

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, June 28, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Legislative Session End:** Friday, June 30, 2017
- ✓ **Town Offices Closed:** Tuesday, July 4, in observation of Independence Day
- ✓ **Town Council Meeting:** Wednesday, July 12, 6:45 Public Hearing, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Planning Commission:** Wednesday, July 19, 6:00 PM, Town Hall
- ✓ **Sussex County Association of Towns:** Summer Recess
- ✓ **Delaware League of Local Governments:** Summer Recess

UPDATES FROM DEPARTMENTS ...

Finance

- As of June 23, the Town has collected \$896,158 (99%) of the April 2017 Utility Billing (\$905,762)
- As of June 23, the Town has collected \$1,441,833 (93%) of the FY 2018 Property Tax billing (\$1,556,860).
- Monthly Key Revenue Items Report (May 2017) – Copy Attached
- Financial Grant monitoring visit from CJC for the Victim Advocate Grant (Laura Givens, Olga Holm)
- Attended the Municipal Separate Storm Sewer Systems (MS4s) Workshop (Laura Givens)
- Attended the Town Hall & Office Building Progress Meeting (Laura Givens, Jocelyn Godwin, Jeff Ward)
- FY2017 Audit site visit began on June 20th – Auditors are expected to be at Town Hall for three weeks
- Real Estate Transfer Tax Summary (May 2017)

	May 2017		May 2016	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$49,448	\$49,448	\$28,022	\$28,022

Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Code Enforcement Report – May 2017 issued and posted to website (copy attached)
- Departmental Press Releases issued as warranted

TOWN MANAGER'S WEEKLY REPORT



Wastewater

- Lagoon depths: Large Lagoon is 13.50 feet and Small Lagoon is 4.00 feet
- Completed Smoke Testing of lines in the area of North Race Street and Depot Street
- Permit for Pump Truck renewed
- Worked on Goslee Field rig

Public Works

- Trimmed trees and bushes along Green Alley
- Completed hydrant replacement – East Market Street in the area of Parsons Lane
- Replaced deck boards on trailers

Planning

- Two Farms (Gordy Street parcel) – investigating additional parking & roadway (previously diesel fuel pumps)
- Shops of College Park Out-pads (proposed hotel and retail) – final engineer comments received
- Marvel Property (South Bedford Street) – Conditional Use application for self-storage facility has been submitted
- Georgetown Marketplace resubmitted final site plan on June 21
- 2017 Annual Report for the Comprehensive Plan was completed on June 22
- Planning Commission:
 - Historic Review – 21 East Market Street (Signage) – **Tabled**
 - Workshop – Proposed Parking Ordinance

TOWN MANAGER'S UPDATE ...

- Prepared financial summary for legal proceedings (Gene Dvornick, Olga Holm, Eric Rust)
- Drafted ordinances regarding graffiti, public utility restoration, and signage in the Historic District – currently under staff review
- Prepared legal notice advertisement for 129 East Pine Street (will run June 29 and July 6)
- Signed Final Plans for Georgetown-Vaughn Tax Ditch project
- Met with property owner to discuss parking requirements and lot design
- Responded to auditor questions – part of FY 2017 Audit
- Asbestos removed from 203 West North Street – next step will be razing of the structure (see photo 1)

TOWN MANAGER'S WEEKLY REPORT



- Attended Water Infrastructure Advisory Council Meeting
- Provided DDD information and website link to prospective business looking to open a location in Georgetown
- Answered local realtor questions regarding The Oaks (Arrow Safety Road and South Bedford Street) and Arrow Safety Products property (Arrow Safety Road and DuPont Boulevard)
- Drafted ordinance establishing a fine for performing work without first obtaining a building permit
- Attended DLLG Dinner – Focus was on current and proposed legislation with potential impacts on local government
- Attended Primeros Pasos Ribbon Cutting (Gene Dvornick, Chris Lecates, Bill West) (see photo 2)
- Followed up on several Code Enforcement items

TOWN MANAGER'S WEEKLY REPORT



Town Hall & Annex



1st Floor Framing & Plumbing



2nd Floor Electrical Conduit

TOWN MANAGER'S WEEKLY REPORT



Photo 1 - 203 West North Street



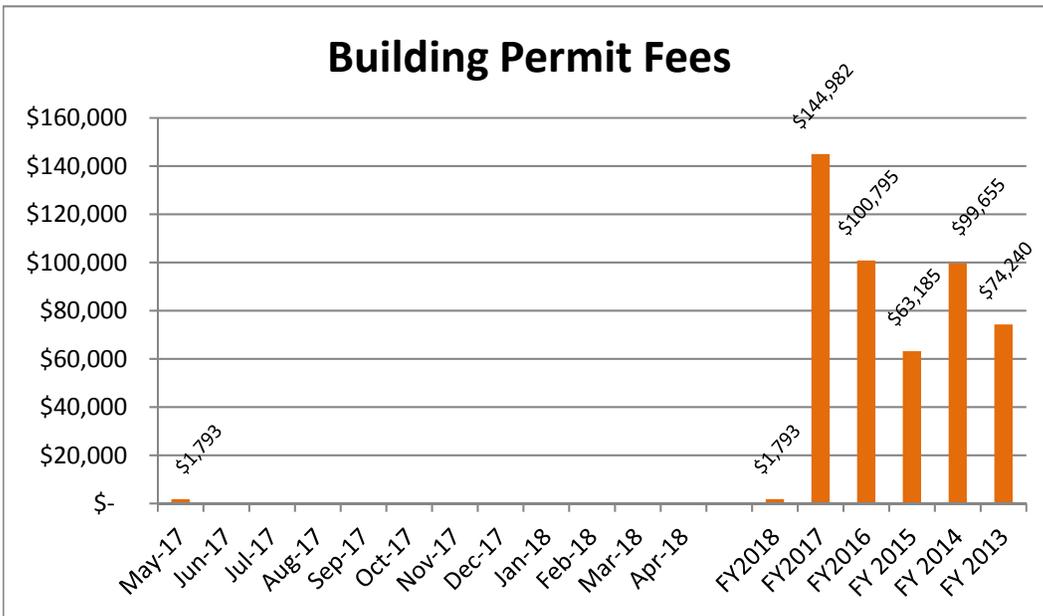
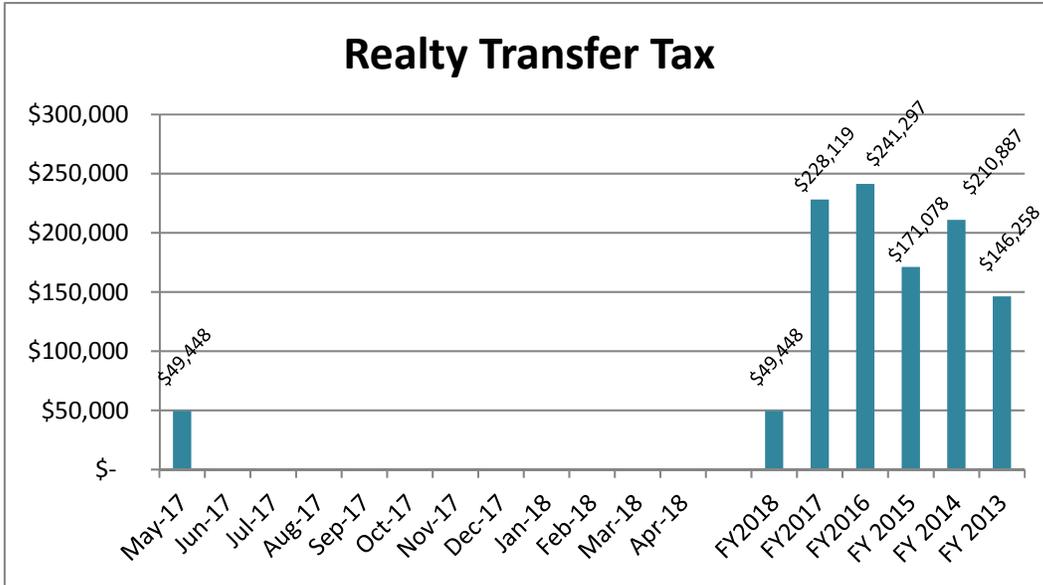
Photo 2 - Primeros Pasos Ribbon Cutting

TOWN MANAGER'S
WEEKLY REPORT

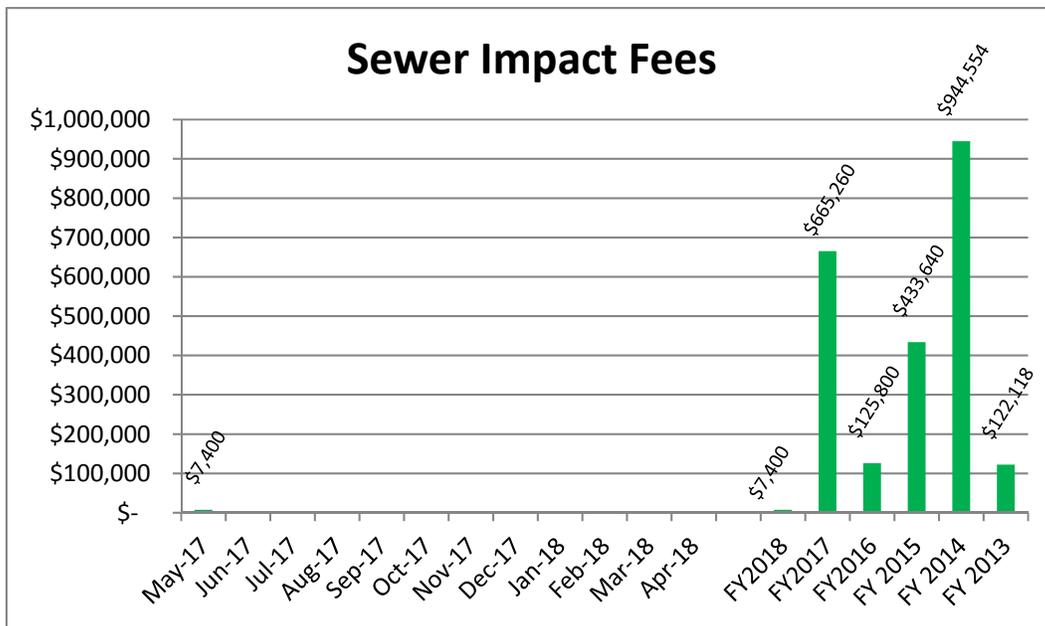
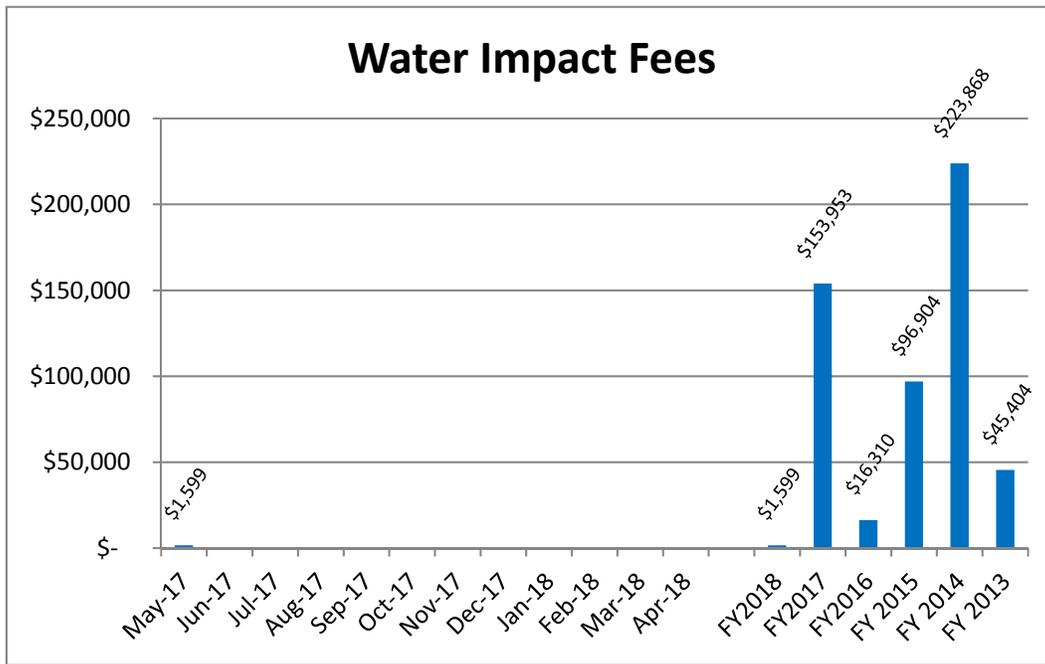


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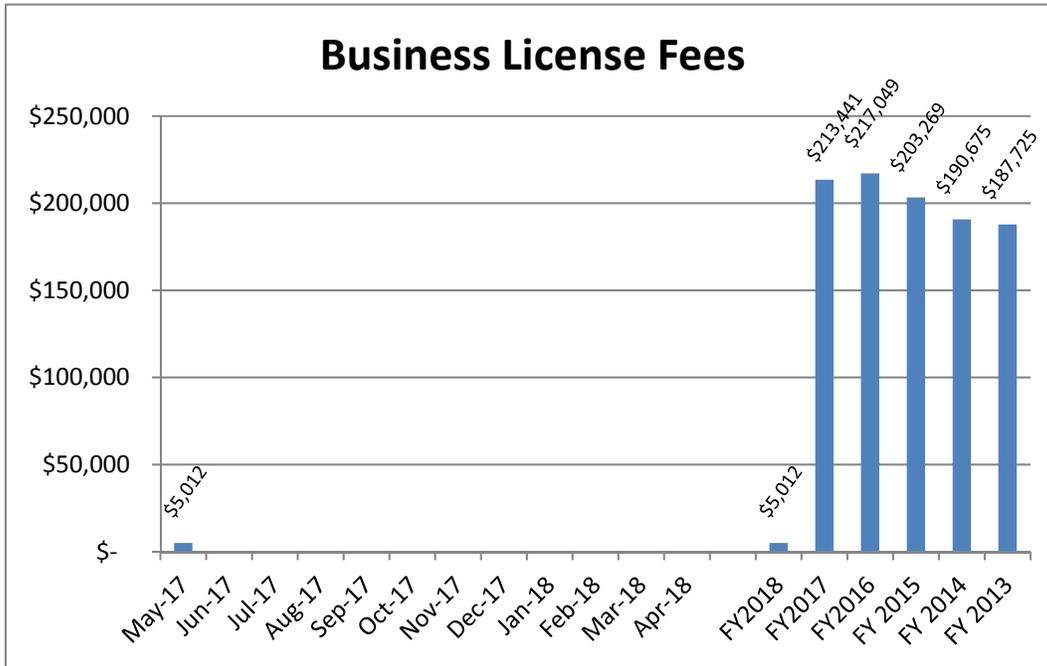
Key Revenue Items



Key Revenue Items

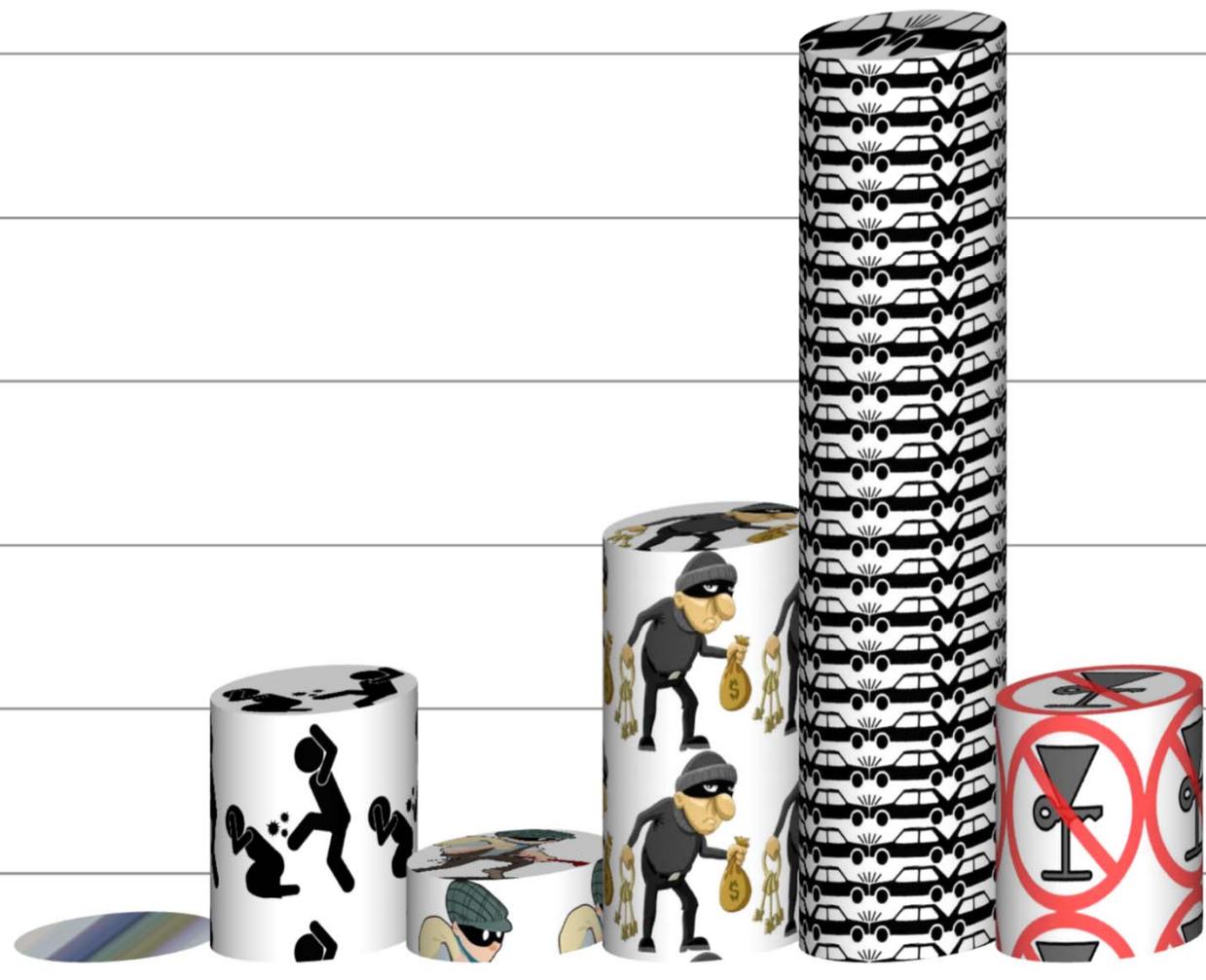


Key Revenue Items



June 21, 2017

12
10
8
6
4
2
0

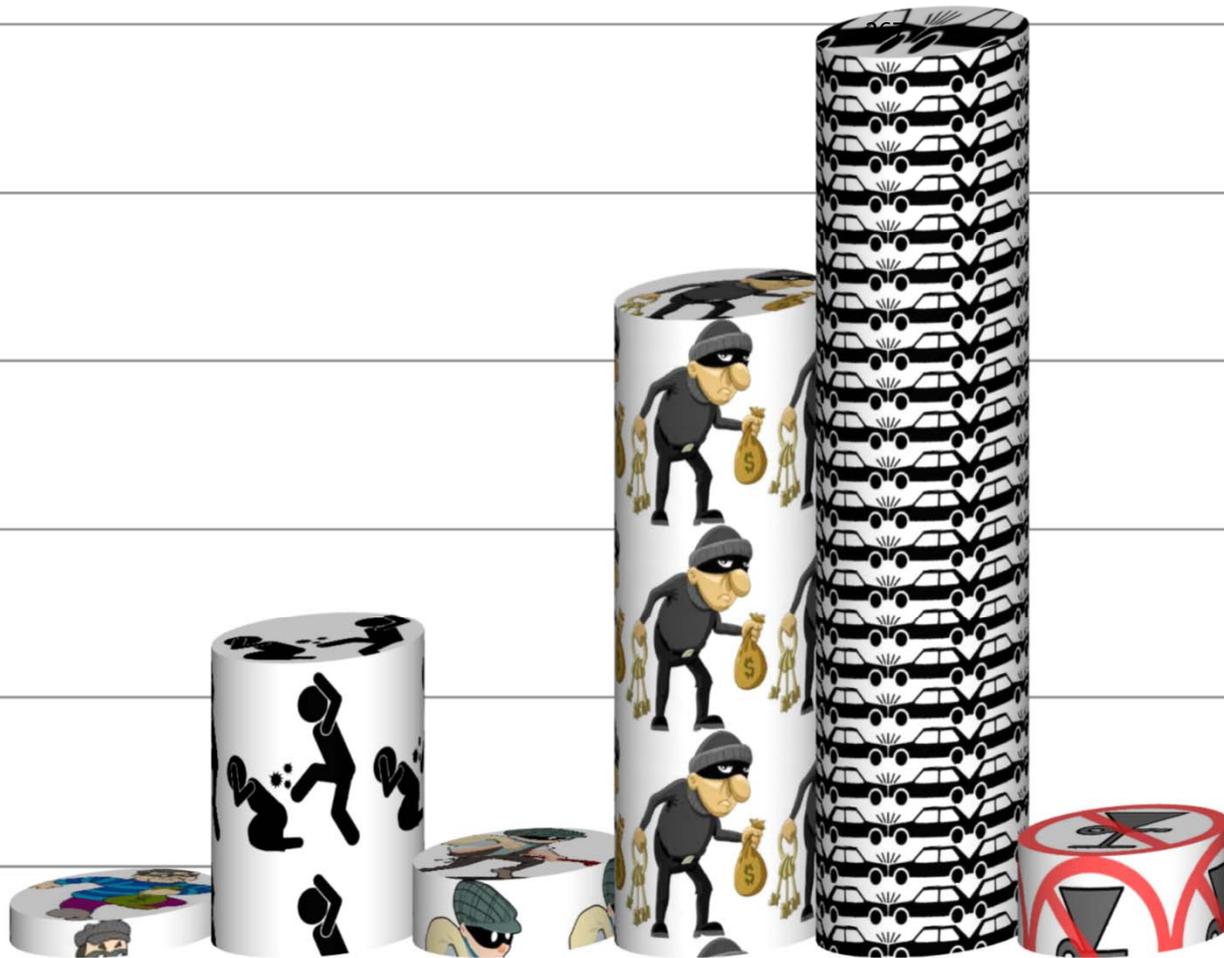


Weekly

Robbery Assault Burglary Thefts Collision DUI

June 21, 2017

300
250
200
150
100
50
0



Year to Date

Robbery Assault Burglary Thefts Collision DUI



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	05/01/2017	05/31/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		18	18
Closed Cases		19	19
Open Cases at start of period	2	11	13
Open Cases at end of period	2	10	12

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Detrimental Objects		1	1
Growth of weeds		6	6
Height of Grass		12	12
Maintenance of trees and other vegetation.		1	1
Notice deemed effective for remainder of year.		7	7
Windows, Doors & Frames		2	2
Totals		29	29



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	05/01/2017	05/31/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases			39	39
Closed Cases		1	50	51
Open Cases at start of period	2	1	36	39
Open Cases at end of period	2		25	27

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Picarello, Michael</i>	<i>Total</i>
Depositing garbage prohibited			7	7
Detrimental Objects			5	5
Growth of weeds			2	2
Height of Grass			23	23
Holiday Lighting			1	1
Maintenance of trees and other vegetation.			2	2
Notice deemed effective for remainder of year.			12	12
Permit for construction required			2	2
Stairs & Porches			1	1
Trash, Collection			2	2
Vehicles abandoned on public property			1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property			1	1
Violations and penalties (Outdoor Burning)			1	1
Totals			60	60



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	05/01/2017	05/31/2017

Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	32	32
Closed Cases	33	33
Open Cases at start of period	17	17
Open Cases at end of period	16	16

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Animals not allowed to be kept	1	1
Curbing & Paving	1	1
Disposal of collected grease material	1	1
Height of Grass	23	23
Maintenance of trees and other vegetation.	3	3
Notice deemed effective for remainder of year.	12	12
Permit for construction required	1	1
Rental/Business License	2	2
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Totals	45	45



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	05/01/2017	05/31/2017

Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	6	6
Closed Cases	8	8
Open Cases at start of period	5	5
Open Cases at end of period	3	3

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Height of Grass	5	5
Maintenance of trees and other vegetation.	1	1
Notice deemed effective for remainder of year.	3	3
Rental/Business License	1	1
Violations and penalties (Licensing)	1	1
Totals	11	11



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	All	05/01/2017	05/31/2017

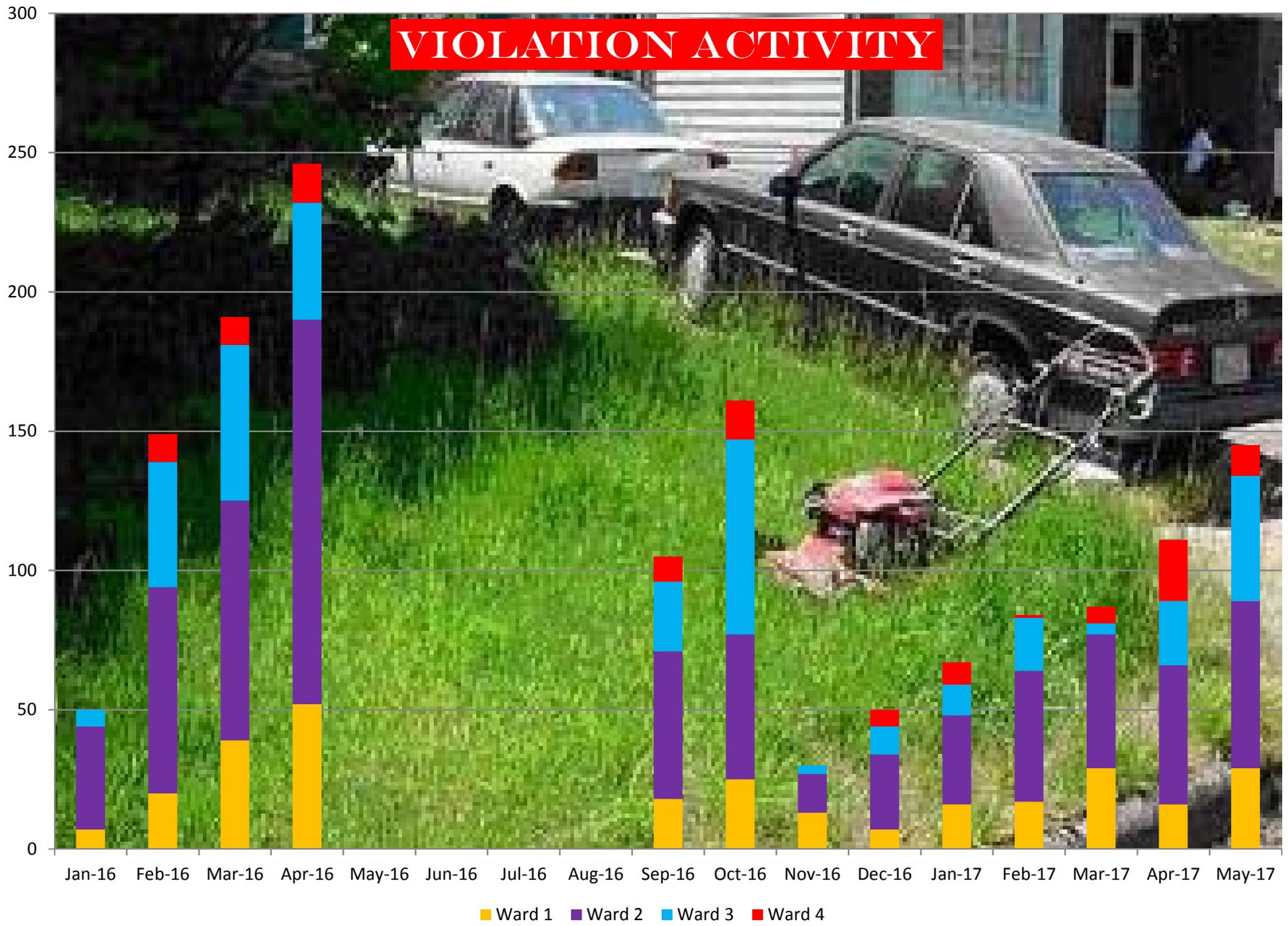
Case Activity:

	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases			95	95
Closed Cases		1	110	111
Open Cases at start of period	4	1	69	74
Open Cases at end of period	4		54	58

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Hume, David</i>	<i>Picarello, Michael</i>	<i>Total</i>
Animals not allowed to be kept			1	1
Curbing & Paving			1	1
Depositing garbage prohibited			7	7
Detrimental Objects			6	6
Disposal of collected grease material			1	1
Growth of weeds			8	8
Height of Grass			63	63
Holiday Lighting			1	1
Maintenance of trees and other vegetation.			7	7
Notice deemed effective for remainder of year.			34	34
Permit for construction required			3	3
Rental/Business License			3	3
Stairs & Porches			1	1
Trash, Collection			2	2
Vehicles abandoned on public property			1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property			2	2
Violations and penalties (Licensing)			1	1
Violations and penalties (Outdoor Burning)			1	1
Windows, Doors & Frames			2	2
Totals			145	145

VIOLATION ACTIVITY



WWTF Lagoon Depths

