

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **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
- ✓ **Town Council Meeting:** Wednesday, December 14, 7:00 PM, Public Hearing; 7:15 PM, Regular Meeting, Town Hall
- ✓ **Planning Commission:** Wednesday, December 21, 6:00 PM, Public Hearing

UPDATES FROM DEPARTMENTS ...

Finance

- As of December 2, the Town has collected \$874,389 (91%) of the October 2016 Utility Billing (\$960,143)
- As of December 2, the Town has collected \$1,496,233 (98%) of the May 2016 Property Tax Billing (\$1,533,832)
- On December 1, the Town mailed and posted 250 Disconnect Notices for delinquent utility accounts (October billing)

Wastewater

- Lagoon depths: Large Lagoon is 9.50 feet and Small Lagoon is 6.00 feet
- John Hynes finished installing the new monitoring wells and lysimeters at Baxter's (required by DNREC for new spray permit)
- Repaired a irrigation rig flat tire on field 2 at Baxter farms
- Annual inspection with DNREC on November 22, no issues were found

Public Works

- Christmas decoration installation completed
- Barricades set up for annual Christmas Parade & Caroling on the Circle

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Police

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

Planning

- Board of Adjustment application received for Bedford Street Pour House, 511 North Bedford Street – Planning Commission on December 21
 - Loading space waiver
 - Reduction of drive width
- Sun Behavioral Health resubmitted their final plan on November 28
- 2017 Business license renewals mailed – total was \$197,152
 - In town \$33,522
 - Rental \$83,230
 - Out of Town \$80,400

TOWN MANAGER'S UPDATE ...

- Progress Meeting for 37 & 39 The Circle held with architect (Gene Dvornick, Laura Givens, Jocelyn Godwin)
 - ✓ Received USDA authorization to proceed after their review of drawings
 - ✓ Inacom (data & voice) visited both buildings to review requirements
 - ✓ Advantech (intrusion & fire) visited both buildings to review requirements
 - ✓ Identified six (6) alternative bid items
- Met with local property owner to discuss incentives related to the Downtown Development District and potential application to his property (Jamie Craddock, Gene Dvornick, Jocelyn Godwin)
- Attended Downtown Development District Plan Implementation Meeting (Gene Dvornick, Jocelyn Godwin)
 - ✓ Review of invitees for January 10 Launch Event
 - ✓ Suggested website revisions
 - ✓ Drafting of Press Release for Launch Event
- Drafted Rezoning Ordinance for Georgetown Marketplace
- Attended Rotary Lunch – Guest speaker was Governor Markell (Gene Dvornick, Bill West)
- Participated in Downtown Delaware (Main Street program) Quarterly Idea Exchange hosted by Milford (Gene Dvornick, Jocelyn Godwin)
- Completed revisions to FOP Contract – Town Council Agenda item for December 14 Meeting

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- Finalized adjustments for Victim Services Grant and provided detail to grant coordinator
- Progress Meeting #6 for King Street Water Plant Project:
 - ✓ Notice to Proceed granted on May 16, 2016
 - ✓ 61% complete as to contract time (183 days/300 days)
 - ✓ Payment request 2 received for \$170,186.49 (\$272,846.10/\$2,367,380 is 12%)
 - ✓ Installation of aeration towers continues (see photo 1)
- Answered questions regarding commercial solid waste collection from the City of Lewes
- Participated in Cool & Connected Conference Call # 3 – finalization of the planning for December 13 & 14 event (Gene Dvornick, Laura Given, Jocelyn Godwin)



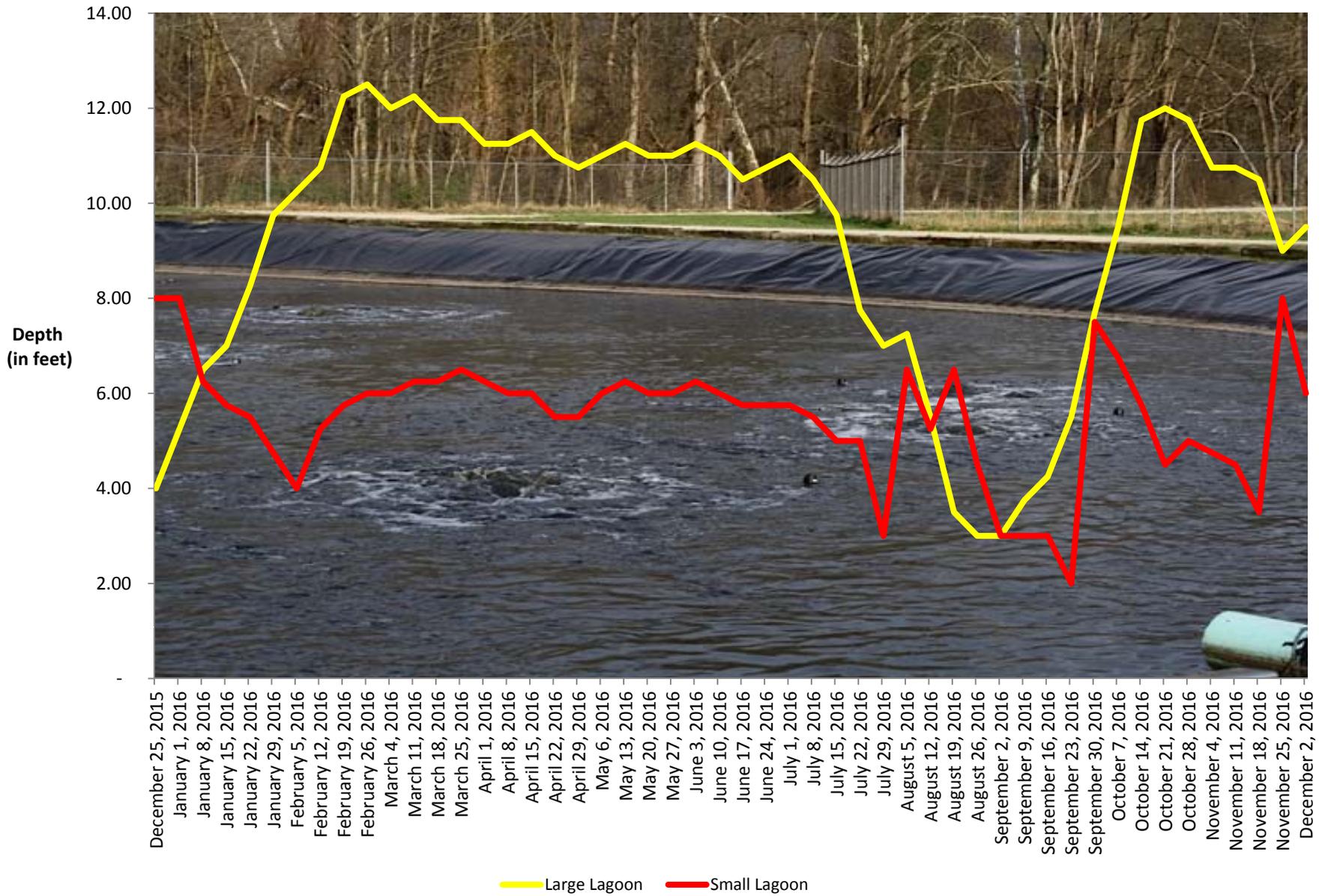
Photo 1 - Aeration Towers (King Street Water Plant)

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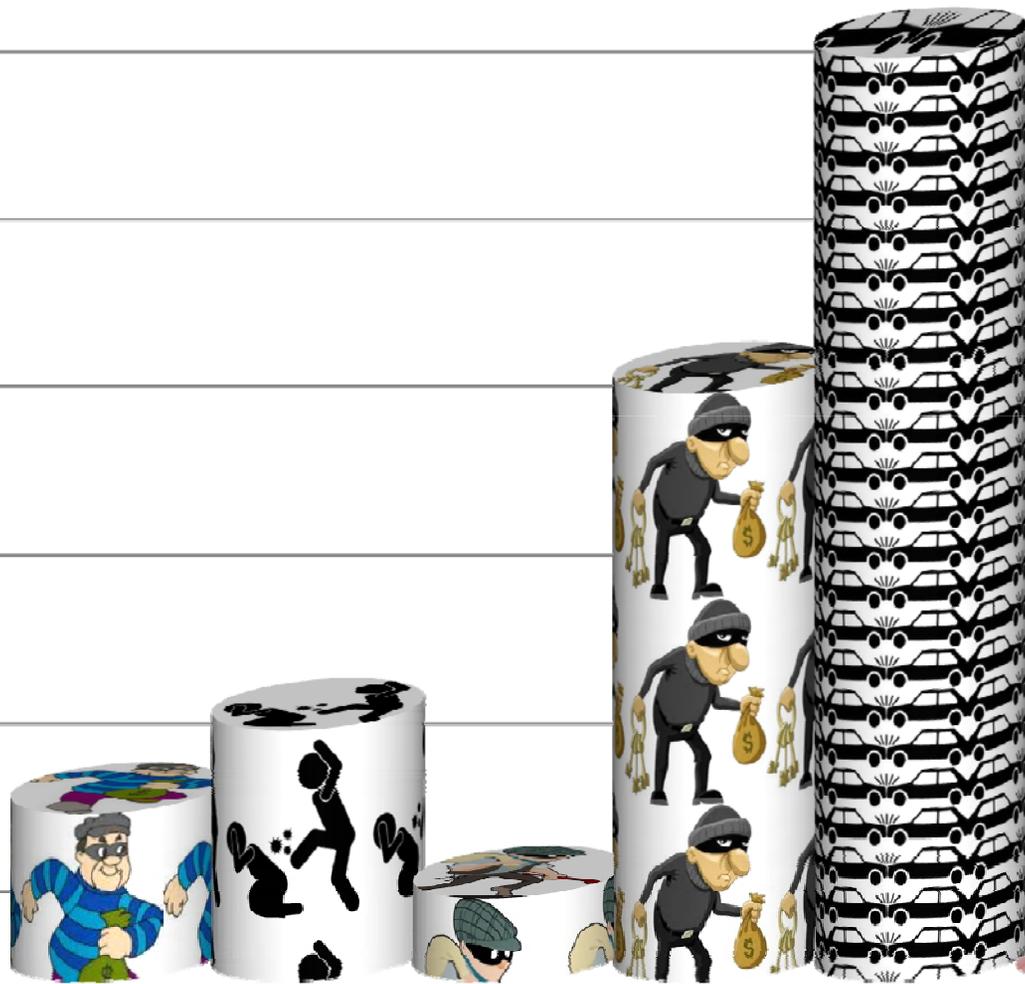
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

WWTF Lagoon Depths



November 23, 2016

12
10
8
6
4
2
0

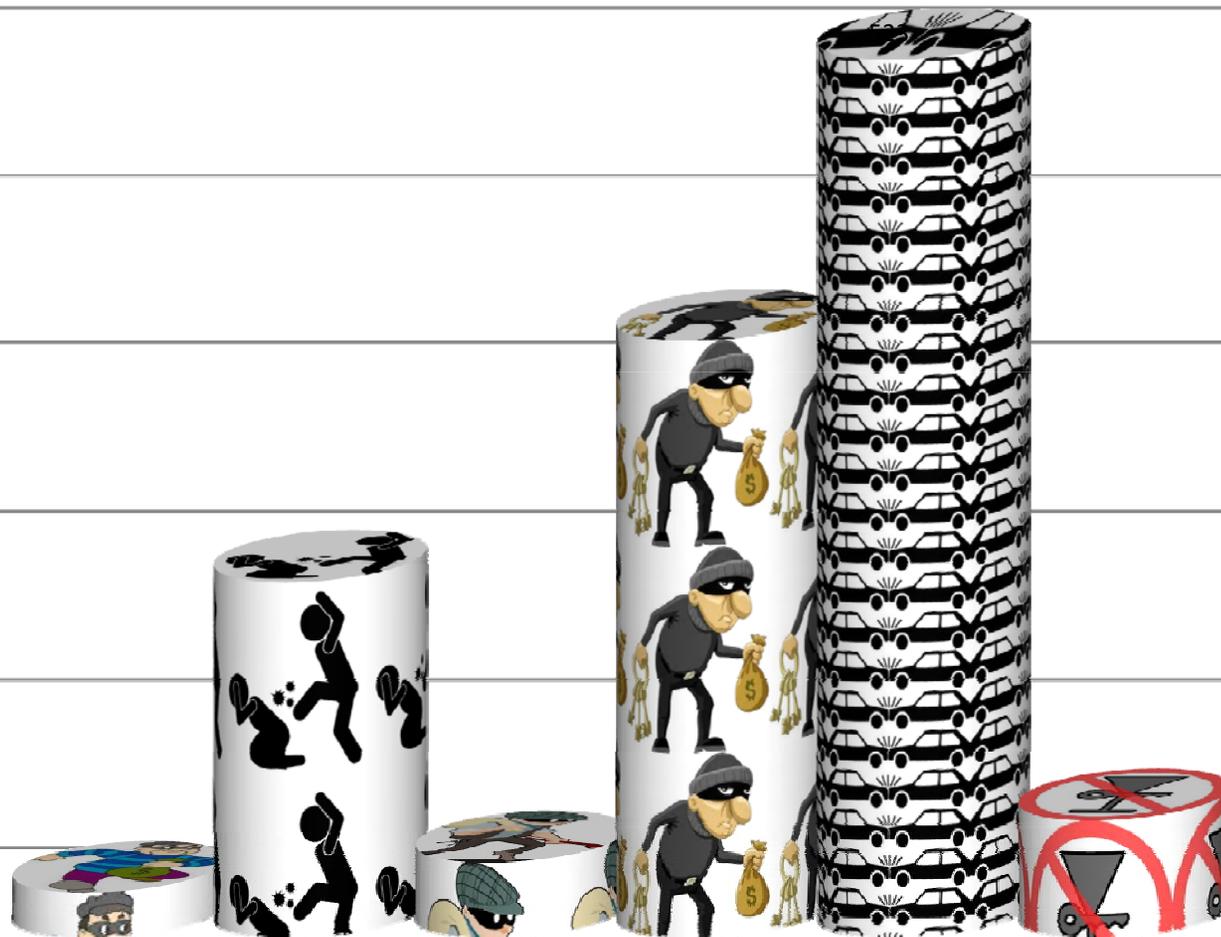


Weekly

Robbery Assault Buglary Thefts Collision DUI

November 23, 2016

600
500
400
300
200
100
0



Year to Date

Robbery Assault Burglary Thefts Collision DUI