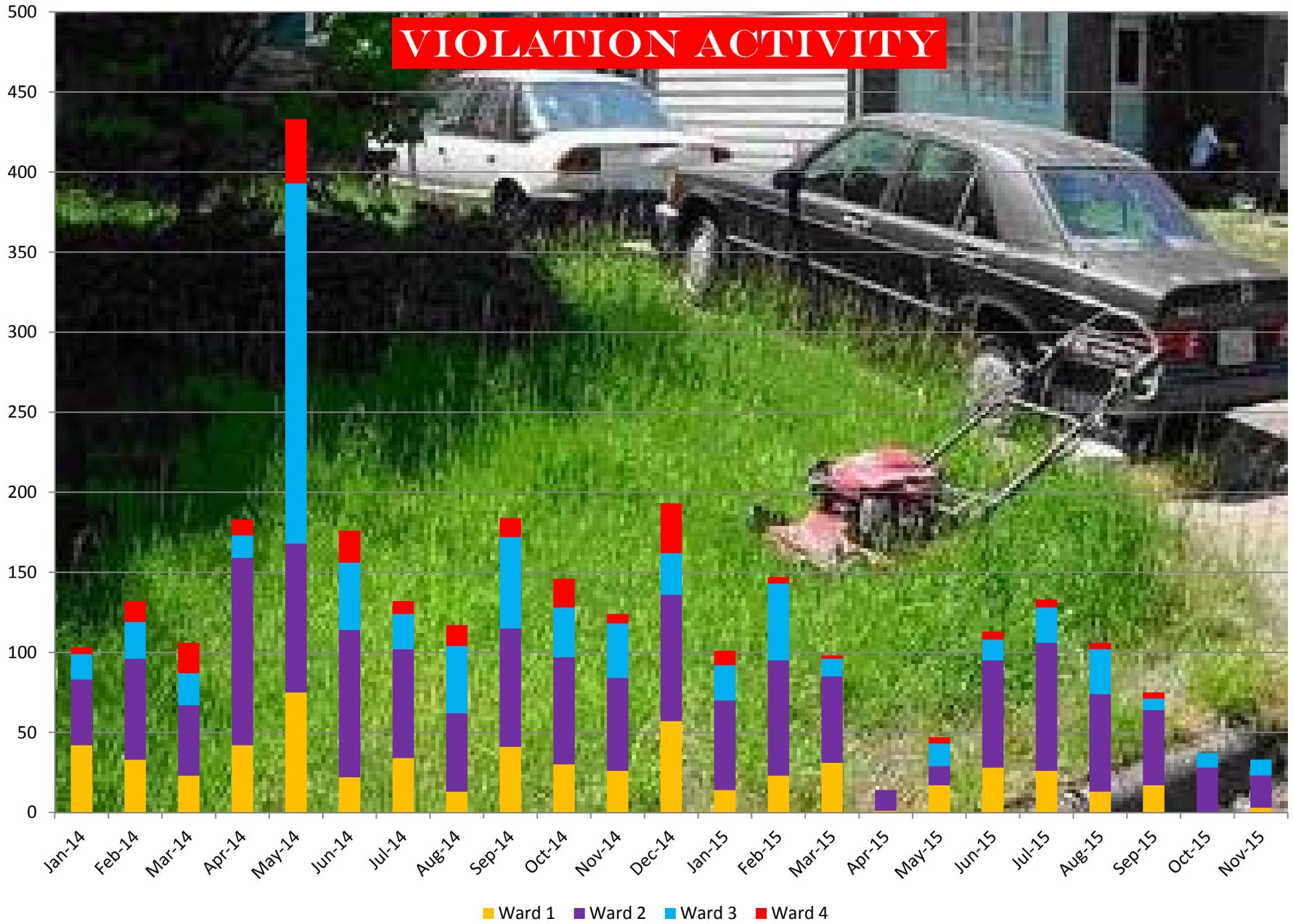


Weekly

- Robbery
- Assault
- Buglary
- Thefts
- Collision
- DUI



VIOLATION ACTIVITY





Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
All	All	11/01/2015	11/30/2015

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
New Cases		17	17
Closed Cases	1	46	47
Open Cases at start of period	6	50	56
Open Cases at end of period	5	21	26

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
Accumulation (Scrap Tires)		1	1
Certificate of occupancy and compliance		1	1
Condemnation		1	1
Condition of premises.		1	1
Cooking and heating equipment		1	1
Detrimental Objects		11	11
Dumpsters Size and Use		1	1
Dumpsters; Exceptions for Use and Screening		1	1
Insect and rat harborage		2	2
Maintenance of trees and other vegetation.		1	1
Parking - Certain other parking prohibited		1	1
Permitted Accessory Uses (UR1)		1	1
Roofs		1	1
Trash, Collection		2	2
Vehicles wrecked, dismantled, inoperable or unregistered on private property		4	4
Yard Waste		3	3
Totals		33	33



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	11/01/2015	11/30/2015

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
New Cases		3	3
Closed Cases	1	8	9
Open Cases at start of period	3	9	12
Open Cases at end of period	2	4	6

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
Cooking and heating equipment		1	1
Insect and rat harborage		1	1
Maintenance of trees and other vegetation.		1	1
Totals		3	3



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	11/01/2015	11/30/2015

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
New Cases		11	11
Closed Cases		26	26
Open Cases at start of period	1	25	26
Open Cases at end of period	1	10	11

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
Accumulation (Scrap Tires)		1	1
Detrimental Objects		8	8
Dumpsters; Exceptions for Use and Screening		1	1
Insect and rat harborage		1	1
Permitted Accessory Uses (UR1)		1	1
Roofs		1	1
Trash, Collection		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		3	3
Yard Waste		3	3
Totals		20	20



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	11/01/2015	11/30/2015

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
New Cases		3	3
Closed Cases		10	10
Open Cases at start of period	1	14	15
Open Cases at end of period	1	7	8

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
Certificate of occupancy and compliance		1	1
Condemnation		1	1
Condition of premises.		1	1
Detrimental Objects		3	3
Dumpsters Size and Use		1	1
Parking - Certain other parking prohibited		1	1
Trash, Collection		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		1	1
Totals		10	10



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	11/01/2015	11/30/2015

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
New Cases			0
Closed Cases		1	1
Open Cases at start of period	1	1	2
Open Cases at end of period	1		1

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
Totals			0