

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Thursday, November 24, in observation of Thanksgiving Day
- ✓ **Town Offices Closed:** Friday, November 25, in observation of the Day after Thanksgiving
- ✓ **Delaware League of Local Governments:** Thursday, December 1, 5:30 PM - Dover
- ✓ **Georgetown Christmas Parade:** Thursday, December 1, 7:00 PM – East Market Street
- ✓ **Caroling on the Circle:** Monday, December 5, 6:30 PM – The Circle
- ✓ **Sussex County Association of Towns:** Wednesday, December 7, 5:30 PM – Hosted by Rehoboth Beach
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, December 9, 9:00 AM – Arena's at the Airport

UPDATES FROM DEPARTMENTS ...

Finance

- As of November 18, the Town has collected \$836,572 (88%) of the October 2016 Utility Billing (\$960,143)
- As of November 18, the Town has collected \$1,494,489 (97%) of the May 2016 Property Tax Billing (\$1,533,832)
- On November 16th, the Town mailed 353 reminder notices for delinquent utility accounts
- October 2016 Budget vs. Actual Report prepared and posted to Town website (copy attached)

Wastewater

- Lagoon depths: Large Lagoon is 10.50 feet and Small Lagoon is 3.50 feet
- Responded to a sewer odor complaint at 109 South Race – Unfounded
- Pump 1 at Delaware Tech pump station pulled to diagnose a pump fail issue – impeller checked for debris and cooling jacket flushed and refilled with coolant
- Preparation for Annual DNREC Inspection ongoing throughout the week

Public Works

- Clean up from Return Day completed
- Christmas decoration installation underway

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Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)

Planning

- Planning Commission denied request for a stone parking area at 201 East Laurel Street
- Predevelopment Meeting scheduled for November 22 for 515 North Bedford Street (Megee Motors expansion)
- Comments received from Duffield regarding 511 North Bedford Street (Bedford Street Pour House)

TOWN MANAGER'S UPDATE ...

- Sussex Conservation District has completed drainage improvements along Burger King Road (see photo 1, 2, and 3)
- World War I Monument Dedication took place on Veteran's Day (November 11) (Gene Dvornick, Bob Holston, Bill West) (see photo 4)
- Confirmed with Delmarva Power upgrade of the Georgetown Middle School parking lot lights from current 250-watt Cobra head HPS to a 400-watt Metal Halide floodlights
- Attended Comprehensive Plan Progress Update meeting with KCI Technologies (Gene Dvornick, Jocelyn Godwin)
- Met with representatives of Georgetown Marketplace to discuss rezone application and correspondence received relating to the rezoning (Gene Dvornick, Jocelyn Godwin)
- Addressed alternatives for Biden Avenue and "un-dedication" of a portion of the road
- Held Annual Health Care Plan Review with representatives of all Town departments (Rick Arnold, Gene Dvornick, Bobby Fletcher, Laura Givens, Jocelyn Godwin, Olga Holm, Kenny Wilson)
- Provided Downtown Development District information to Bill Pfaff (Small Business Development Center)
- Met with property owner to discuss lot and subdivision requirements (Gene Dvornick, Jocelyn Godwin)
- Worked with local business owner and SPCA to plan "Yappy Lunch" event in May 2017
- Met with property contract purchaser and his engineer to review property zoning and alternatives (rezoning, conditional use, etc.) (Gene Dvornick, Bill West)
- Participated in Cool & Connected Conference Call # 2 – planning for December 13 & 14 event continues (Gene Dvornick, Laura Given, Jocelyn Godwin)

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- Participated in a NEOGOV webinar (Performance Appraisal Management) (Gene Dvornick, Laura Givens, Olga Holm)
- Met with Comcast Cable to review current Franchise Agreement and discuss items for renewal in the 1st quarter of 2017 (Gene Dvornick, Laura Givens, Olga Holm)
- Represented the Town at the Chamber of Commerce 2016 Christmas Parade planning meeting (Gene Dvornick, Captain Holm)



Photo 1 – Burger King Road Drainage Improvement



Photo 2 – Burger King Road Drainage Improvement



Photo 3 - Burger King Road Drainage Improvement

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Photo 4 - New World War I Monument



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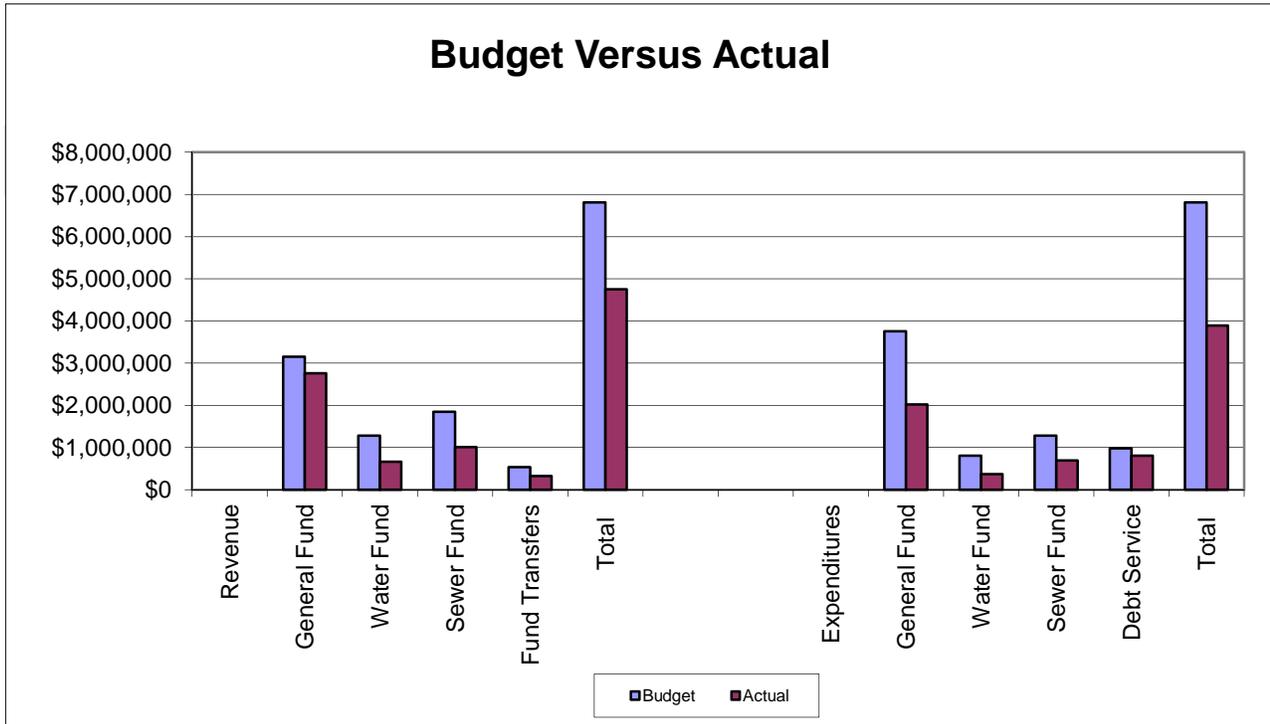
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

**Town of Georgetown
Budget Versus Actual (Operating)
As of October 31, 2016**

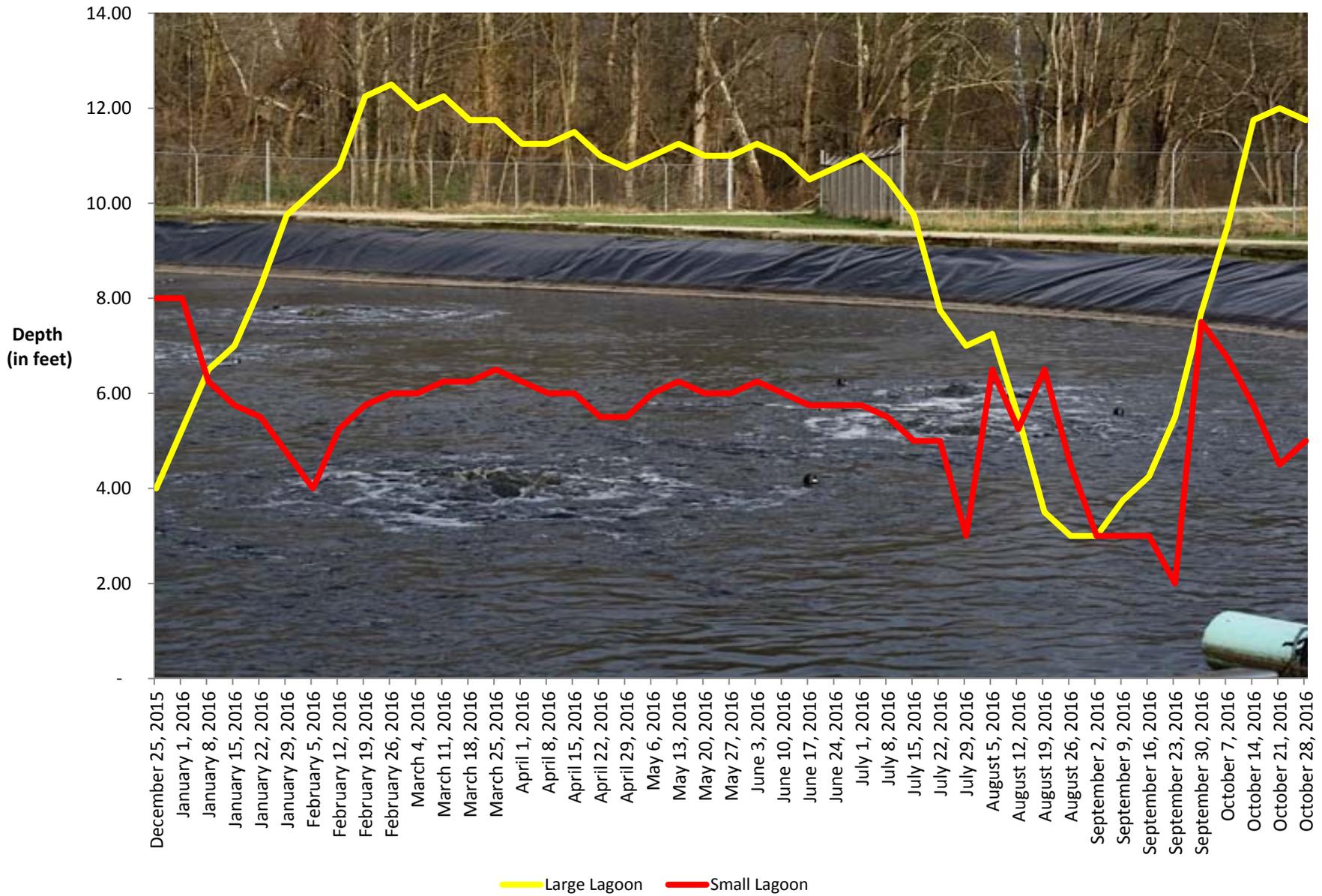
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.50% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$3,153,171	\$2,756,588	\$396,583	87%
Water Fund	\$1,279,025	\$664,024	\$615,001	52%
Sewer Fund	\$1,846,000	\$1,007,892	\$838,108	55%
Fund Transfers	\$535,379	\$321,729	\$213,650	60%
Total	<u>\$6,813,575</u>	<u>\$4,750,233</u>	<u>\$2,063,342</u>	<u>70%</u>

<u>Expenditures</u>				
General Fund	\$3,752,482	\$2,023,026	\$1,729,456	54%
Water Fund	\$801,946	\$368,547	\$433,399	46%
Sewer Fund	\$1,277,404	\$693,570	\$583,834	54%
Debt Service	\$981,743	\$807,606	\$174,137	82%
Total	<u>\$6,813,575</u>	<u>\$3,892,749</u>	<u>\$2,920,826</u>	<u>57%</u>

* Line item detail available upon request.

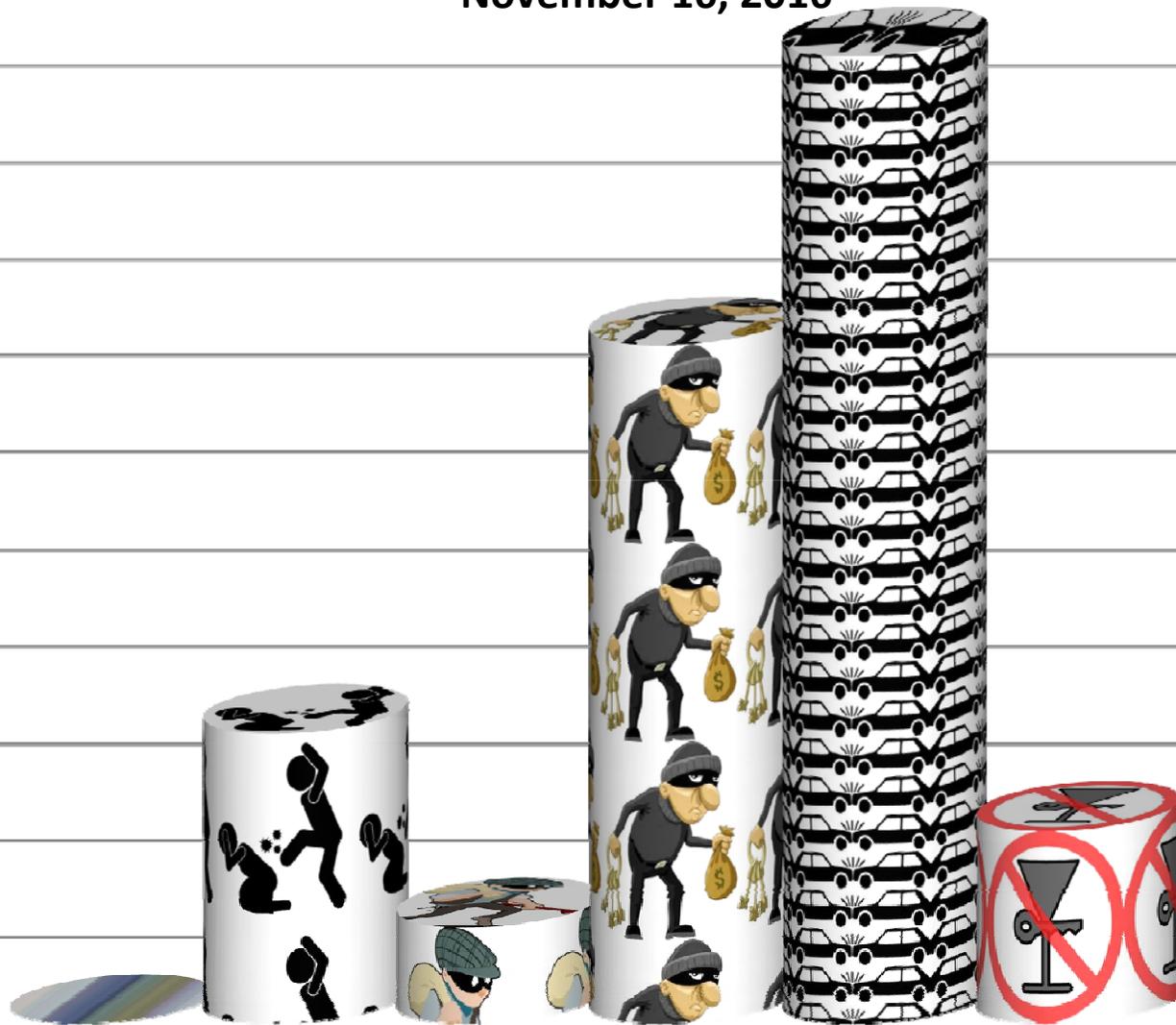


WWTF Lagoon Depths



November 16, 2016

10
9
8
7
6
5
4
3
2
1
0

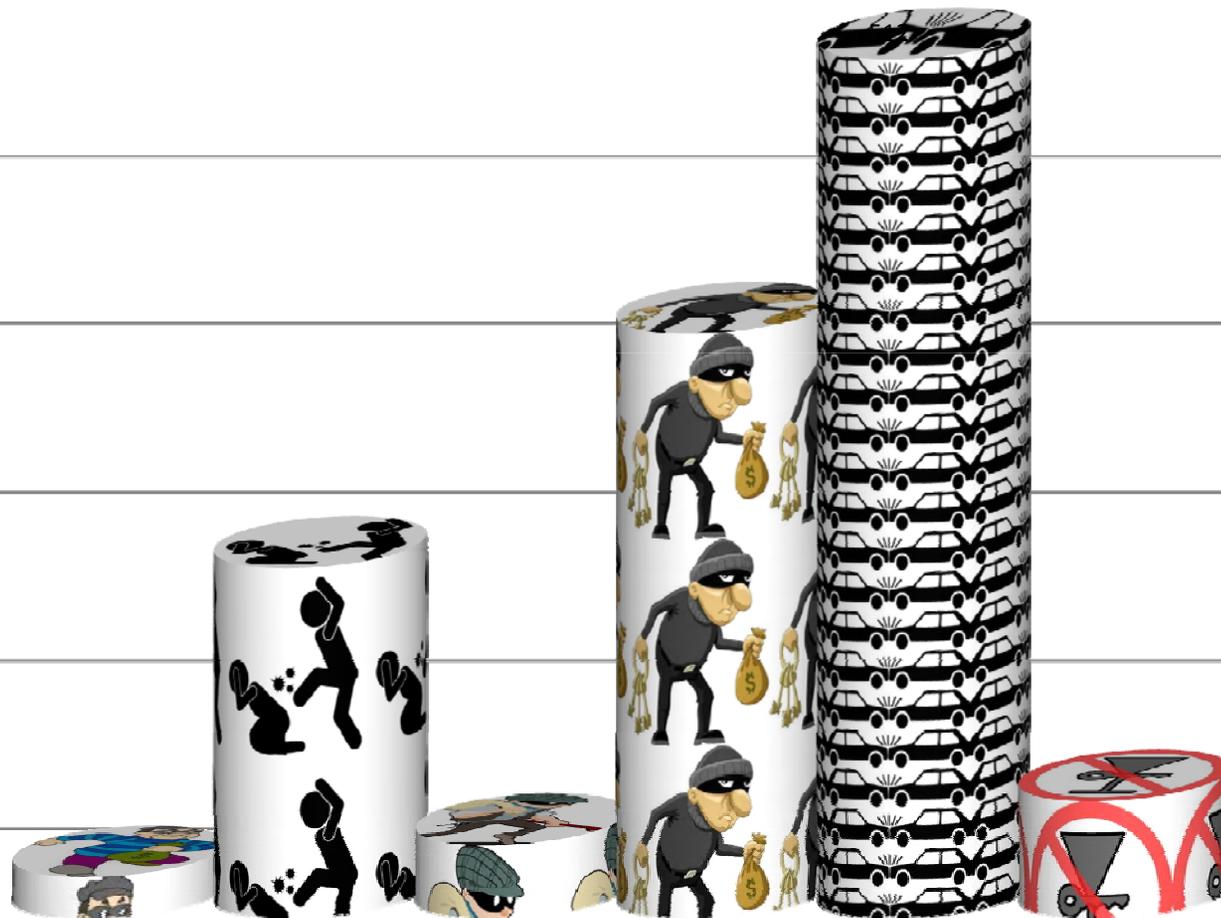


Weekly

☛ Robbery ☛ Assault ☛ Buglary ☛ Thefts ☛ Collision ☛ DUI

November 16, 2016

600
500
400
300
200
100
0



Year to Date

Robbery Assault Buglary Thefts Collision DUI