

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Planning Commission:** Wednesday, July 19, 6:00 PM, Town Hall
 1. Public Hearing
 - Off Street Parking and Loading
 - Signs permitted in the HD District
 - Sign approval
 2. Regular Meeting
 - Historic Review – 21 East Market Street (Signage)
 - Architectural Review – Shops of College Park (4 story, 98 room hotel)
- ✓ **Town Council Meeting:** Wednesday, July 26 – **CANCELLED**
- ✓ **Board of Adjustment:** Wednesday, August 2, 5:00 PM, Town Hall
 1. Parking space size and drive width reduction (28 The Circle)
- ✓ **Town Council Meeting:** Wednesday, August 9, 6:45 PM – Public Hearing; followed by Regular Meeting, Town Hall
- ✓ **Sussex County Association of Towns:** Summer Recess
- ✓ **Delaware League of Local Governments:** Summer Recess

UPDATES FROM DEPARTMENTS ...

Finance

- On July 3, mailed the July utility billing (\$944,635.58) – Utility bills are due on August 9
- Quarterly “Take Note” Newsletter sent with utility billing
- On July 6, mailed 217 Delinquent Property Tax Notices
- As of July 12, the Town has collected \$ 1,472,437 (94.5%) of the FY 2018 Property Tax billing (\$ 1,556,860)
- Attended the Annex & Town Hall Construction Progress Meeting (Gene Dvornick, Laura Givens, Jocelyn Godwin, Jeff Ward)
- April 2017 Budget vs. Actual Report attached (see attached)
- May 2017 Budget vs. Actual Report attached (see attached)
- Monthly Key Revenue Items Report (June 2017) – Copy Attached
- Real Estate Transfer Tax Summary (June 2017)

	June 2017		June 2016	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$17,730	\$67,178	\$21,246	\$49,269

TOWN MANAGER'S WEEKLY REPORT



Police

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

Wastewater

- Lagoon depths: Large Lagoon is 11.00 feet and Small Lagoon is 5.75 feet
- Wet wells at Cinderberry, Stevenson Lane, and College Park pump stations cleaned out with our vacuum truck
- Three (3) tires replaced on the Goslee field irrigation rig
- Supernatant pump check valve assembly at the treatment facility was removed and cleared of debris and reinstalled

Public Works

- Repaired irrigation head on The Circle
- Cleaning of storm drains
- Slowly increasing pump capacity at King Street

Planning

- Predevelopment Meetings:
 - 128 East Market Street (DDD) – Addition of food to Billiards
 - 340 South Bedford Street – Annexation/Subdivision Potential
 - 6 College Park Lane, Unit 14 - Change of tenant/Metro PCS
 - 122 North Race Street – Change of tenant/Retail
- Georgetown Marketplace review comments sent to applicant on July 10
- Georgetown Storage Facility conditional use review comments sent to applicant on July 10

TOWN MANAGER'S UPDATE ...

- Work on Annex Building – 37 The Circle continues (see attached photos)
- Updated financial budget detail for Domestic Violence Grant (Gene Dvornick, Chief Hughes)

TOWN MANAGER'S WEEKLY REPORT



- Status update on Neighborhood Building Block Grant award for Downtown Development District Project Update – zoning review and community outreach efforts (Gene Dvornick, Jocelyn Godwin)
- Comprehensive Plan Status update – planning meeting with Town Solicitor to review specific parcel zoning issues (August) (Gene Dvornick, Jocelyn Godwin)
- Met with East Market Street business to discuss options for food service (Jamie Craddock, Gene Dvornick, Jocelyn Godwin)
- Completed and returned Project Notice of Termination forms for SCD (2 infrastructure projects)
- Attended Progress Meeting for 37 & 39 The Circle (Gene Dvornick, Laura Givens, Jocelyn Godwin, Jeff Ward)
 - ✓ Elapsed days: 72; 20% of contract
 - ✓ Payment application #2 has been approved by USDA
 - ✓ Change orders approved to date total \$25,233
 - ✓ Plumbing anticipated to start on/about July 13
 - ✓ Window delivery anticipated July 25
- Discussion with Enterprise Fleet Management regarding pursuit vehicles – follow up next week with Chief Hughes (Gene Dvornick, Laura Givens)
- Attended DelDOT scoping meeting for Sussex County Sports Complex
- Attended public outreach presentation for Sussex County Sports Complex (Gene Dvornick, Bill West)
- Participated in DDD meeting with DNREC Small Business Ombudsman and City of Seaford to share ideas, opportunities, and challenges (Gene Dvornick, Jocelyn Godwin)
- Held Asset Management Kick Off for Water Department with KCI Technologies (Bill Bradley, Gene Dvornick, Rick Hudson)
- Answered local municipality questions regarding public restrooms
- Worked with Town Solicitor on zoning verification and Planning Commission process (Gene Dvornick, Jocelyn Godwin)
- Followed up on several Code Enforcement items

TOWN MANAGER'S WEEKLY REPORT



Town Hall & Annex



1st Floor Framing



2nd Floor Electrical

TOWN MANAGER'S
WEEKLY REPORT



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

Town of Georgetown Take Note



Important Phone Numbers:

Town Hall: (302) 856-7391
Fax: (302) 856-6348

Planning Department:
(302) 853-0104

Public Works:
(302) 856-6045

Sewer Department:
(302) 856-7377

Sewer Emergency
Beeper: (302) 441-7377
Cell: (302) 381-5642

Water Department:
(302) 856-9529

Water Emergency:
Cell: (302) 236-2647

Non-Emergency Police
Dept. (302) 856-6613

Code Enforcement:
(302) 448-5027

Fire, Ambulance, Police:
911

Waste Industries: Trash
(302) 934-1364

Sussex County:
(302) 855-7700

Georgetown State Service
Center: (302) 856-5574

Town Hall Office Hours:

Monday through Friday
8:00 a.m. to 4:30 p.m.

Visit us on the Town of Georgetown's Website located at www.georgetowndel.com

Ladies and Gentlemen of Georgetown –

Happy Summer! The Council and I hope you are enjoying the sights and sounds of your community, Georgetown.

Our new Annex Building is moving along. We are starting to choose colors, carpet and tile, striving to make this new location a sense of pride for all of us. I want to compliment the John L. Briggs & Company for doing a great job on the construction and renovation of this building. It appears that we will be able to move all of our Town Hall business to this location by the end of the year! Be on the lookout for the Grand Opening – it will be a historical event!

We have added a link on our town website, under Businesses, that provides a list of businesses that have a license to provide services in Georgetown. Check this out before you begin your next project. If the company is not listed, they will need to obtain this before work can begin. If your contractor has begun a project and does not have a license, they will be issued a “stop work order” and instructed to obtain this license. It is not fair to businesses that have a valid license to compete with those that have not been licensed. Our Code Enforcement Officer enforces this requirement.

The Georgetown Town Council continues to be actively attracting developers and businesses to locate their projects in our town. We would like businesses that provide services needed in our community, as well as attractive housing developments bringing young families to Georgetown. With additional growth, both commercial and residential, we can keep taxes low and move forward with amenities that benefit everyone, such as walking paths, dog parks, and additional playgrounds.

Continuing with our street improvements, Burger King Road is completed. We are now moving forward with obtaining ownership of the last private street in town, Lee Avenue (located behind PNC Bank). We will no longer allow private streets in town due to the lack of maintenance assumed by the private owners and detrimental to our residents.

The Council and the Town Employees work together to provide the best for our community. Take time to show your appreciation by thanking our employees for a job well done. Our employees include the following departments: Town Hall, Public Works, Water, Wastewater and Police. Together they provide quality services enabling our town to work like a well-oiled machine.

This Town is your Town. Tell us what you would like to see maintained and what you would like to see changed for the benefit of all. This is what the Council considers with each decision.

Look for events and notices on our town web site, Facebook page, Twitter feed, message boards, or by calling Town Hall. Several things we have in Georgetown are being copied by other communities. Like I have stated before, we will lead and not follow. Get involved! Help us make this town a great place to work, live, and play.

Bill West, Mayor

The Water Consumer Confidence Report is now available on the Town's website at www.georgetowndel.com/2016WaterQualityReport, or pick up a copy at Town Hall, 39 The Circle, Georgetown, Delaware 19947

Town of Georgetown Take Note

Meetings

Town Council Meetings

Second & Fourth Wednesdays of each month at 7:00 p.m.

Planning Commission Meetings

Third Wednesday of each month at 6:00 p.m.

Board of Adjustment

First Wednesday of each month at 5:00 p.m.

Looking for information on what is happening in Georgetown?

Follow us on Twitter or Facebook in order to get current events and notices!



Online Payments!

Please visit our website www.georgetowndel.com to pay your water/sewer/trash, and taxes online. The Town does not accept phone payments



Questions or concerns?

Please feel free to contact Town Hall, (302) 856-7391 or email your local councilmember.

Mayor—Bill West
bwest@georgetowndel.com

Ward 1—Steve Hartstein
shartstein@georgetowndel.com

Ward 2—Rebecca Johnson-Dennis
rjdennis@georgetowndel.com

Ward 3—Chris Lecates
clecates@georgetowndel.com

Ward 4—Robert Holston
rholston@georgetowndel.com

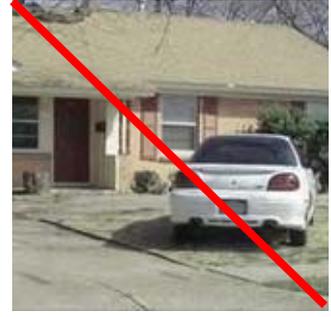
Keep Georgetown Beautiful



Holiday Seasonal Lighting



Wrecked or Abandoned Vehicles



Parking in Front Yard



Overflowing Trash Cans & Debris



Tall Grass



Broken Windows



Construction Materials



Detrimental Objects



Prohibited Animals

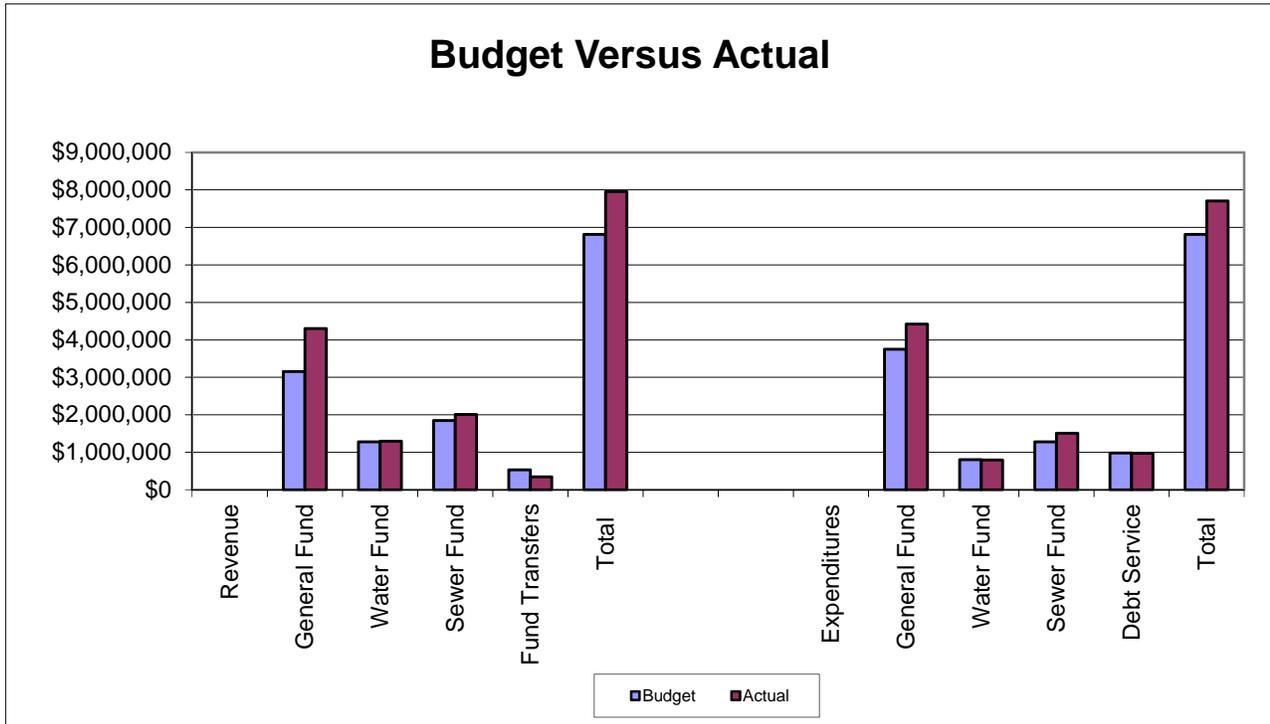
To report code violations, please contact our Code Enforcement Officer
Michael Picarello at (302) 856-6613 or (302) 448-5027

**Town of Georgetown
Budget Versus Actual (Operating)
As of April 30, 2017**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>100.00% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$3,153,171	\$4,299,798	(\$1,146,627)	136%
Water Fund	\$1,279,025	\$1,296,700	(\$17,675)	101%
Sewer Fund	\$1,846,000	\$2,006,500	(\$160,500)	109%
Fund Transfers	\$535,379	\$344,729	\$190,650	64%
Total	<u>\$6,813,575</u>	<u>\$7,947,727</u>	<u>(\$1,134,152)</u>	<u>117%</u>

<u>Expenditures</u>				
General Fund	\$3,752,482	\$4,422,793	(\$670,311)	118%
Water Fund	\$801,946	\$799,676	\$2,270	100%
Sewer Fund	\$1,277,404	\$1,507,813	(\$230,409)	118%
Debt Service	\$981,743	\$972,208	\$9,535	99%
Total	<u>\$6,813,575</u>	<u>\$7,702,490</u>	<u>(\$888,915)</u>	<u>113%</u>

* Line item detail available upon request.

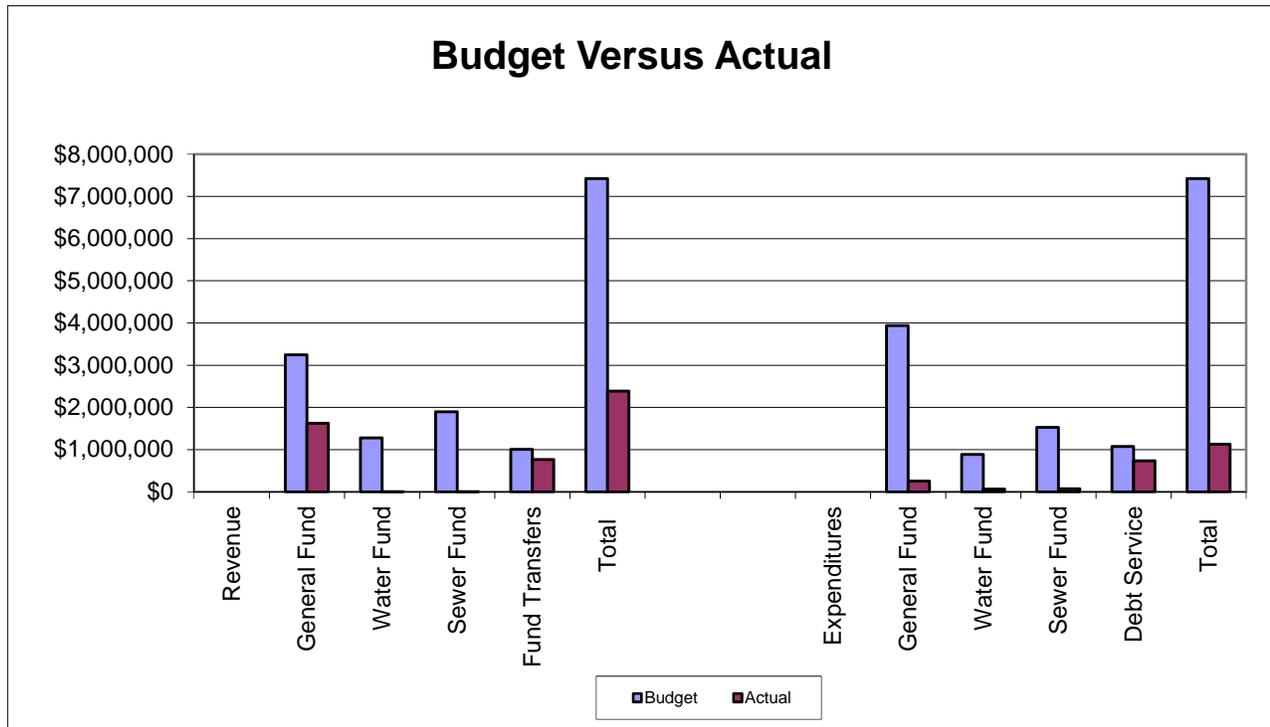


**Town of Georgetown
Budget Versus Actual (Operating)
As of May 31, 2017**

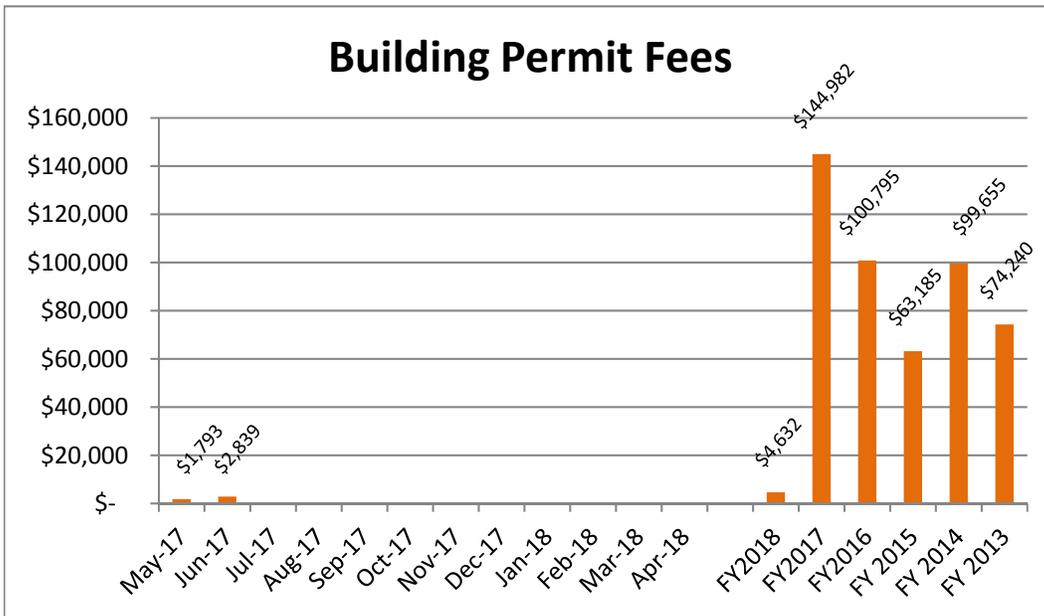
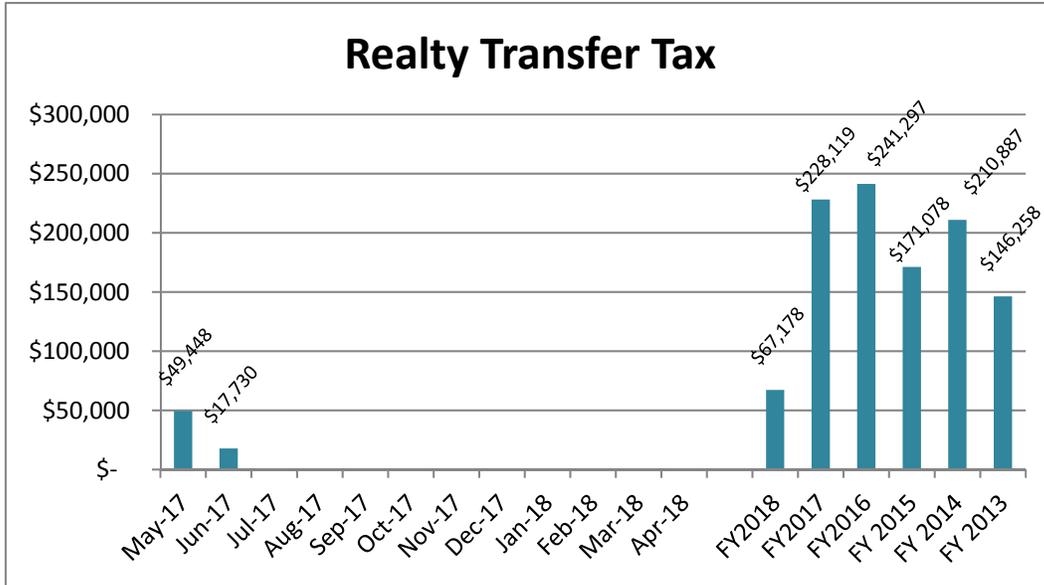
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.08% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$3,245,814	\$1,623,221	\$1,622,593	50%
Water Fund	\$1,279,025	\$1,151	\$1,277,874	0%
Sewer Fund	\$1,896,500	\$1,919	\$1,894,581	0%
Fund Transfers	\$1,005,428	\$763,465	\$241,963	76%
Total	<u>\$7,426,767</u>	<u>\$2,389,755</u>	<u>\$5,037,012</u>	<u>32%</u>

<u>Expenditures</u>				
General Fund	\$3,938,178	\$252,278	\$3,685,900	6%
Water Fund	\$887,617	\$64,972	\$822,646	7%
Sewer Fund	\$1,525,110	\$72,443	\$1,452,667	5%
Debt Service	\$1,075,862	\$735,752	\$340,110	68%
Total	<u>\$7,426,767</u>	<u>\$1,125,444</u>	<u>\$6,301,323</u>	<u>15%</u>

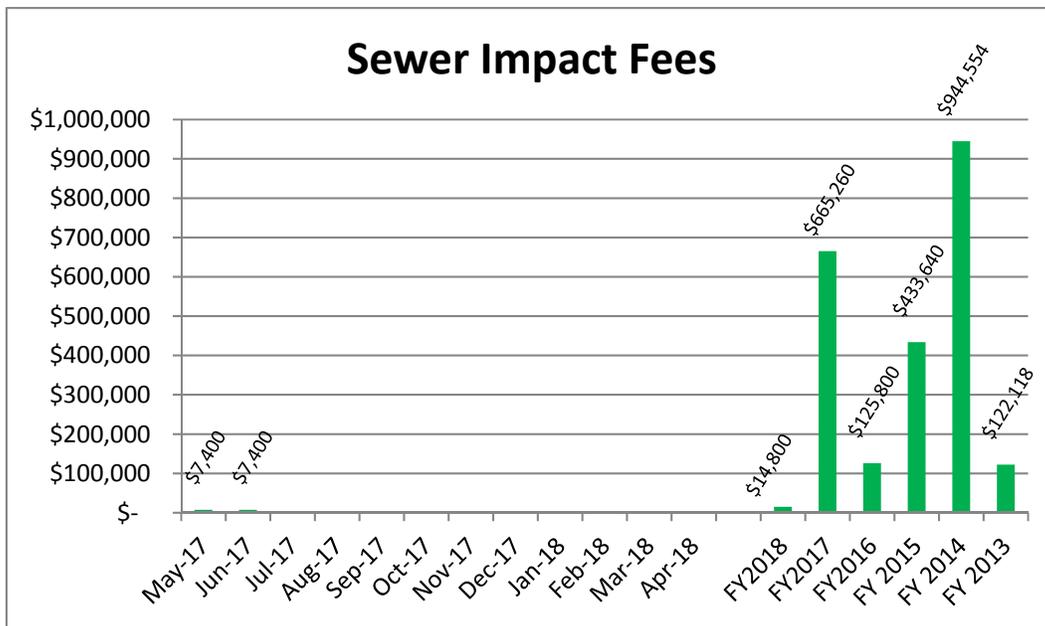
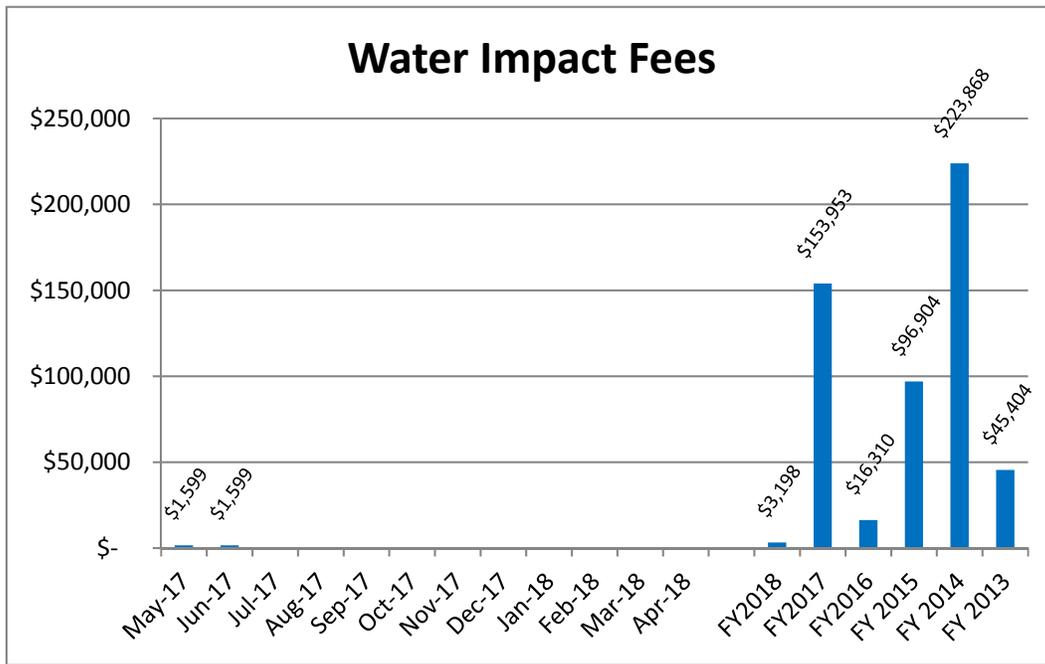
* Line item detail available upon request.



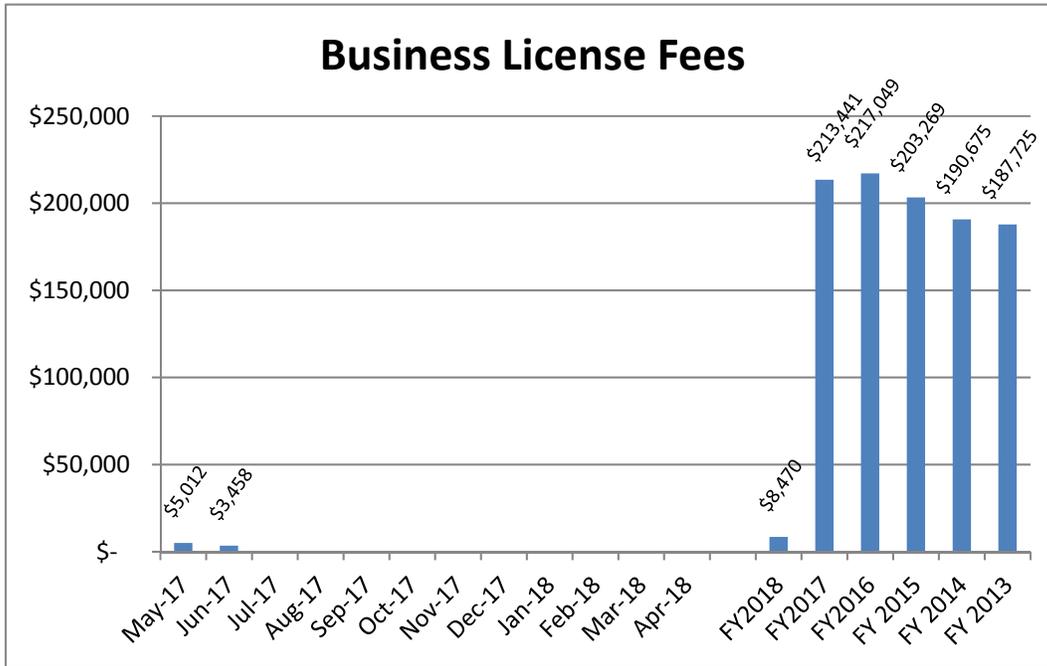
Key Revenue Items



Key Revenue Items

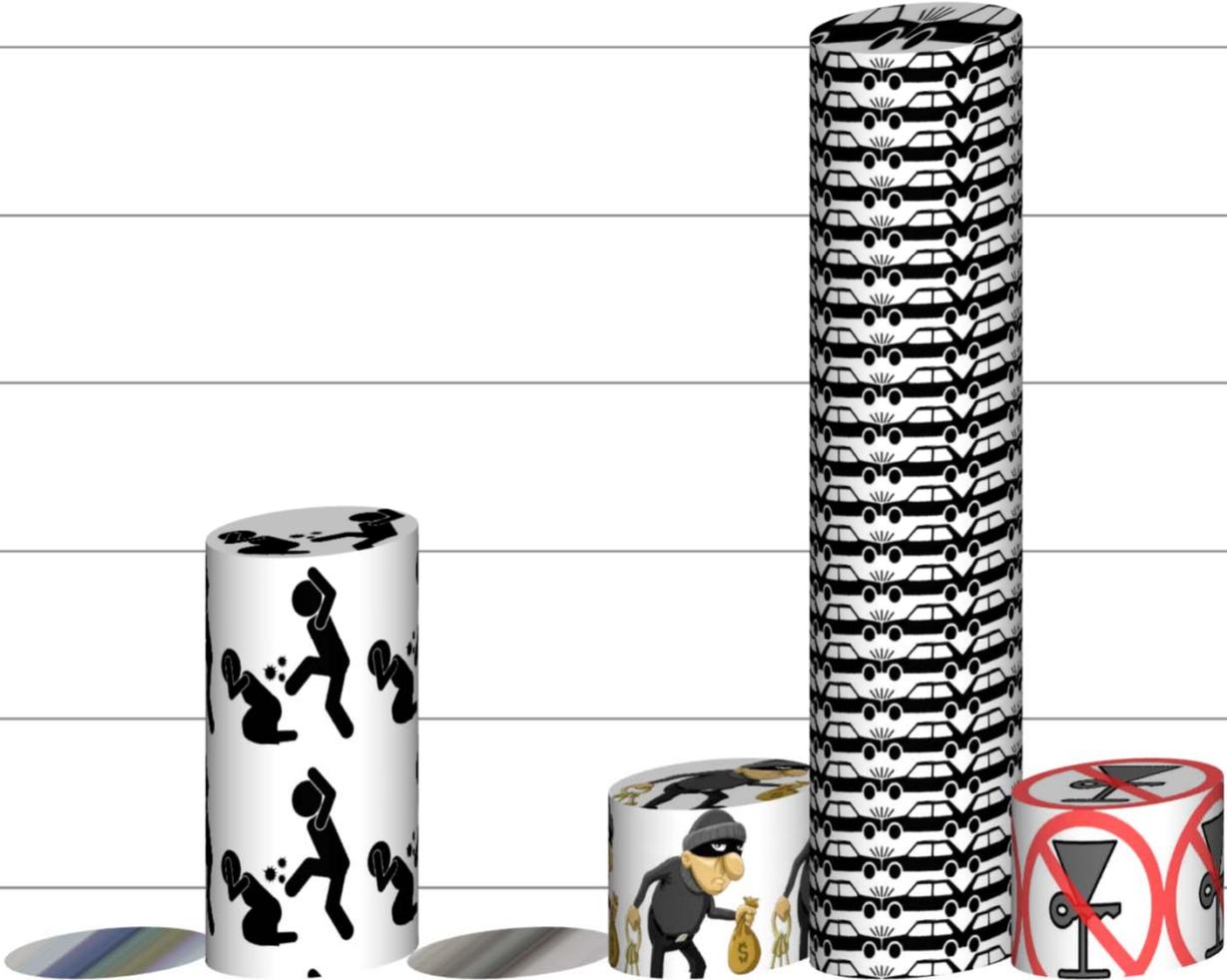


Key Revenue Items



July 12, 2017

12
10
8
6
4
2
0

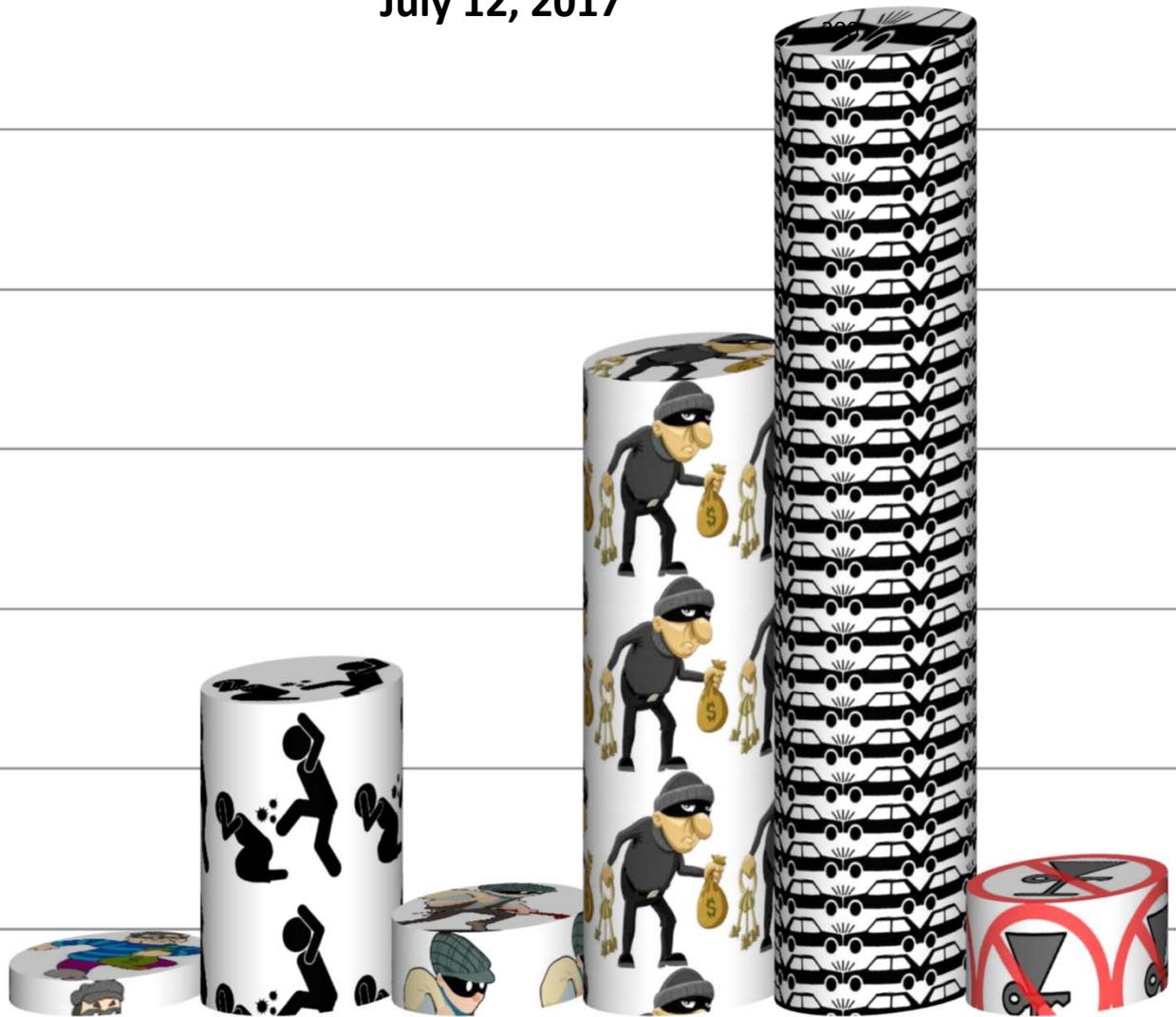


Weekly

Robbery Assault Buglary Thefts Collision DUI

July 12, 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	All	06/01/2017	06/30/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	1	40	41
Closed Cases		59	59
Open Cases at start of period	4	55	59
Open Cases at end of period	5	36	41

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
225-7 Violations and penalties (Yard Sales)			1 1
Addressing of buildings			1 1
Building use and construction to comply with this chapter			2 2
Condemnation	1		1 2
Depositing garbage prohibited			2 2
Detrimental Objects			4 4
Dumpsters Screening and Pad			3 3
Height of Grass			6 6
Indoor Furniture/Outside			1 1
Maintenance of trees and other vegetation.			9 9
Noise - Loud Noise Prohibited			1 1
Notice deemed effective for remainder of year.			1 1
Outdoor Burning, Permit Required			1 1
Overcrowding			1 1
Permit for construction required			2 2
Rental/Business License			3 3
Stairs & Porches			2 2
Swimming Pools			1 1
Trash, Collection			2 2
Uses not listed prohibited			1 1
Vehicles abandoned on public property			2 2

Vehicles wrecked, dismantled, inoperable or unregistered on private property	3	3
Windows, Doors & Frames	1	1
Yard Waste	2	2
Totals	1	53 54



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	06/01/2017	06/30/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		6	6
Closed Cases		11	11
Open Cases at start of period	2	10	12
Open Cases at end of period	2	5	7

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Detrimental Objects		1	1
Maintenance of trees and other vegetation.		3	3
Outdoor Burning, Permit Required		1	1
Stairs & Porches		1	1
Swimming Pools		1	1
Vehicles abandoned on public property		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		1	1
Totals		9	9



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	06/01/2017	06/30/2017

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	1	16	17
Closed Cases		26	26
Open Cases at start of period	2	25	27
Open Cases at end of period	3	15	18

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
225-7 Violations and penalties (Yard Sales)			1 1
Building use and construction to comply with this chapter			1 1
Condemnation	1		1
Depositing garbage prohibited			2 2
Detrimental Objects			2 2
Dumpsters Screening and Pad			1 1
Height of Grass			2 2
Indoor Furniture/Outside			1 1
Noise - Loud Noise Prohibited			1 1
Notice deemed effective for remainder of year.			1 1
Rental/Business License			2 2
Stairs & Porches			1 1
Trash, Collection			1 1
Uses not listed prohibited			1 1
Vehicles abandoned on public property			1 1
Vehicles wrecked, dismantled, inoperable or unregistered on private property			2 2
Windows, Doors & Frames			1 1
Yard Waste			1 1
Totals	1	22	23



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	06/01/2017	06/30/2017

Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	14	14
Closed Cases	18	18
Open Cases at start of period	17	17
Open Cases at end of period	13	13

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Addressing of buildings	1	1
Condemnation	1	1
Detrimental Objects	1	1
Dumpsters Screening and Pad	2	2
Height of Grass	3	3
Maintenance of trees and other vegetation.	5	5
Permit for construction required	1	1
Rental/Business License	1	1
Trash, Collection	1	1
Yard Waste	1	1
Totals	17	17



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	06/01/2017	06/30/2017

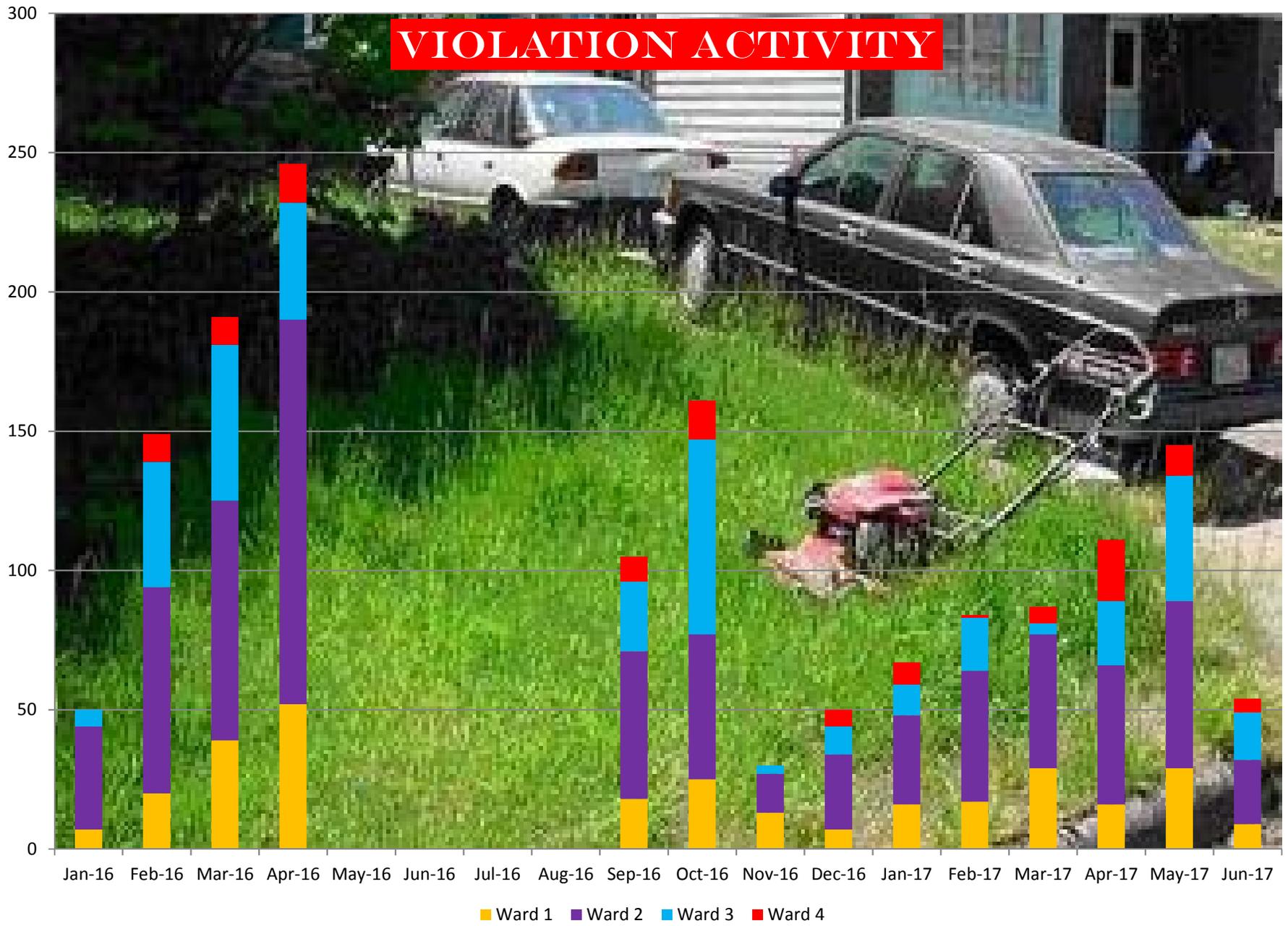
Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	4	4
Closed Cases	4	4
Open Cases at start of period	3	3
Open Cases at end of period	3	3

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Building use and construction to comply with this chapter	1	1
Height of Grass	1	1
Maintenance of trees and other vegetation.	1	1
Overcrowding	1	1
Permit for construction required	1	1
Totals	5	5

VIOLATION ACTIVITY



WWTF Lagoon Depths

