

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Monday, January 18th, Martin Luther King Day
- ✓ **Planning Commission:** Wednesday, January 20th, 6:00 PM, Town Hall
 1. Historic Review – 32 The Circle
- ✓ **Town Council Meeting:** Wednesday, January 27th, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, January 28th, 6:00 PM, Duncan Center (Dover)
- ✓ **Sussex County Association of Towns:** Wednesday, February 3rd, 6:00 PM, Hosted by Georgetown
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, February 5th, at 9:00 AM, Arena's at the Airport

UPDATES FROM DEPARTMENTS ...

Finance

- As of January 15th, the Town has collected \$54,772 (83.5%) of the January Utility Billing (\$866,261)
- Budget vs. Actual Report – November 2015 is completed and posted to website
- Finance Staff is working on end of year payroll tasks (W2's, 1099's, and 941)
- Attended with the Water Department TIER II Reporting workshop

Wastewater

- Lagoon depths: Large Lagoon is 7.00 feet and Small Lagoon is 5.75 feet
- Check Valve on pump 1 at Stevenson Lane came apart – inspected and obtaining quotes for repair
- Replaced control panel on Gordy Street pump station

Public Works

- King Street Water Plant Upgrade bid opening on Thursday, January 14th – 5 bids received, under review by DBF
- Police Station remodeling work started
- Pot hole repairs are ongoing

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Planning

- Predevelopment Meeting – 505 West Market Street (Data Center)
- Started Introduction to GIS Course at Delaware Tech (Jocelyn Godwin)
- Building Permit Summary (December 2015)

Building Activity	December 2015	November 2015	December 2014
Permits Issued	18	25	22
Value of Improvements	\$6,722,867 ¹	\$856,106	\$2,197,305 ²
Permit Revenue	\$33,995	\$5,340	\$11,390

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 – December 2015 issued and posted to website (copy attached)
- Phase II of building renovations started on Monday, January 11th

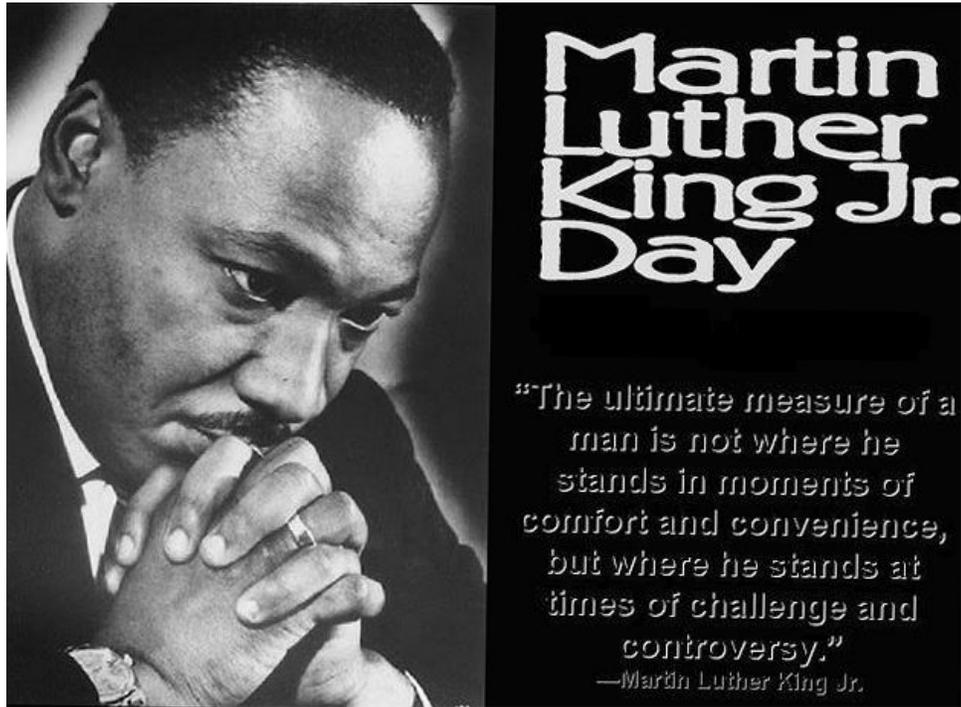
TOWN MANAGER'S UPDATE ...

- Held schematic review of Town Hall and Annex with Town Engineer and Town Hall Staff
- Answered development potential questions (permitted uses) for 123 West Market Street
- Met with representative of the Premier Soccer League to discuss ideas for future upgrades on the Layton-Thompson Park – will follow up in April after weather gets warmer
- Started 2016 Urban and Community Forestry Grant Application – focus this year will be tree planting
- Prepared presentation on Building Height Considerations for government and institutional uses
- Represented the Town at the Georgetown Chamber of Commerce Ribbon Cutting for Premier Staffing Solutions (Gene Dvornick, Rebecca Johnson-Dennis)
- Participated in Delaware League Legislative Committee discussion with the Hotel Lobbyist regarding support for a possible Municipal Accommodations Tax

¹ Includes \$6,500,000 for Sussex Academy Addition

² Includes \$2,000,000 for County Seat Apartments

TOWN MANAGER'S WEEKLY REPORT



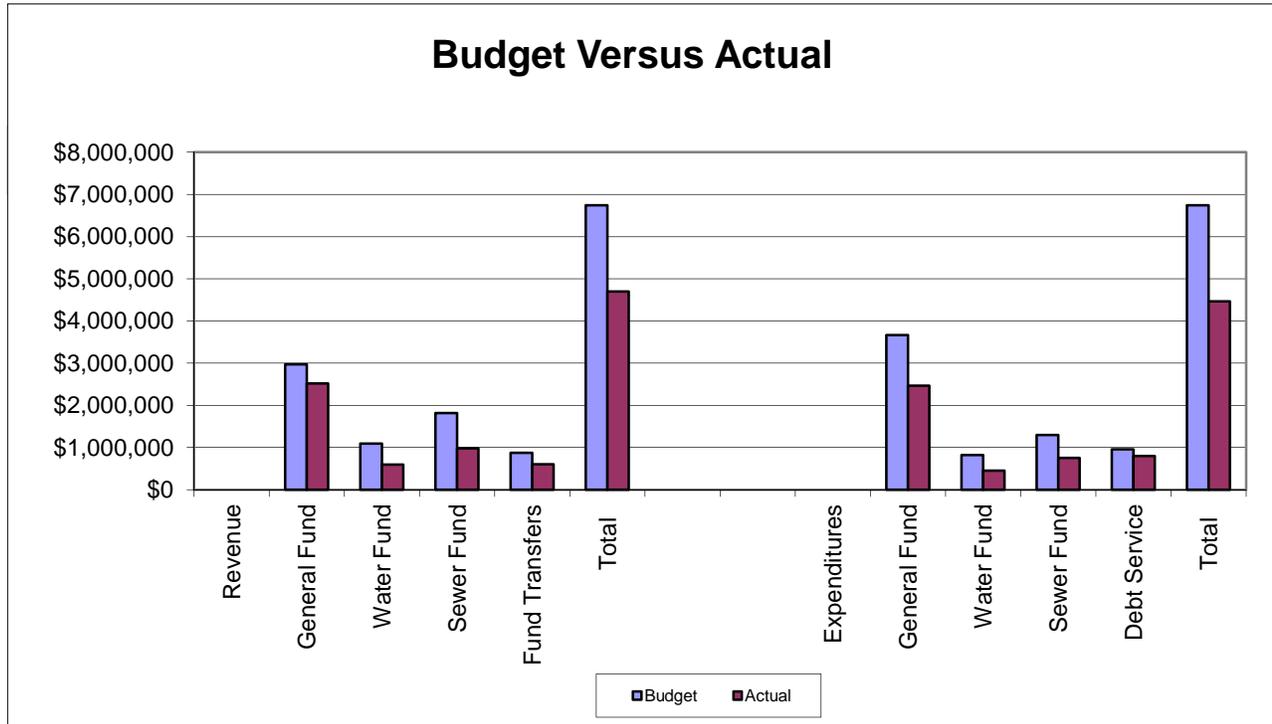
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

**Town of Georgetown
Budget Versus Actual (Operating)
As of November 30, 2015**

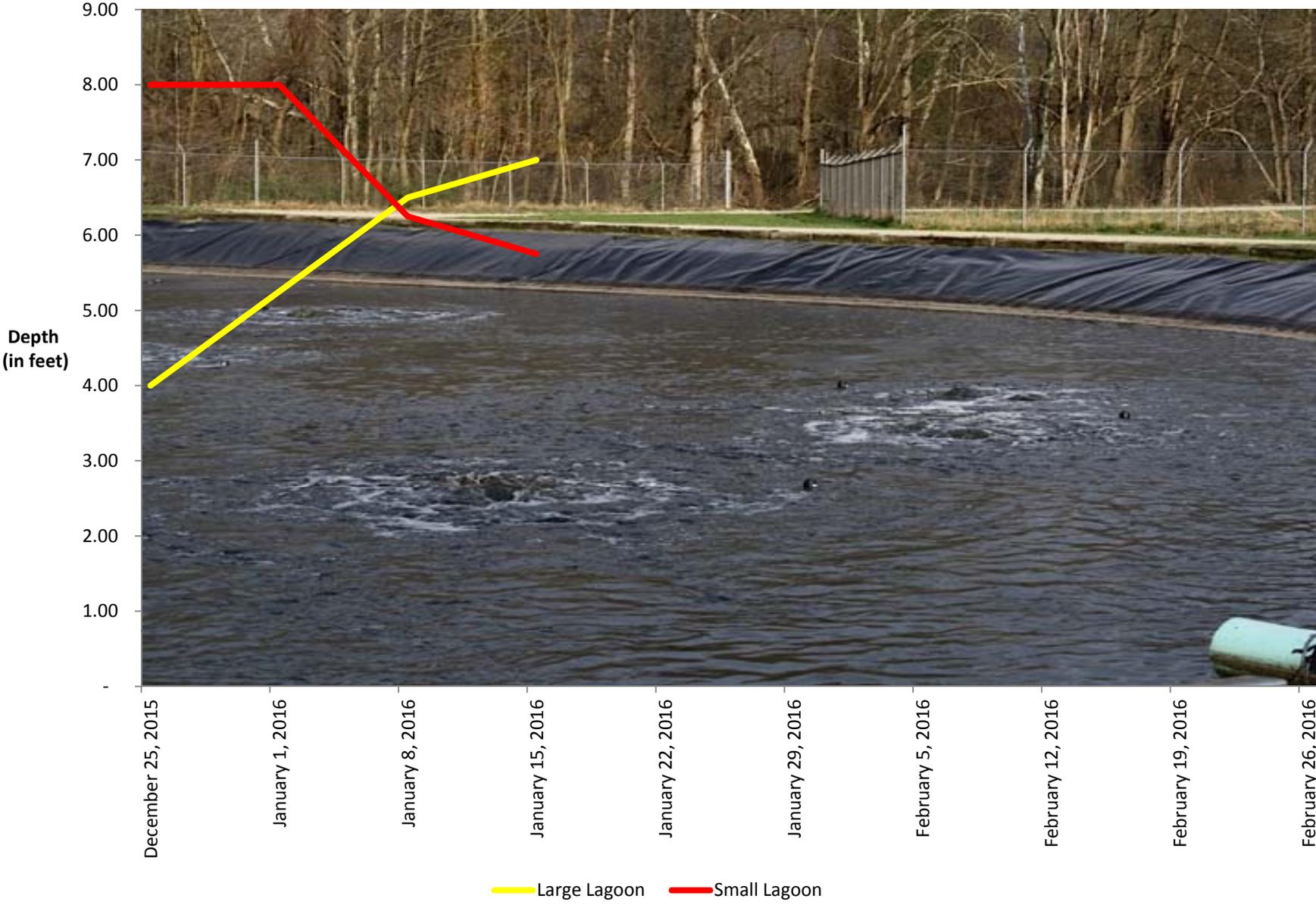
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.58% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$2,969,005	\$2,518,368	\$450,637	85%
Water Fund	\$1,088,500	\$596,086	\$492,414	55%
Sewer Fund	\$1,815,543	\$980,058	\$835,485	54%
Fund Transfers	\$870,656	\$603,357	\$267,299	69%
Total	<u>\$6,743,704</u>	<u>\$4,697,869</u>	<u>\$2,045,835</u>	<u>70%</u>

<u>Expenditures</u>				
General Fund	\$3,666,213	\$2,461,970	\$1,204,243	67%
Water Fund	\$823,241	\$449,266	\$373,975	55%
Sewer Fund	\$1,296,851	\$755,289	\$541,562	58%
Debt Service	\$957,399	\$797,155	\$160,244	83%
Total	<u>\$6,743,704</u>	<u>\$4,463,680</u>	<u>\$2,280,024</u>	<u>66%</u>

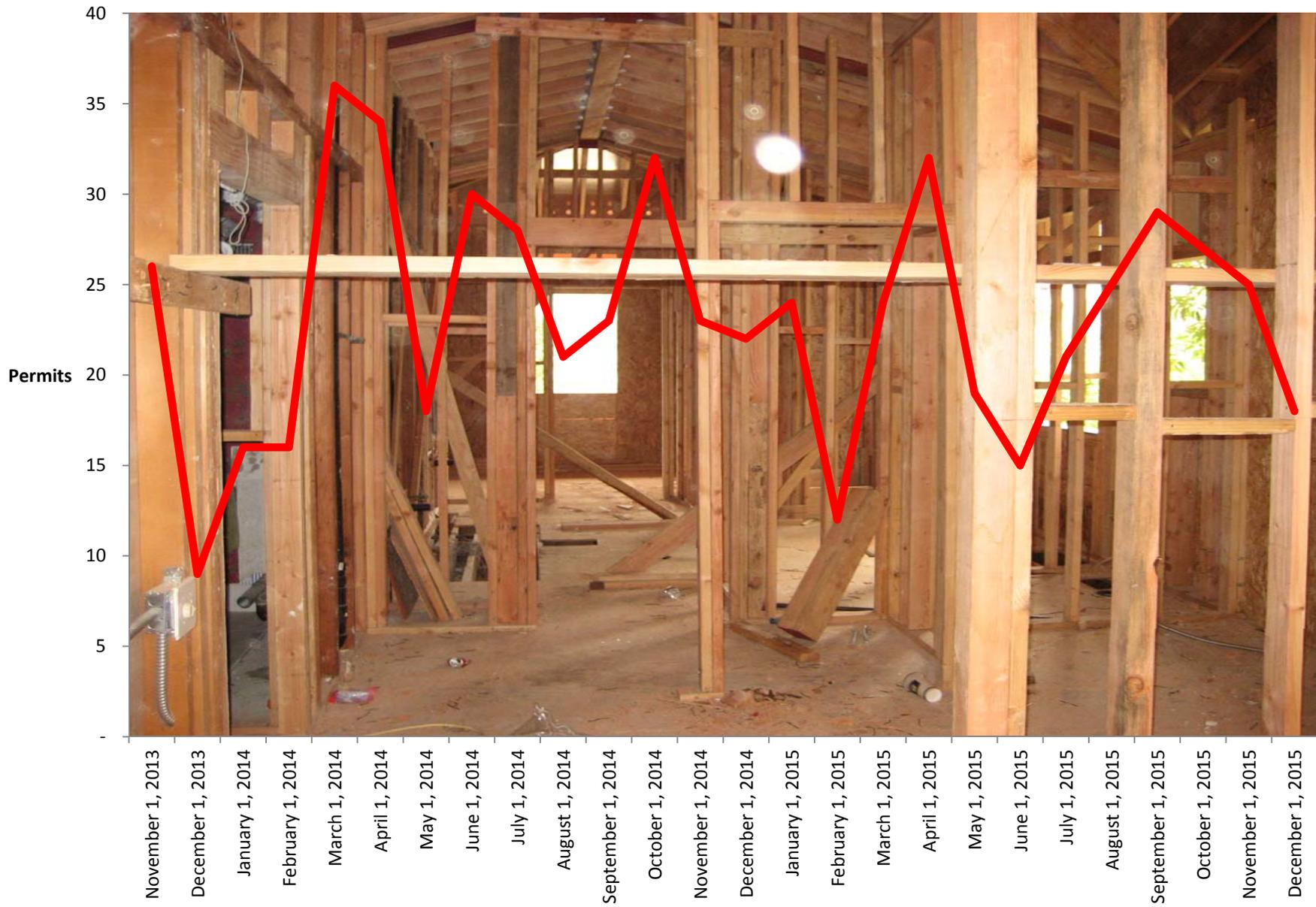
* Line item detail available upon request.



WWTF Lagoon Depths



Building Permit Activity



January 13, 2016

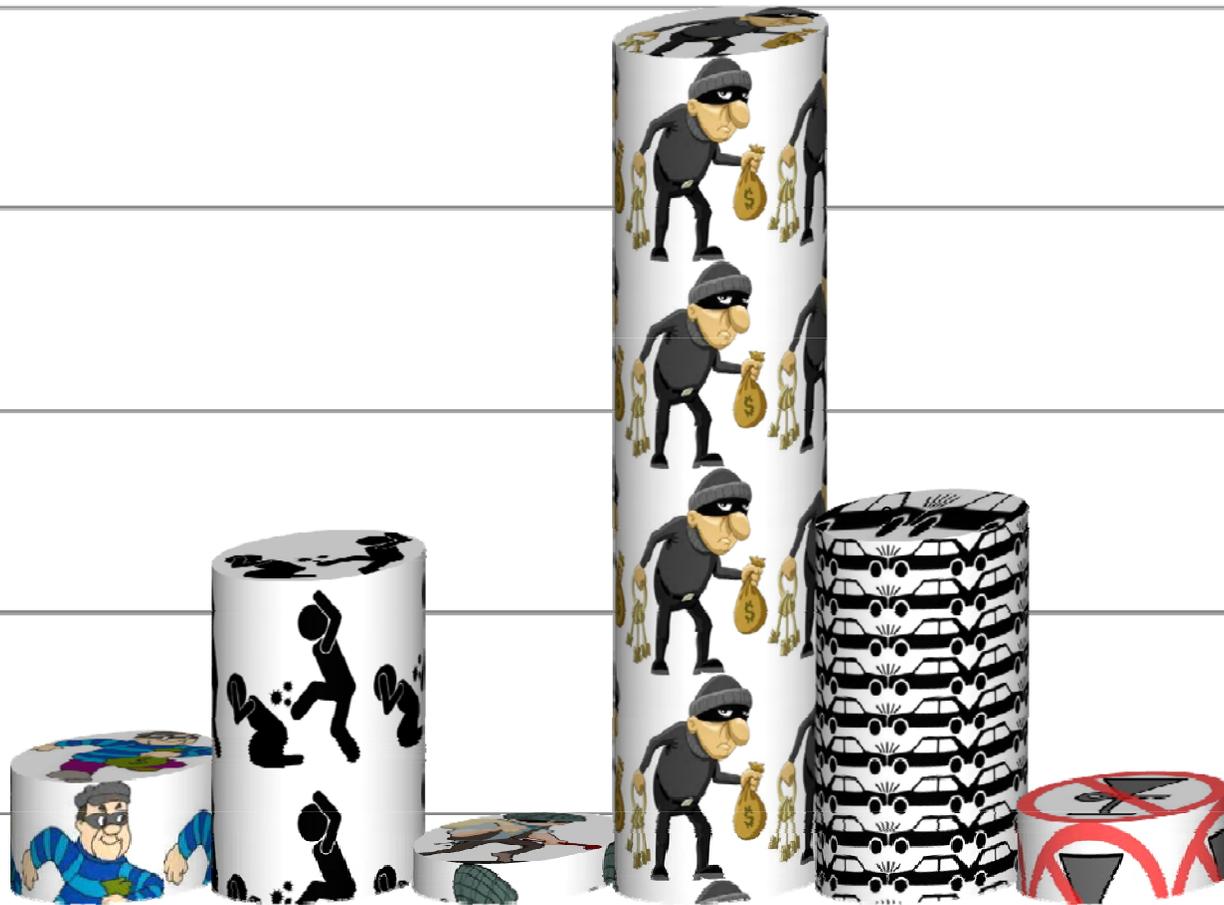


Weekly

Robbery Assault Buglary Thefts Collision DUI

January 13, 2016

25
20
15
10
5
0



Year to Date

Robbery Assault Buglary Thefts Collision DUI



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
All	All	12/01/2015	12/31/2015

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
New Cases		44	44
Closed Cases	4	40	44
Open Cases at start of period	5	21	26
Open Cases at end of period	1	25	26

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
Animals - Definitions		1	1
Condemnation		5	5
Cooking and heating equipment		1	1
Detrimental Objects		27	27
Floors, Bathroom and Kitchen		1	1
Grading and drainage		1	1
Grease Traps		1	1
Indoor Furniture/Outside		7	7
Insect and rat harborage		1	1
Noise - Loud Noise Prohibited		1	1
Overcrowding		2	2
Parking - Certain other parking prohibited		1	1
Permit for construction required		3	3
Rental/Business License		5	5
Roofs		1	1
Stairs & Porches		1	1
Violations and penalties - Grease Traps		1	1
Yard Waste		2	2
Totals		62	62



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	12/01/2015	12/31/2015

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
New Cases		7	7
Closed Cases	2	11	13
Open Cases at start of period	2	4	6
Open Cases at end of period			0

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
Detrimental Objects		2	2
Grading and drainage		1	1
Grease Traps		1	1
Indoor Furniture/Outside		1	1
Noise - Loud Noise Prohibited		1	1
Permit for construction required		1	1
Violations and penalties - Grease Traps		1	1
Totals		8	8



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	12/01/2015	12/31/2015

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
New Cases		32	32
Closed Cases		20	20
Open Cases at start of period	1	10	11
Open Cases at end of period	1	22	23

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
Condemnation		3	3
Cooking and heating equipment		1	1
Detrimental Objects		24	24
Floors, Bathroom and Kitchen		1	1
Indoor Furniture/Outside		5	5
Overcrowding		2	2
Parking - Certain other parking prohibited		1	1
Permit for construction required		2	2
Rental/Business License		3	3
Roofs		1	1
Stairs & Porches		1	1
Yard Waste		2	2
Totals		46	46



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	12/01/2015	12/31/2015

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
New Cases		5	5
Closed Cases	1	9	10
Open Cases at start of period	1	7	8
Open Cases at end of period		3	3

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Total</i>
Animals - Definitions		1	1
Condemnation		2	2
Detrimental Objects		1	1
Indoor Furniture/Outside		1	1
Insect and rat harborage		1	1
Rental/Business License		2	2
Totals		8	8



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	12/01/2015	12/31/2015

Case Activity:

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

Violation Activity

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

VIOLATION ACTIVITY

