

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Sussex County Association of Towns:** Wednesday, April 6th, 6:00 PM, Bethany Beach Ocean Suites, Hosted by Town of Bethany Beach
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, April 8th, at 9:00 AM, Arena's at the Airport
- ✓ **Town Council Meeting:** Wednesday, April 13th, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Town Council Meeting:** Friday, April 22nd, 5:00 PM, Certification of Candidates, Town Hall
- ✓ **Town Council Meeting:** Wednesday, April 27th, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, April 28th, 5:30 PM, Duncan Center (Dover)

UPDATES FROM DEPARTMENTS ...

Finance

- April Utility Billing totaled \$868,608 – due date is May 6th, total bills printed 2,132
- Monthly Key Revenue Items Report (March 2016) – copy attached
- Quarterly "[*Take Note Newsletter*](#)" prepared, posted to website and mailed with utility bills

Wastewater

- Lagoon depths: Large Lagoon is 11.25 feet and Small Lagoon is 6.25 feet
- Replaced belts on air blower 2
- Removed controller from Del Tech pumping station – returned to factory for repair
- Replaced two couplings and a gearbox on irrigation rig 3 at Baxter Farms

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 – March 2016 issued and posted to website (copy attached)

TOWN MANAGER'S WEEKLY REPORT



Public Works

- Installed, as a trial, new LED lights for the Circle Fountain (see photo 1)
- Material relocation at Stevenson Lane completed
- Bulldozer sent out to Delaware Tech for pre-purchase trial

Planning

- Shops of College Park – VA Clinic – Review comments returned to applicant on March 31st
- Two Farms Retail Pad – Review comment returned to applicant on March 31st
- Building Permit Summary (March 2016)

| Building Activity | March 2016 | February 2016 | March 2015 |
|-----------------------|------------|---------------|--------------------------|
| Permits Issued | 31 | 12 | 24 |
| Value of Improvements | \$961,573 | \$467,683 | \$1,442,136 ¹ |
| Permit Revenue | \$5,360 | \$2,595 | \$1,035 |

TOWN MANAGER'S UPDATE ...

- Finalized agenda for Compassion Center Ordinance Committee Meeting (scheduled for April 11th)
- Prepared Request for Proposal (RFP) for tree removal at Wilson Park
- Provided electric supplier information to Affinity Energy Management (State Contract Awardee)
- Participated in conference call with EPA and USDA regarding “Cool & Connected” Technical and Planning Assistance – Town of Georgetown made the short list (Gene Dvornick, Jocelyn Godwin)
- Supplied Fuqua, Yori And Willard, survey and easement information to prepare deeds for abandonment of Broad Alley
- Prepared Parklet Presentation – requested by DeIDOT (City of Newark is interested in trying this initiative)
- Addressed property owner concerns over Code Enforcement issues
- Discussed USDA Rural Business Development Grant (RBDG) opportunities for Georgetown (Gene Dvornick, Laura Givens)
- Researched Georgetown Chamber of Commerce sign alternatives (Gene Dvornick, Jocelyn Godwin)

¹ College Park Regional Pump Station is \$1,307,363

TOWN MANAGER'S WEEKLY REPORT



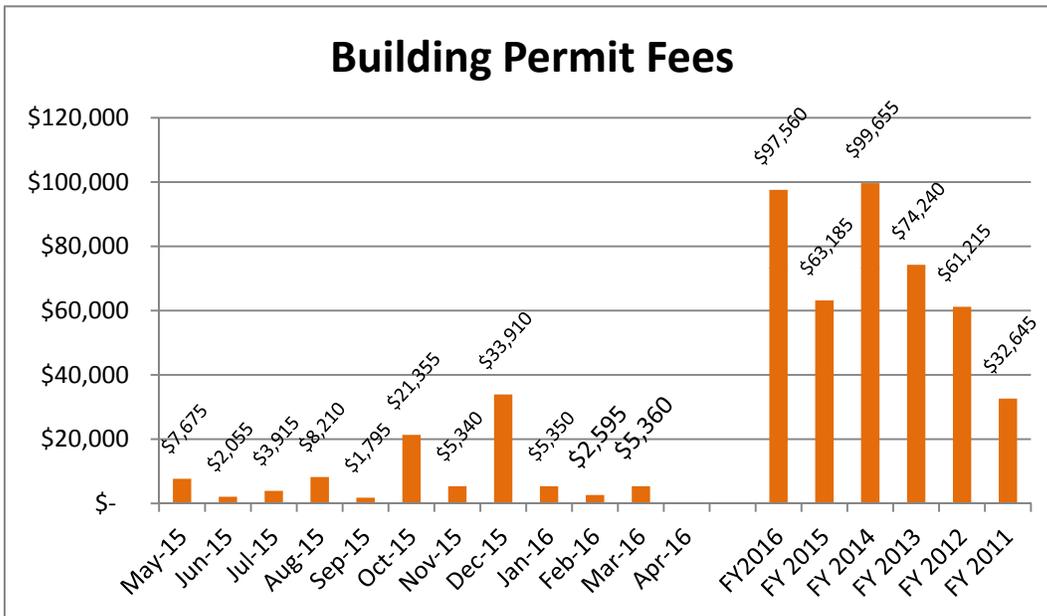
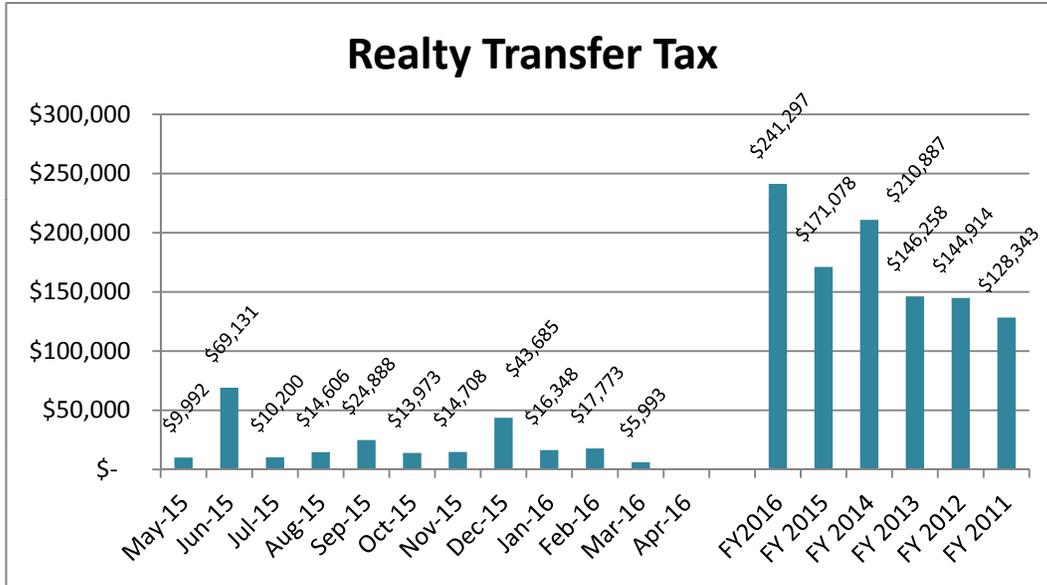
- Created [Downtown Development District Information](#) page on Town Website
- Prepared information on permitted uses and potential incentives for the Downtown Development District Plan (Gene Dvornick, Jocelyn Godwin)
- Reviewed FY 2017 Budget Presentation with Councilman Holston (Gene Dvornick, Laura Givens, Olga Holm)



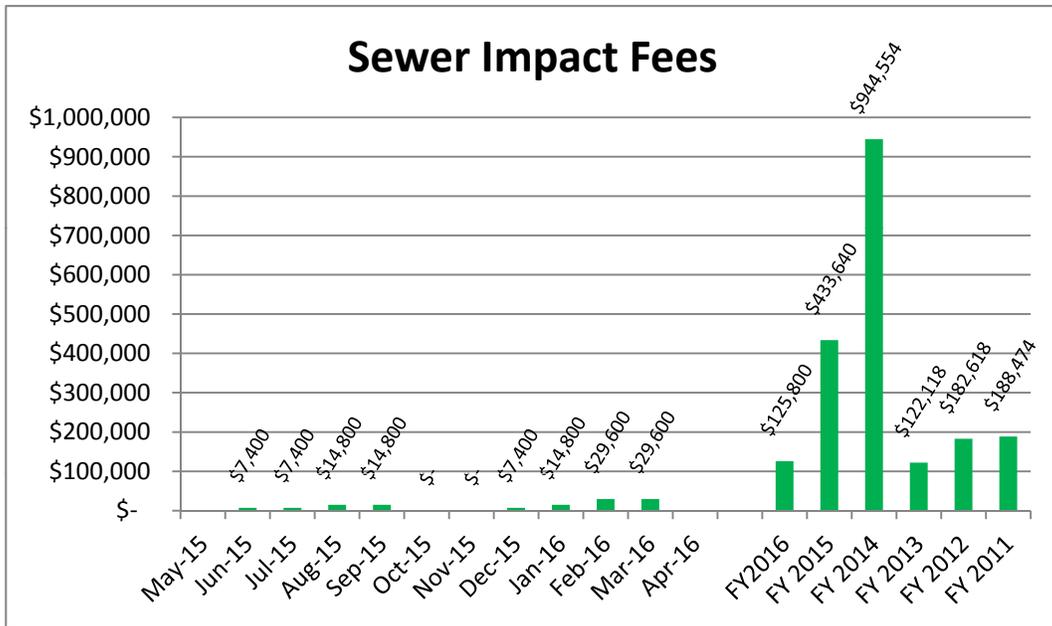
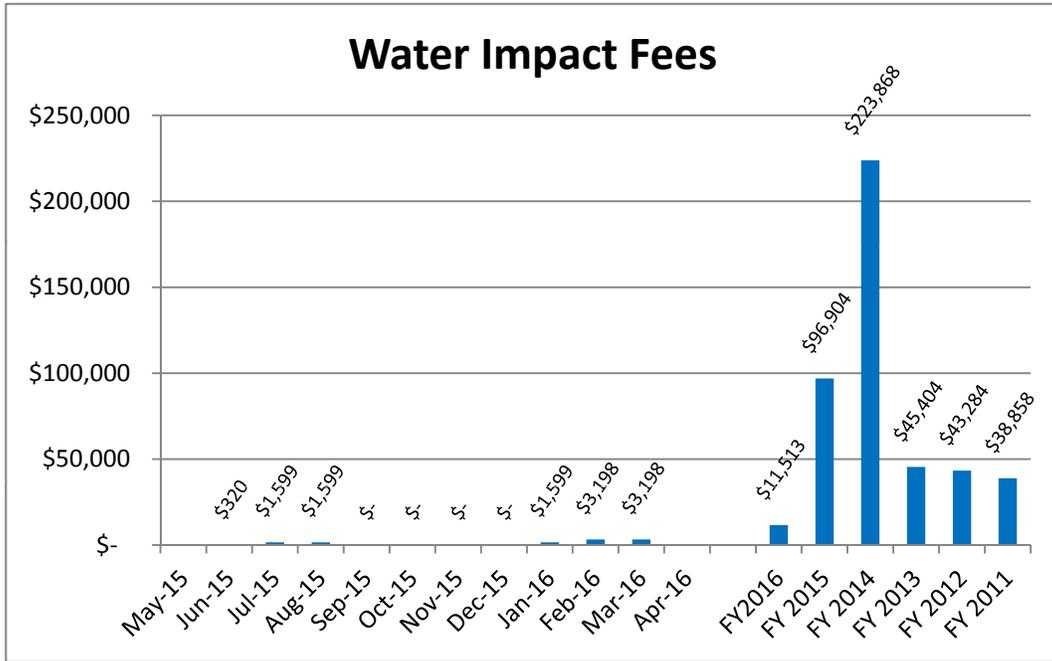
Photo 1 - LED Lights illuminating the Circle Fountain

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

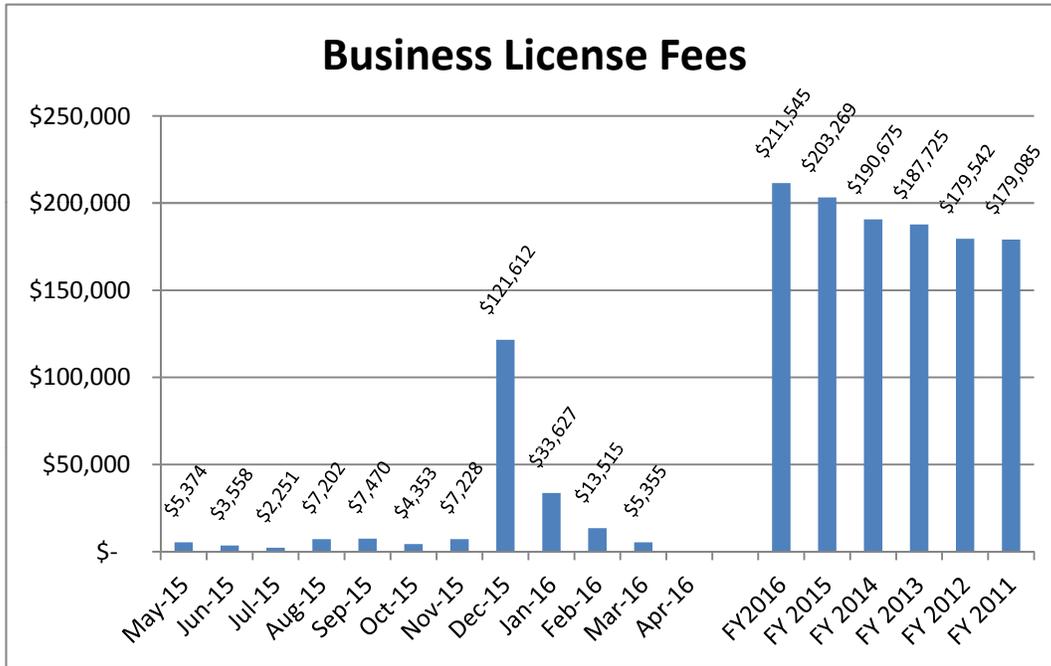
Key Revenue Items



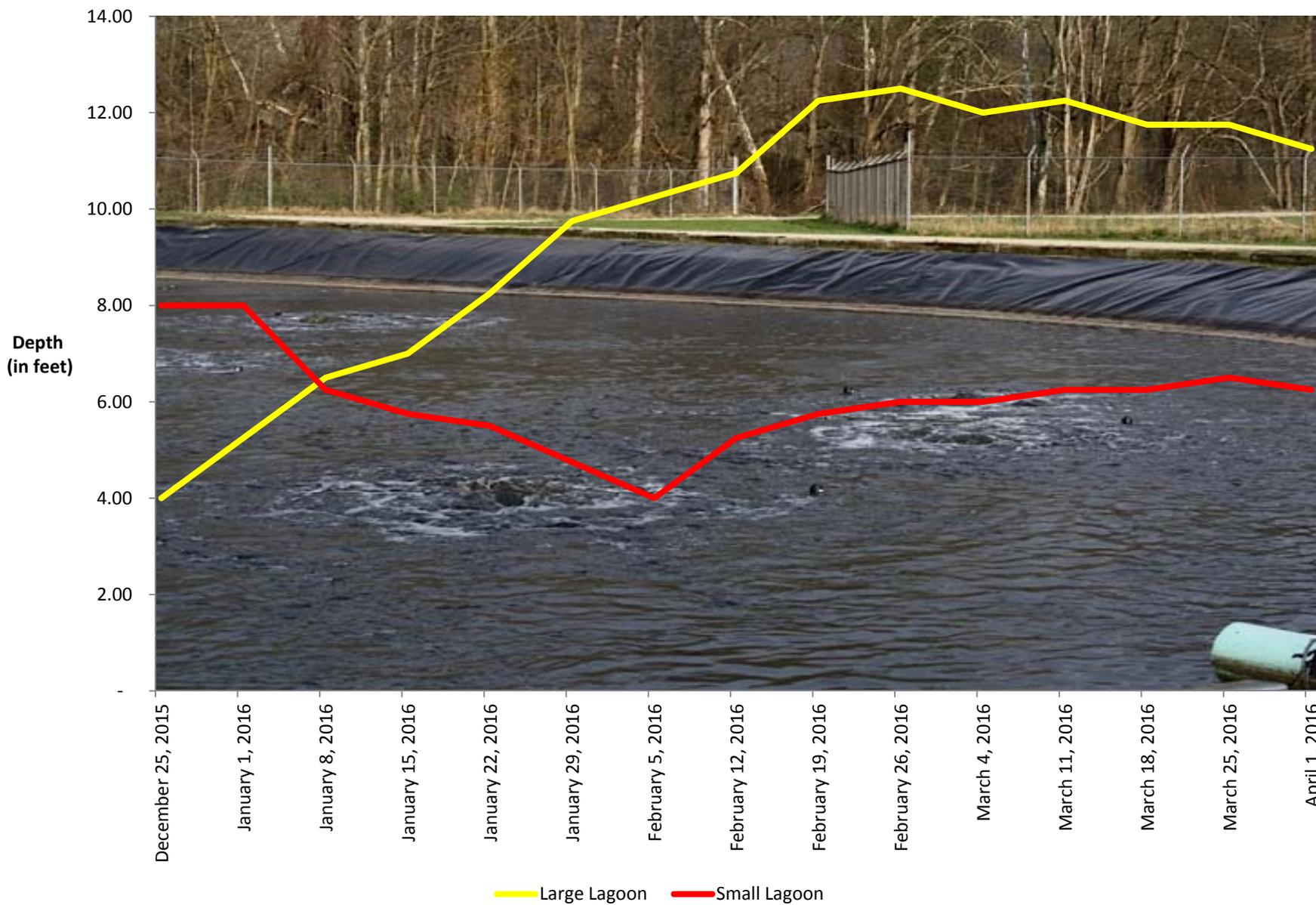
Key Revenue Items



Key Revenue Items

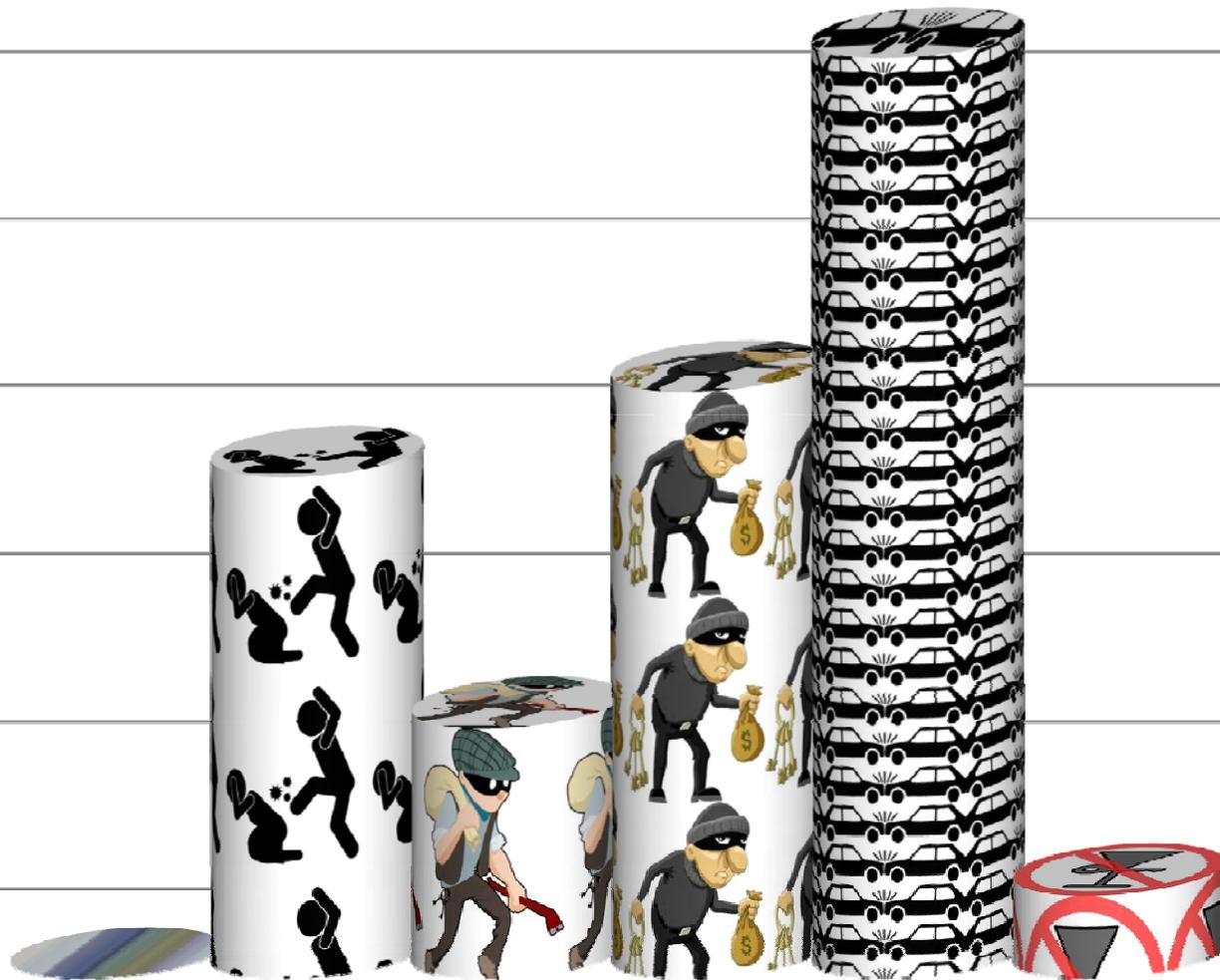


WWTF Lagoon Depths



March 30, 2016

12
10
8
6
4
2
0

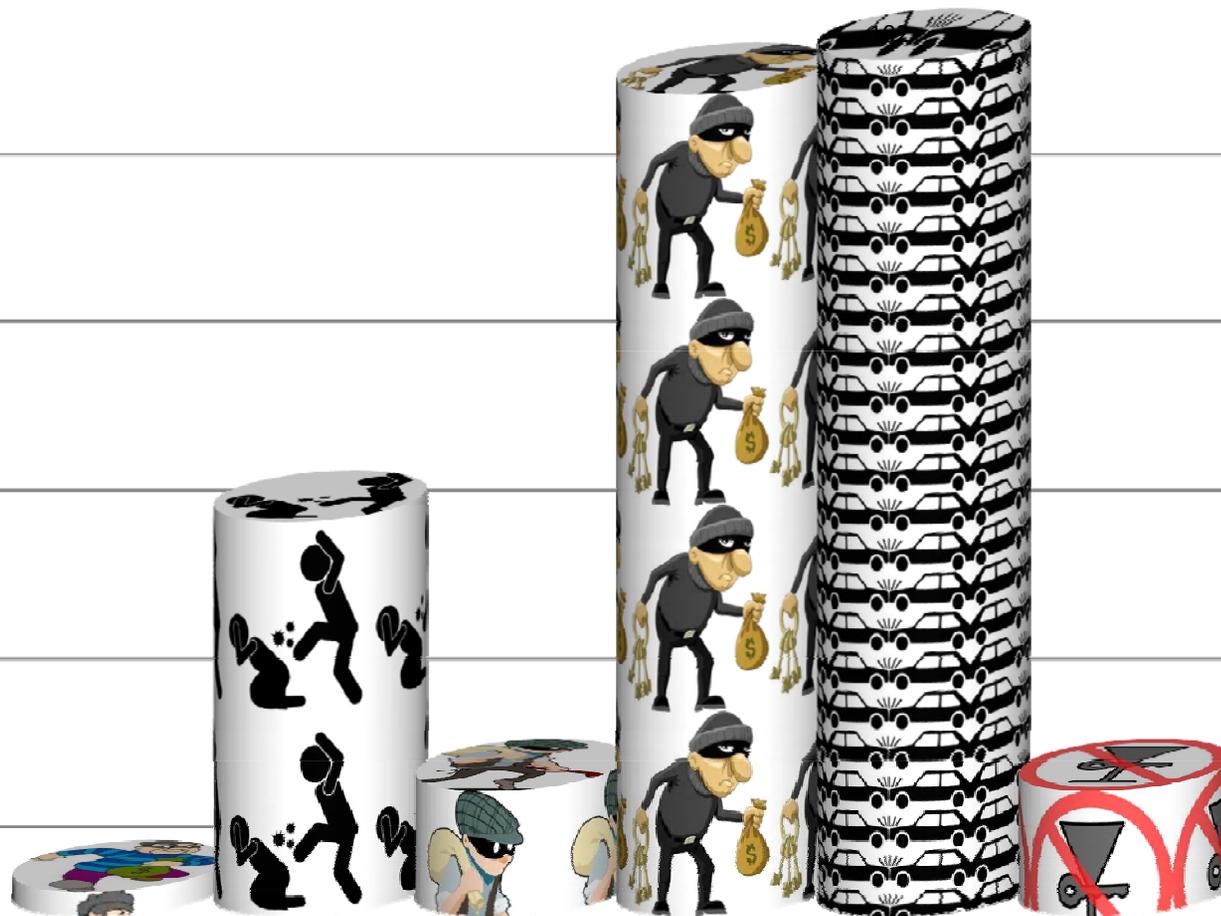


Weekly

Robbery Assault Buglary Thefts Collision DUI

March 30, 2016

120
100
80
60
40
20
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 | 03/01/2016 | 03/31/2016 |

Case Activity:

| | <i>Dvornick, Gene</i> | <i>Hume, David</i> | <i>Total</i> |
|-------------------------------|-----------------------|--------------------|--------------|
| New Cases | | 128 | 128 |
| Closed Cases | | 73 | 73 |
| Open Cases at start of period | 1 | 34 | 35 |
| Open Cases at end of period | 1 | 89 | 90 |

Violation Activity

| <i>New Violations Cited</i> | <i>Dvornick, Gene</i> | <i>Hume, David</i> | <i>Total</i> |
|--|-----------------------|--------------------|--------------|
| Accessory Structures | | 14 | 14 |
| Addressing of buildings | | 1 | 1 |
| Animals - Definitions | | 3 | 3 |
| Animals not allowed to be kept | | 3 | 3 |
| Condemnation | | 11 | 11 |
| Condition of premises. | | 1 | 1 |
| Cooking and heating equipment | | 1 | 1 |
| Detrimental Objects | | 61 | 61 |
| Dumpsters Screening and Pad | | 1 | 1 |
| Exterior Structures | | 3 | 3 |
| Exterior Surfaces | | 6 | 6 |
| Exterior Walls | | 4 | 4 |
| Foundation Walls | | 1 | 1 |
| Holiday Lighting | | 3 | 3 |
| Indoor Furniture/Outside | | 4 | 4 |
| Insect and rat harborage | | 3 | 3 |
| Interior structural members | | 1 | 1 |
| Interior Surfaces | | 1 | 1 |
| Maintenance of trees and other vegetation. | | 8 | 8 |
| Outdoor Burning, Permit Required | | 1 | 1 |
| Parking - Certain other parking prohibited | | 5 | 5 |

| | | |
|--|------------|------------|
| Parking and occupancy of trailers | 1 | 1 |
| Permit for construction required | 1 | 1 |
| Rental/Business License | 5 | 5 |
| Running at large prohibited Amended 4-27-2011 | 2 | 2 |
| Running at large prohibited. | 3 | 3 |
| Scrap Tire Management – General | 1 | 1 |
| Spaces prohibited for sleeping purposes | 1 | 1 |
| Trash, Collection | 17 | 17 |
| Vehicles wrecked, dismantled, inoperable or unregistered on private property | 10 | 10 |
| Windows and doors to be weathertight. | 5 | 5 |
| Windows, Doors & Frames | 2 | 2 |
| Yard Waste | 7 | 7 |
| Totals | 191 | 191 |



Code Enforcement Activity Report

Report Criteria:

| <i>Location Type</i> | <i>Location Field</i> | <i>Date From</i> | <i>To</i> |
|----------------------|-----------------------|------------------|------------|
| Ward | 1 | 03/01/2016 | 03/31/2016 |

Case Activity:

| | <i>Hume, David</i> | <i>Total</i> |
|-------------------------------|--------------------|--------------|
| New Cases | 22 | 22 |
| Closed Cases | 16 | 16 |
| Open Cases at start of period | 8 | 8 |
| Open Cases at end of period | 14 | 14 |

Violation Activity

| <i>New Violations Cited</i> | <i>Hume, David</i> | <i>Total</i> |
|---|--------------------|--------------|
| Accessory Structures | 5 | 5 |
| Animals - Definitions | 1 | 1 |
| Animals not allowed to be kept | 1 | 1 |
| Condemnation | 4 | 4 |
| Condition of premises. | 1 | 1 |
| Detrimental Objects | 13 | 13 |
| Exterior Structures | 1 | 1 |
| Exterior Surfaces | 1 | 1 |
| Indoor Furniture/Outside | 2 | 2 |
| Insect and rat harborage | 2 | 2 |
| Interior structural members | 1 | 1 |
| Running at large prohibited Amended 4-27-2011 | 2 | 2 |
| Running at large prohibited. | 2 | 2 |
| Scrap Tire Management – General | 1 | 1 |
| Yard Waste | 2 | 2 |
| Totals | 39 | 39 |



Code Enforcement Activity Report

Report Criteria:

| <i>Location Type</i> | <i>Location Field</i> | <i>Date From</i> | <i>To</i> |
|----------------------|-----------------------|------------------|------------|
| Ward | 2 | 03/01/2016 | 03/31/2016 |

Case Activity:

| | <i>Dvornick, Gene</i> | <i>Hume, David</i> | <i>Total</i> |
|-------------------------------|-----------------------|--------------------|--------------|
| New Cases | | 57 | 57 |
| Closed Cases | | 30 | 30 |
| Open Cases at start of period | 1 | 16 | 17 |
| Open Cases at end of period | 1 | 43 | 44 |

Violation Activity

| <i>New Violations Cited</i> | <i>Dvornick, Gene</i> | <i>Hume, David</i> | <i>Total</i> |
|--|-----------------------|--------------------|--------------|
| Accessory Structures | | 5 | 5 |
| Animals not allowed to be kept | | 2 | 2 |
| Condemnation | | 4 | 4 |
| Cooking and heating equipment | | 1 | 1 |
| Detrimental Objects | | 29 | 29 |
| Dumpsters Screening and Pad | | 1 | 1 |
| Exterior Structures | | 1 | 1 |
| Exterior Surfaces | | 5 | 5 |
| Exterior Walls | | 3 | 3 |
| Foundation Walls | | 1 | 1 |
| Holiday Lighting | | 3 | 3 |
| Insect and rat harborage | | 1 | 1 |
| Maintenance of trees and other vegetation. | | 6 | 6 |
| Parking - Certain other parking prohibited | | 1 | 1 |
| Rental/Business License | | 3 | 3 |
| Running at large prohibited. | | 1 | 1 |
| Spaces prohibited for sleeping purposes | | 1 | 1 |
| Trash, Collection | | 3 | 3 |
| Vehicles wrecked, dismantled, inoperable or unregistered on private property | | 6 | 6 |
| Windows and doors to be weathertight. | | 4 | 4 |
| Windows, Doors & Frames | | 2 | 2 |

| | | | |
|---------------|--|-----------|-----------|
| Yard Waste | | 3 | 3 |
| Totals | | 86 | 86 |



Code Enforcement Activity Report

Report Criteria:

| <i>Location Type</i> | <i>Location Field</i> | <i>Date From</i> | <i>To</i> |
|----------------------|-----------------------|------------------|------------|
| Ward | 3 | 03/01/2016 | 03/31/2016 |

Case Activity:

| | <i>Hume, David</i> | <i>Total</i> |
|-------------------------------|--------------------|--------------|
| New Cases | 41 | 41 |
| Closed Cases | 21 | 21 |
| Open Cases at start of period | 8 | 8 |
| Open Cases at end of period | 28 | 28 |

Violation Activity

| <i>New Violations Cited</i> | <i>Hume, David</i> | <i>Total</i> |
|--|--------------------|--------------|
| Accessory Structures | 4 | 4 |
| Addressing of buildings | 1 | 1 |
| Animals - Definitions | 2 | 2 |
| Condemnation | 1 | 1 |
| Detrimental Objects | 17 | 17 |
| Exterior Structures | 1 | 1 |
| Exterior Walls | 1 | 1 |
| Indoor Furniture/Outside | 2 | 2 |
| Interior Surfaces | 1 | 1 |
| Maintenance of trees and other vegetation. | 2 | 2 |
| Outdoor Burning, Permit Required | 1 | 1 |
| Parking - Certain other parking prohibited | 2 | 2 |
| Parking and occupancy of trailers | 1 | 1 |
| Permit for construction required | 1 | 1 |
| Rental/Business License | 1 | 1 |
| Trash, Collection | 14 | 14 |
| Vehicles wrecked, dismantled, inoperable or unregistered on private property | 2 | 2 |
| Windows and doors to be weathertight. | 1 | 1 |
| Yard Waste | 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 | 4 | 03/01/2016 | 03/31/2016 |

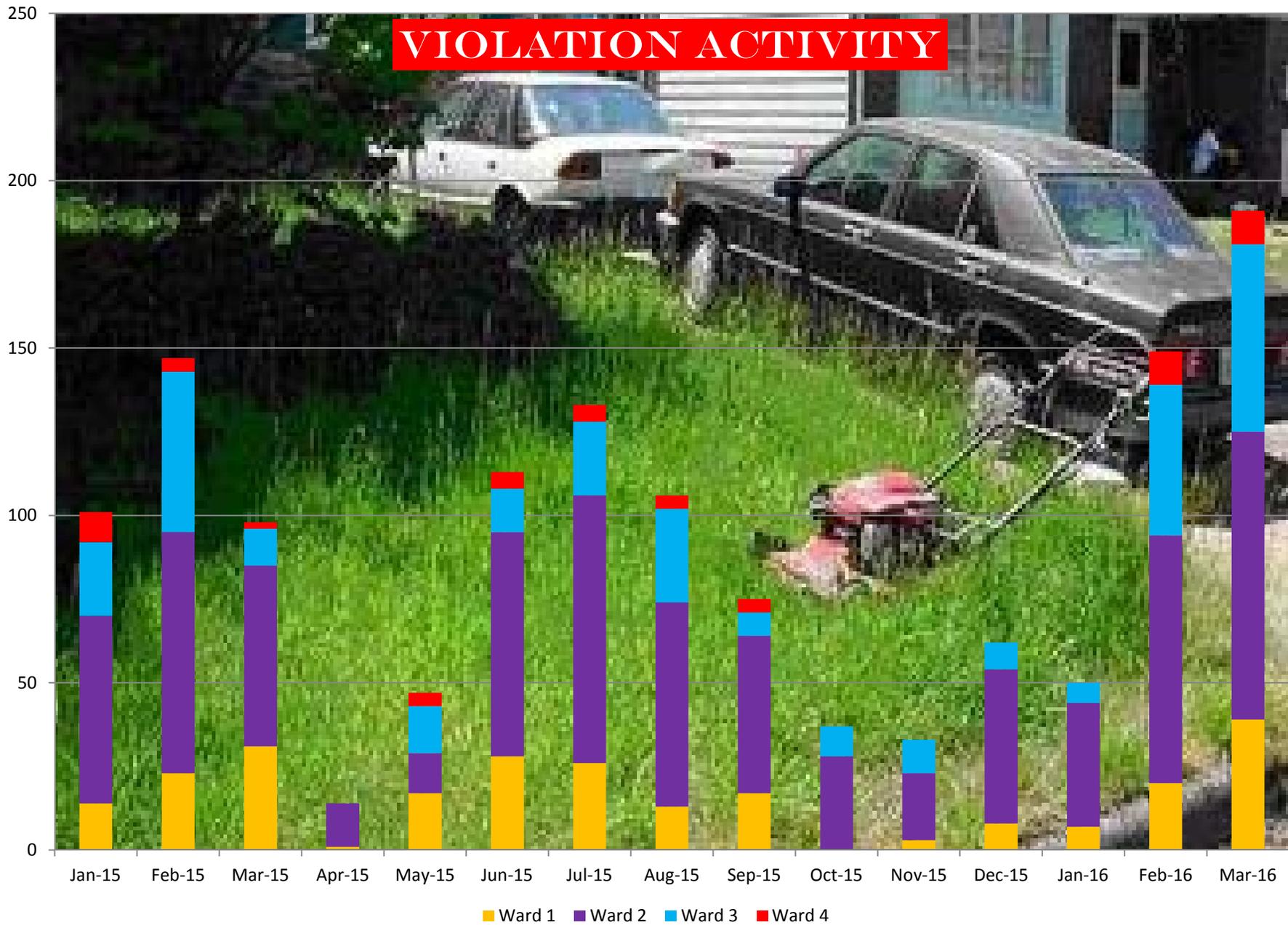
Case Activity:

| | <i>Hume, David</i> | <i>Total</i> |
|-------------------------------|--------------------|--------------|
| New Cases | 8 | 8 |
| Closed Cases | 6 | 6 |
| Open Cases at start of period | 2 | 2 |
| Open Cases at end of period | 4 | 4 |

Violation Activity

| <i>New Violations Cited</i> | <i>Hume, David</i> | <i>Total</i> |
|--|--------------------|--------------|
| Condemnation | 2 | 2 |
| Detrimental Objects | 2 | 2 |
| Parking - Certain other parking prohibited | 2 | 2 |
| Rental/Business License | 1 | 1 |
| Vehicles wrecked, dismantled, inoperable or unregistered on private property | 2 | 2 |
| Yard Waste | 1 | 1 |
| Totals | 10 | 10 |

VIOLATION ACTIVITY



**Town of Georgetown
Planning Department
Building Permits
March 2016**

| Permit # | Date | Address | Map/Parcel | Property Owner | Use | | | Type | | | | | # of EDU | Project Cost | Emerg. Fee | Inspect Fee | Bldg. Per. Fee | Brief Description |
|---------------|-----------|--------------------------|------------------|----------------------------|-----|----|-----|------|-----|-----|------|------|-------------|-----------------|---------------|----------------|-------------------|----------------------|
| | | | | | SF | MF | COM | New | Int | Ext | Demo | Misc | | | | | | |
| P1500236-1 | 3/14/2016 | 101 East Market St. | 135-14.20-210.00 | JAT Properties LLC | | | 1 | | | | 1 | | | \$ 7,000.00 | | | \$ 55.00 | Replace Framing |
| P1600022 | 3/1/2016 | 204 West Market St. | 135-19.08-99.00 | Ricot Exantus | 1 | | | | | | 1 | | | \$ 18,000.00 | | | \$ 110.00 | Replace Windows |
| P1600023 | 3/1/2016 | 21710 Roth Avenue | 135-14.00-35.08 | College Park Retail LLC | | | 1 | 1 | | | | | | \$ 424,000.00 | \$ 1,272.00 | | \$ 2,140.00 | 4,934 sf Shell |
| P1600024 | 3/1/2016 | 215 East Market St. | 135-15.17-61.00 | Ronald Phillips | 1 | | | | | | | 1 | | \$ 1,850.00 | | | \$ 30.00 | Replace Sign |
| P1600025 | 3/1/2016 | 110 West North St. | 135-14.19-70.02 | Georgetown Healthcare | | | 1 | | 1 | | | | | \$ 34,260.00 | | | \$ 195.00 | Split Patient Rm. |
| P1600026 | 3/2/2016 | 20633 Dupont Blvd. | 135-14.15-53.03 | BKGT LLC | | | 1 | | | | | 1 | | \$ 2,700.00 | | | \$ 35.00 | Install Wall Sign |
| P1600027 | 3/3/2016 | 215 East Market St. | 135-15.17-61.00 | Ronald Phillips | | | 1 | | 1 | | | | | \$ 7,500.00 | | | \$ 35.00 | Tenant Fitout |
| P1600028 | 3/7/2016 | 17 East Market St. | 135-14.20-206.00 | Central America Distr. LLC | | | 1 | | 1 | | | | | \$ 17,500.00 | | | \$ 110.00 | Hood System |
| P1600029 | 3/9/2016 | 14 East Pine St. | 135-19.08-162.00 | Sussex County | | | 1 | | | | | 1 | | \$ 3,382.00 | | | \$ 40.00 | Smoking Shelter |
| P1600030 | 3/9/2016 | 11 North Race St. | 135-14.20-188.00 | S.C. Habitat for Humanity | 1 | | | | | | | 1 | | \$ 1,500.00 | | | \$ 30.00 | Replace Porch |
| P1600031 | 3/15/2016 | 13 Douglas Street | 135-14.16-13.00 | Dany Ramirez | 1 | | | | | | | 1 | | \$ 1,200.00 | | | \$ 30.00 | 20' x 14' Shed |
| P1600032 | 3/17/2016 | 1 & 3 Frankensberry Dr. | 135-19.00-69.08 | County Bank | | 1 | | 1 | | | | 2 | | \$ 389,000.00 | \$ 1,167.00 | \$ 35.00 | \$ 1,965.00 | New Homes (2) |
| P1600033 | 3/17/2016 | 223 East Market St. | 135-15.17-56.00 | Market Street Patners | | | 1 | | 1 | | | | | \$ 5,854.00 | | | \$ 50.00 | Tenant Fitout |
| P1600034 | 3/17/2016 | 110 Wingate Drive | 135-19.07-68.00 | Precious Lynch | 1 | | | | | | | 1 | | \$ - | | | \$ - | 8' x 10' Shed |
| P1600035 | 3/18/2016 | 9 Clover Drive | 135-20.00-213.00 | Carlos Erazo | 1 | | | | | | | 1 | | \$ 8,000.00 | | | \$ 60.00 | Remove Deck |
| P1600036 | 3/22/2016 | 306 Cedar Street | 135-14.20-291.00 | Sue Barlow | 1 | | | | | 1 | | | | \$ 2,210.00 | | | \$ 35.00 | Replace Doors |
| P1600037 | 3/22/2016 | 308 Cedar Street | 135-14.20-290.00 | Sue Barlow | 1 | | | | | 1 | | | | \$ 3,828.00 | | | \$ 40.00 | Replace Doors |
| P1600038 | 3/22/2016 | 100 Charles Way Bldg 100 | 135-20.05-51.00 | Milford Housing Dev. Corp. | | 1 | | | | | | 1 | | \$ 750.00 | | | \$ 25.00 | Replace Sign |
| P1600039 | 3/23/2016 | 654 North Bedford St. | 135-14.00-84.00 | Richard Lankford | 1 | | | | | | | 1 | | \$ 2,500.00 | | | \$ 35.00 | 18' x 32' Shed |
| P1600040 | 3/23/2016 | 32 The Circle | 135-14.20-196.00 | Greenlea LLC | | | 1 | | 1 | | | | | \$ 10,000.00 | | | \$ 70.00 | Lead Paint Abate. |
| P1600041 | 3/24/2016 | 20983 Dupont Blvd. | 135-19.07-7.01 | Cliff Diver, Jr Trustee | | | 1 | | | | | 1 | | \$ 50.00 | | | \$ - | Replace Sign |
| P1600042 | 3/24/2016 | 20257 Ennis Road | 135-14.19-24.01 | Kevin Donovan | 1 | | | | | | | 1 | | \$ 5,965.00 | | | \$ 50.00 | 12' x 24' Shed |
| P1600043 | 3/24/2016 | 309 Margaret Street | 135-19.07-13.01 | Nickolett Williams | 1 | | | | | | | 1 | | \$ 1,000.00 | | | \$ 25.00 | 8' x 4' Shed |
| P1600044 | 3/28/2016 | 205 Cedar Street | 135-14.20-273.00 | C & C Real Estate | 1 | | | | | 1 | | | | \$ 2,500.00 | | | \$ 35.00 | Replace Shingles |
| P1600045 | 3/28/2016 | 309 North Race St. | 135-14.20-104.00 | Luis Rodriguez | | | 1 | | 1 | | | | | \$ 400.00 | | | \$ 25.00 | Tenant Fitout |
| P1600046 | 3/29/2016 | Sterling Square | 135-15.00-115.06 | Sterling Square LLC | | | 1 | | | | | 1 | | \$ 3,000.00 | | | \$ 35.00 | Bus Shelter |
| P1600047 | 3/30/2016 | 111 Linden Avenue | 135-19.07-45.00 | Lawrence Wood | 1 | | | | | | | 1 | | \$ 799.00 | | | \$ 25.00 | Shed Repair |
| P1600048 | 3/30/2016 | 202 North Bedford St. | 135-14.20-129.00 | Seed Realty, LLC | 1 | | | | 1 | | | | | \$ 3,500.00 | | | \$ 40.00 | Roof Repairs |
| P1600049 | 3/30/2016 | 204 Wilson Street | 135-19.08-34.01 | Amanda Vannicola | 1 | | | | | | | 1 | | \$ 3,000.00 | | | \$ 35.00 | Replace Fence |
| P1600050 | 3/31/2016 | 610 North Bedford St. | 135-14.00-92.01 | Irma Moore | 1 | | | | 1 | | | | | \$ 200.00 | | | \$ - | Repl. Window Sill |
| P1600051 | 3/31/2016 | 229 East Market St. | 135-15.17-53.00 | E & L Lester Investments | | | 1 | | | | | 1 | | \$ 125.00 | | | \$ - | Tenant Fitout |
| Totals | | | | | 16 | 2 | 13 | 2 | 8 | 5 | 1 | 15 | 2 | \$ 961,573.00 | \$ 2,439.00 | \$ 35.00 | \$ 5,360.00 | |

| | |
|----------|------------|
| Permits | 31 |
| Imprvmts | \$ 961,573 |
| Fee | \$ 5,360 |

| Use | Type |
|--------------------|---------------------------|
| SF - Single Family | New - New Construction |
| MF - Multi-family | Int - Interior Renovation |
| COM - Commercial | Ext - Exterior Renovation |
| | Demo - Demolition |
| | Misc - Miscellaneous |

Building Permit Activity





**ECONOMIC
DEVELOPMENT
INITIATIVE**

DOWNTOWN PARKLET

**TOWN OF
GEORGETOWN**

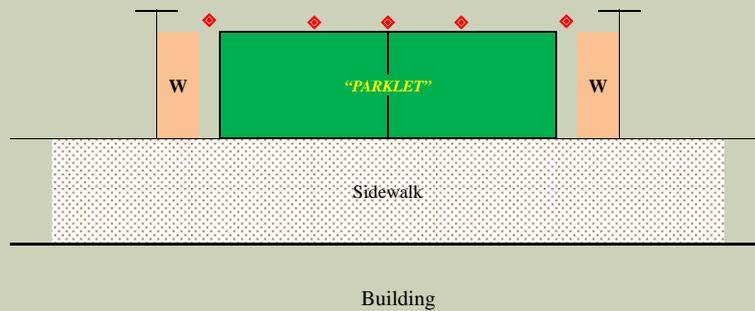
BACKGROUND

- First introduced in San Francisco (2005)
- Simple Concept
 - “converting a parking space into a small public “park.” Parklets are, in effect, an extension of the sidewalk into the street, exchanging private auto space for additional public gathering space.”
- Learned of the concept at the 2014 National Main Street Conference (Atlanta, GA)
- Training session on Tactical Urbanism
 - Creative ways to use outdoor spaces
- Popular in Large Cities
 - [Seattle Parklet Handbook](#)
 - [Philadelphia Parklet Program](#)
 - [Minneapolis Parklet Application Manual](#)

BACKGROUND

- Potential Uses
 - Table Placement for outside dining
 - Seating Area for Patrons waiting to enter business
 - Live Music
 - Plein Air Painting
 - Restaurant Promotion
- Safety Measures:
 - One (1) foot less than actual parking space width
 - 42" railing surrounds three (3) sides, open side is to the sidewalk
 - Placement of Water Filled Traffic Barriers at both ends, diagonally from the curb towards the Parklet

CONCEPTUAL DESIGN



ACTUAL CONSTRUCTION



- **Materials**
 - Used Pallets
 - Pressure Treated Lumber
- **Simple Fabrication**
 - Constructed “in house”
- **Portable**
 - Set up or break down in 20 to 30 minutes

PLACEMENT ON EAST MARKET STREET



VARIATIONS ON A THEME

