

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, February 14, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Community Forum – Mental Health and Addiction:** Thursday, February 15, 6:00 PM, Georgetown Public Library
- ✓ **Planning Commission:** Wednesday, February 21, 6:00 PM, Town Hall
- ✓ **DelDOT Public Workshop –US 113 and SR 18/SR 404 Grade Separated Intersection:** Tuesday, February 27, 4:00 PM, Delaware Tech – Student Services Center Building – Dining Hall

## UPDATES FROM DEPARTMENTS ...

### Finance

- As of February 9, the Town has collected \$778,068 (86%) of the January utility billing (\$909,769.01)
- As of February 9, the Town has collected \$1,533,163 (98%) of the FY 2018 Property Tax billing (\$1,556,860)
- Monthly Key Revenue Items Report (January 2018) – Copy Attached
- Submitted Inventory Report for E-grant #1641
- Quarterly Fiscal Site Visit with Plan Monitor from the Criminal Justice Council – Grant VW1640 (Olga Holm)
- Attended the SCAT 2018 Legislative Dinner (Kristen Dabrowski, Laura Givens, Olga Holm)
- Attended Census Luca Training (Kristen Dabrowski)
- Real Estate Transfer Tax Summary (January 2018)

	January 2018		January 2017	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$28,055	\$202,630	\$6,974	\$169,323

### Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Code Enforcement Report – January 2018 issued and posted to website (copy attached)
- Departmental Press Releases issued as warranted

# TOWN MANAGER'S WEEKLY REPORT



## Wastewater

- Lagoon depths: Large Lagoon is 13.25 feet and Small Lagoon is 7.25 feet
- Met with Artesian to show them the spray system in the Pettyjohn woods
- Ran sewer jetter through the sewer main on West Adams Street in the area of 123 West Adams Street

## Public Works

- Well at Del Tech Pump Station determined to be in need of replacement
- Continue to work with Town Engineer on King Street Water Treatment Facility
- Repair and maintenance of street sweeper completed – back in service
- Circle planting area bed maintenance continues

## Planning

- Past Due Notice mailed to 128 In-Town businesses and 66 Rental License holders
- Predevelopment Meetings scheduled:
  - 206 Cedar Street – Residential renovations
  - 310 North Race Street – Salon/Barber
  - 345 South Railroad Avenue – Residential/Contractor Yard
- Board of Adjustment:
  - 411 North Bedford Street (Parking Reduction) – **Tabled**
- Staff attended 2020 Census Training (Jamie Craddock, Kristen Dabrowski, Jocelyn Godwin)

## TOWN MANAGER'S UPDATE ...

- Work on Annex Building – 37 The Circle continues (see attached photos)
  - ✓ Elevator work anticipated to resume within the next week
  - ✓ HVAC units operational
- Attended Sussex Sports Field Foundation meeting
- Distributed Request for Proposals for Walkability & Connectivity Study to ten (10) engineering firms – response due March 5, 2018
- Finalized Memorandum of Understanding (MOU) between the Town of Georgetown and Sussex Sports Center Foundation, Inc. – February 14 Town Council agenda item
- Completed research on prefabricated restroom facilities

# TOWN MANAGER'S WEEKLY REPORT



- Attended legislative briefing on US 113 and SR 18/SR 404 Grade Separated Intersection (Gene Dvornick, Jocelyn Godwin, Bill West)
- Met with local developer regarding project update and plans through 2018 (Gene Dvornick, Jocelyn Godwin)
- Researched question on Building Permit
- Addressed local resident question on Sussex County issue
- Met with local business owner to discuss concerns with loitering and criminal activity in and around their business (Gene Dvornick, Captain Holm, Chief Hughes, Lt. Tyndall)
- Attended Sussex County Association of Towns dinner meeting – Legislative Night (Bob Holston, Rebecca Johnson-Dennis, Chris Lecates, Bill West; Gene Dvornick, Jamie Craddock, Kristen Dabrowski, Laura Givens, Jocelyn Godwin, Olga Holm, Chief Hughes, Mike Picarello, Elaine Reynolds)
- Met with representative of Holophane to discuss pricing and installation of bollard lighting to replace four (4) light poles within The Circle
- Attended SCAT Steering Committee (Gene Dvornick, Bill West) – Presentation by Chesapeake Utilities on expansion of natural gas within Sussex County and legislative update
- Met with Century Engineering to review conceptual plans for first section of the Georgetown to Lewes Trail
- Followed up on several Code Enforcement concerns



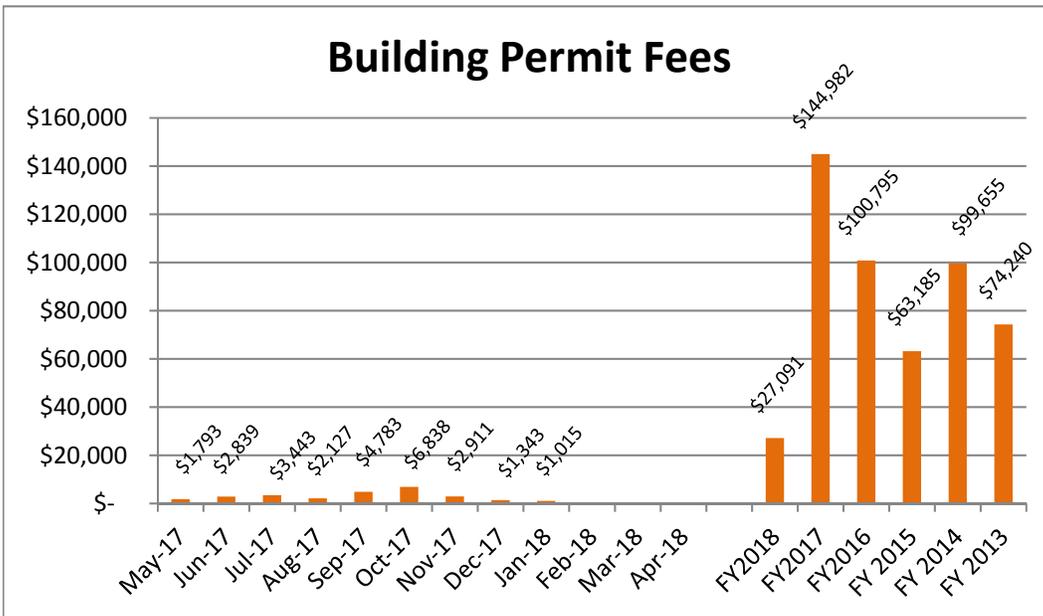
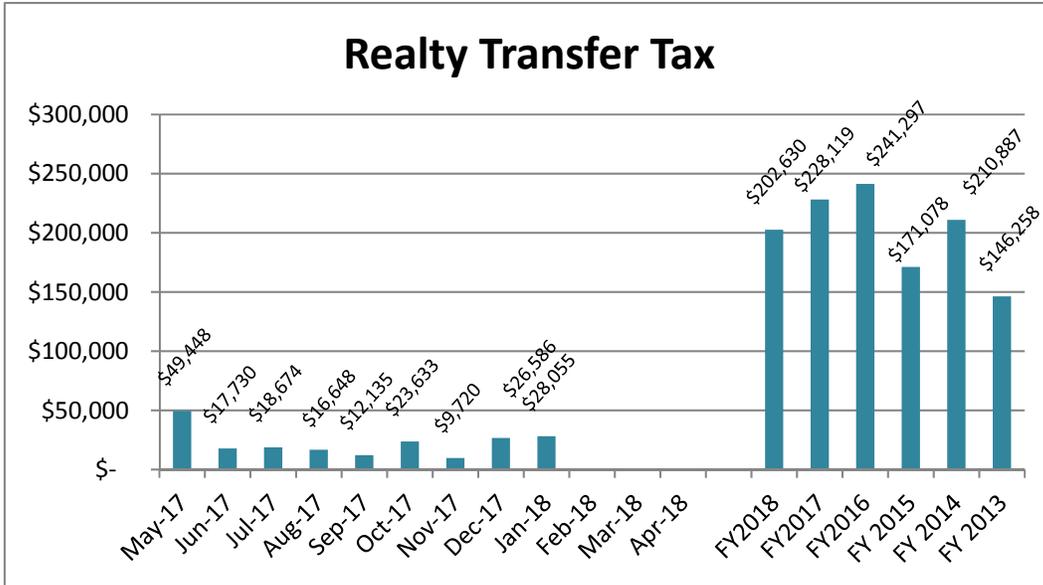
**Sussex County Legislators at Legislative Night**

TOWN MANAGER'S  
WEEKLY REPORT

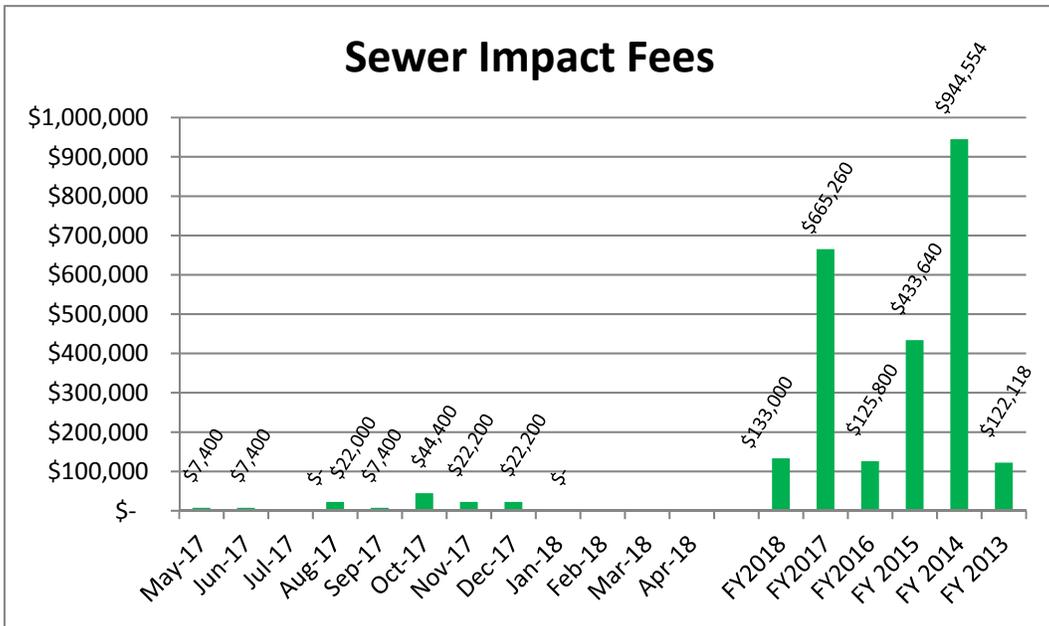
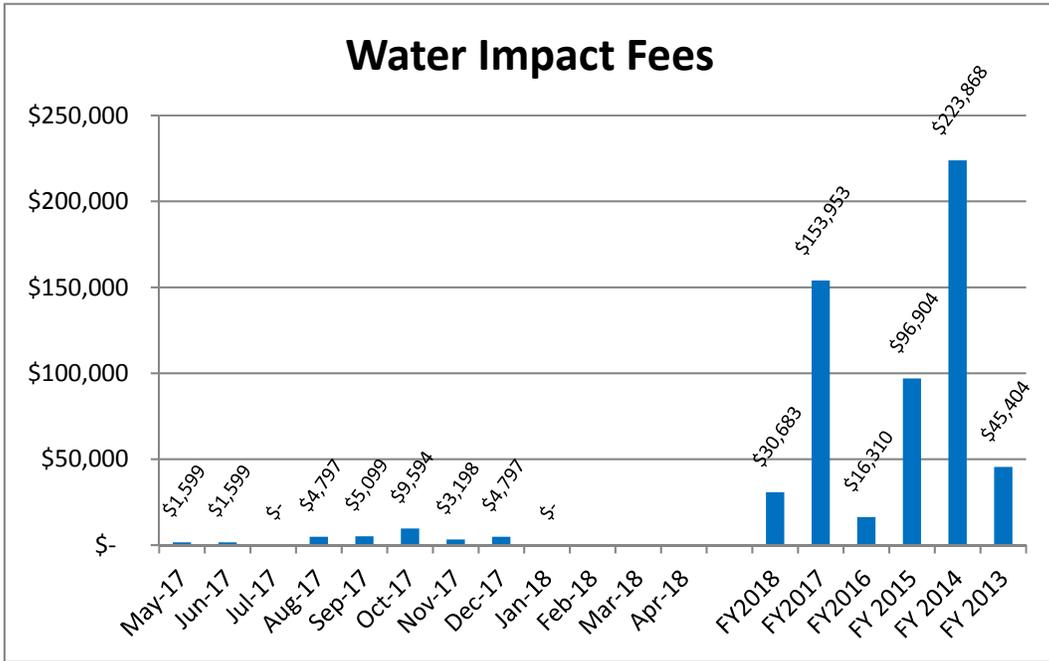


*THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED*

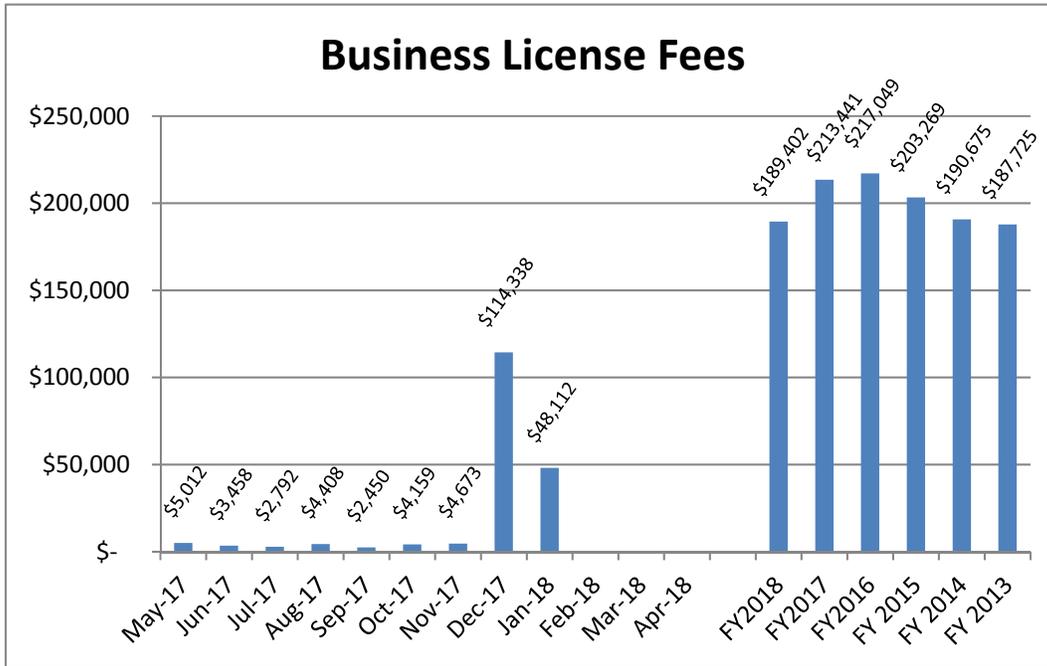
# Key Revenue Items



# Key Revenue Items

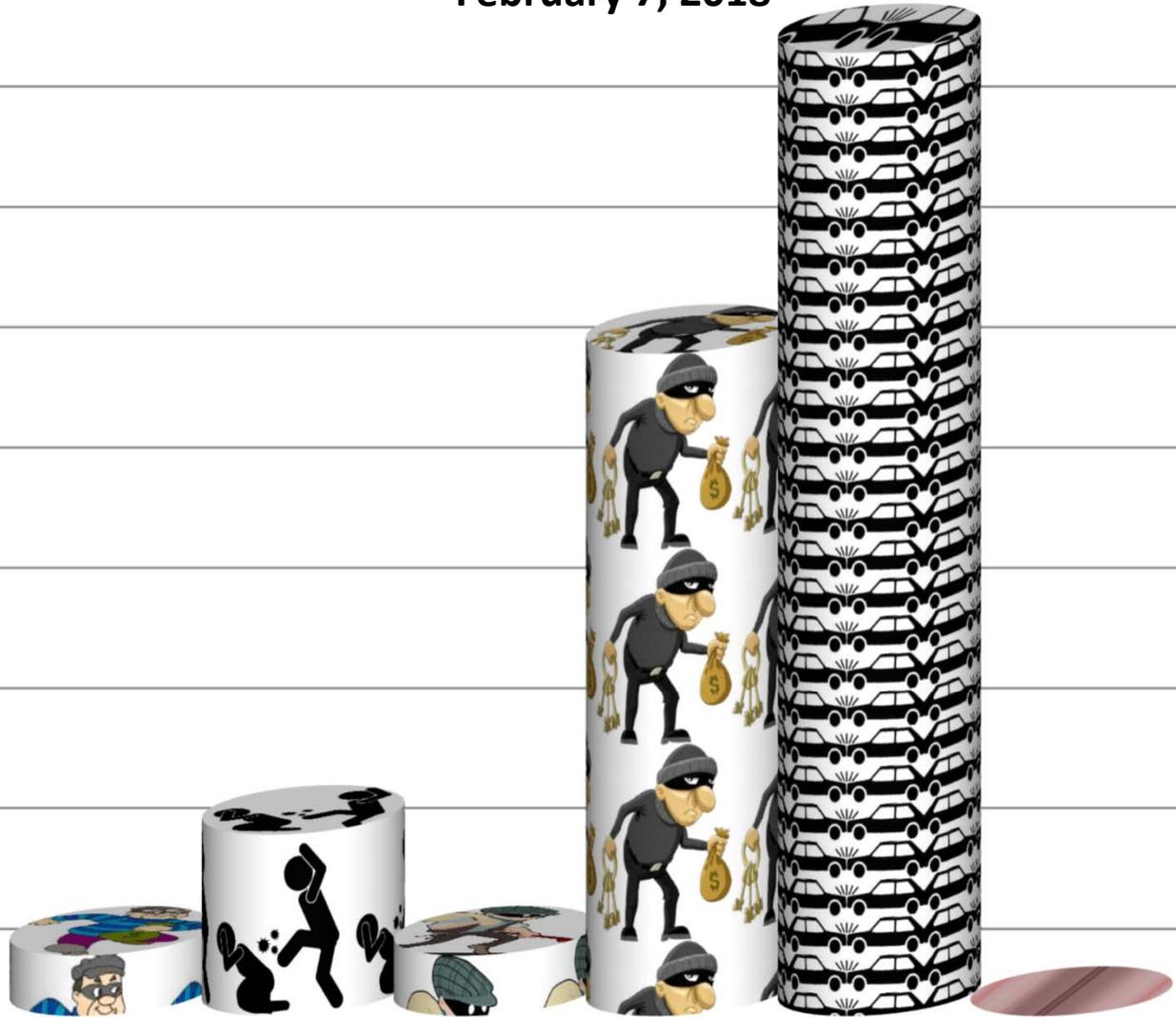


# Key Revenue Items



February 7, 2018

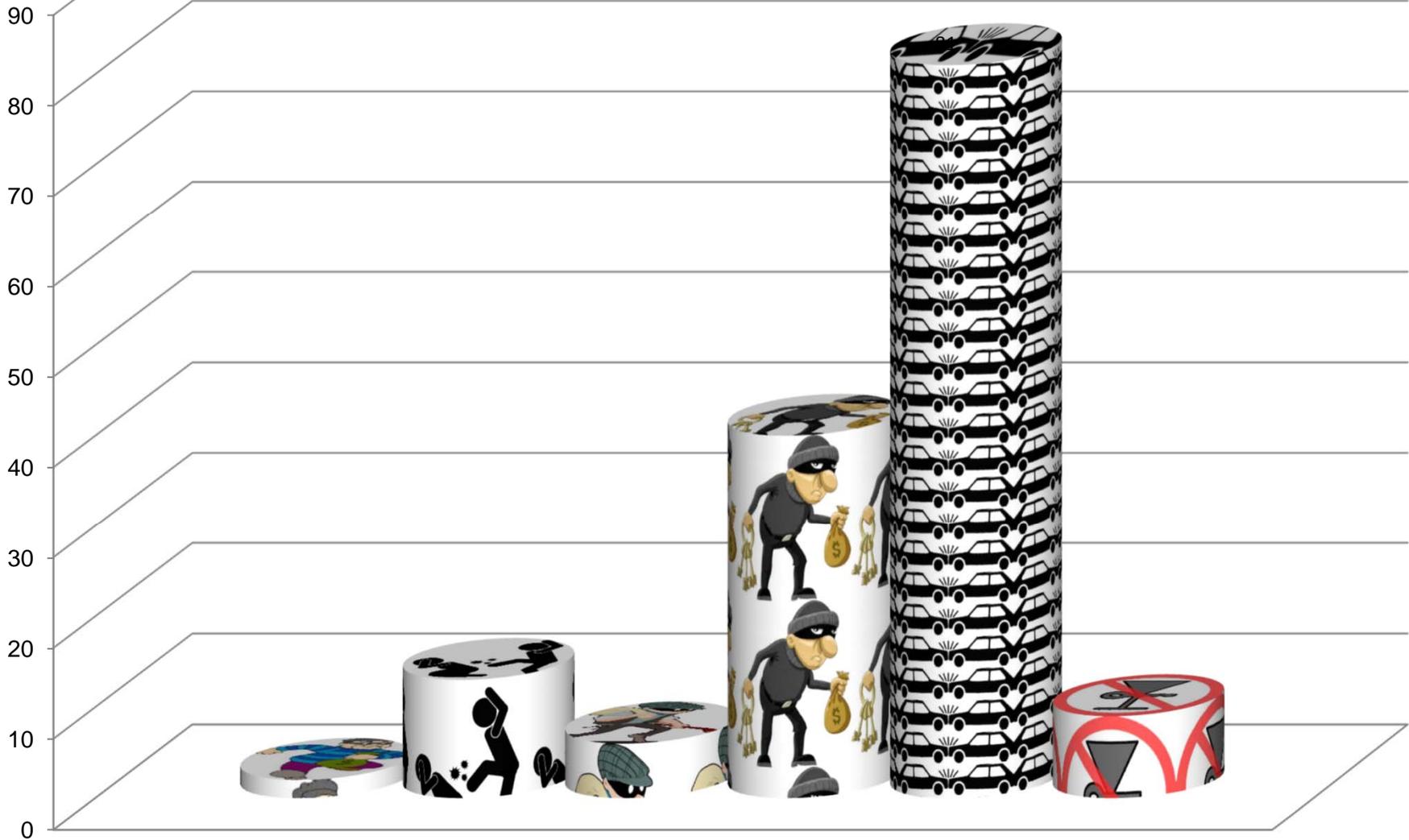
16  
14  
12  
10  
8  
6  
4  
2  
0



Weekly

Robbery Assault Buglary Thefts Collision DUI

February 7, 2018



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>
Ward	All	01/01/2018	01/31/2018

**Case Activity:**

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		64	64
Closed Cases		60	60
Open Cases at start of period	3	53	56
Open Cases at end of period	3	57	60

**Violation Activity**

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Accessory Structures		1	1
Animals - Definitions		1	1
Correction of defective electrical system.		1	1
Depositing garbage prohibited		7	7
Detrimental Objects		10	10
Dumpsters Screening and Pad		2	2
Grading and drainage		1	1
Holiday Lighting		2	2
Overcrowding		1	1
Parking - Certain other parking prohibited		4	4
Permit for construction required		2	2
Rental/Business License		4	4
Running at large prohibited Amended 4-27-2011		1	1
Trash, Collection		18	18
Unremoved snow or ice a nuisance		8	8
Vehicles abandoned on public property		2	2
Vehicles wrecked, dismantled, inoperable or unregistered on private property		3	3
Violations and penalties (Licensing)		4	4
Violations and penalties (Trailers)		1	1
Windows, Doors & Frames		2	2
<b>Totals</b>		<b>75</b>	<b>75</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	01/01/2018	01/31/2018

**Case Activity:**

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		13	13
Closed Cases		11	11
Open Cases at start of period	1	12	13
Open Cases at end of period	1	14	15

**Violation Activity**

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Depositing garbage prohibited		2	2
Detrimental Objects		2	2
Dumpsters Screening and Pad		1	1
Grading and drainage		1	1
Permit for construction required		1	1
Rental/Business License		1	1
Trash, Collection		4	4
Violations and penalties (Licensing)		1	1
Windows, Doors & Frames		1	1
<b>Totals</b>		<b>14</b>	<b>14</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	01/01/2018	01/31/2018

**Case Activity:**

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		31	31
Closed Cases		29	29
Open Cases at start of period	2	26	28
Open Cases at end of period	2	28	30

**Violation Activity**

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Animals - Definitions		1	1
Correction of defective electrical system.		1	1
Depositing garbage prohibited		1	1
Detrimental Objects		4	4
Holiday Lighting		1	1
Overcrowding		1	1
Parking - Certain other parking prohibited		1	1
Permit for construction required		1	1
Rental/Business License		1	1
Running at large prohibited Amended 4-27-2011		1	1
Trash, Collection		13	13
Unremoved snow or ice a nuisance		7	7
Vehicles abandoned on public property		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2	2
Violations and penalties (Licensing)		1	1
<b>Totals</b>		<b>37</b>	<b>37</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	01/01/2018	01/31/2018

**Case Activity:**

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	19	19
Closed Cases	18	18
Open Cases at start of period	14	14
Open Cases at end of period	15	15

**Violation Activity**

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Accessory Structures	1	1
Depositing garbage prohibited	4	4
Detrimental Objects	3	3
Dumpsters Screening and Pad	1	1
Holiday Lighting	1	1
Parking - Certain other parking prohibited	3	3
Rental/Business License	2	2
Trash, Collection	1	1
Unremoved snow or ice a nuisance	1	1
Vehicles abandoned on public property	1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Violations and penalties (Licensing)	2	2
Violations and penalties (Trailers)	1	1
Windows, Doors & Frames	1	1
<b>Totals</b>	<b>23</b>	<b>23</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	01/01/2018	01/31/2018

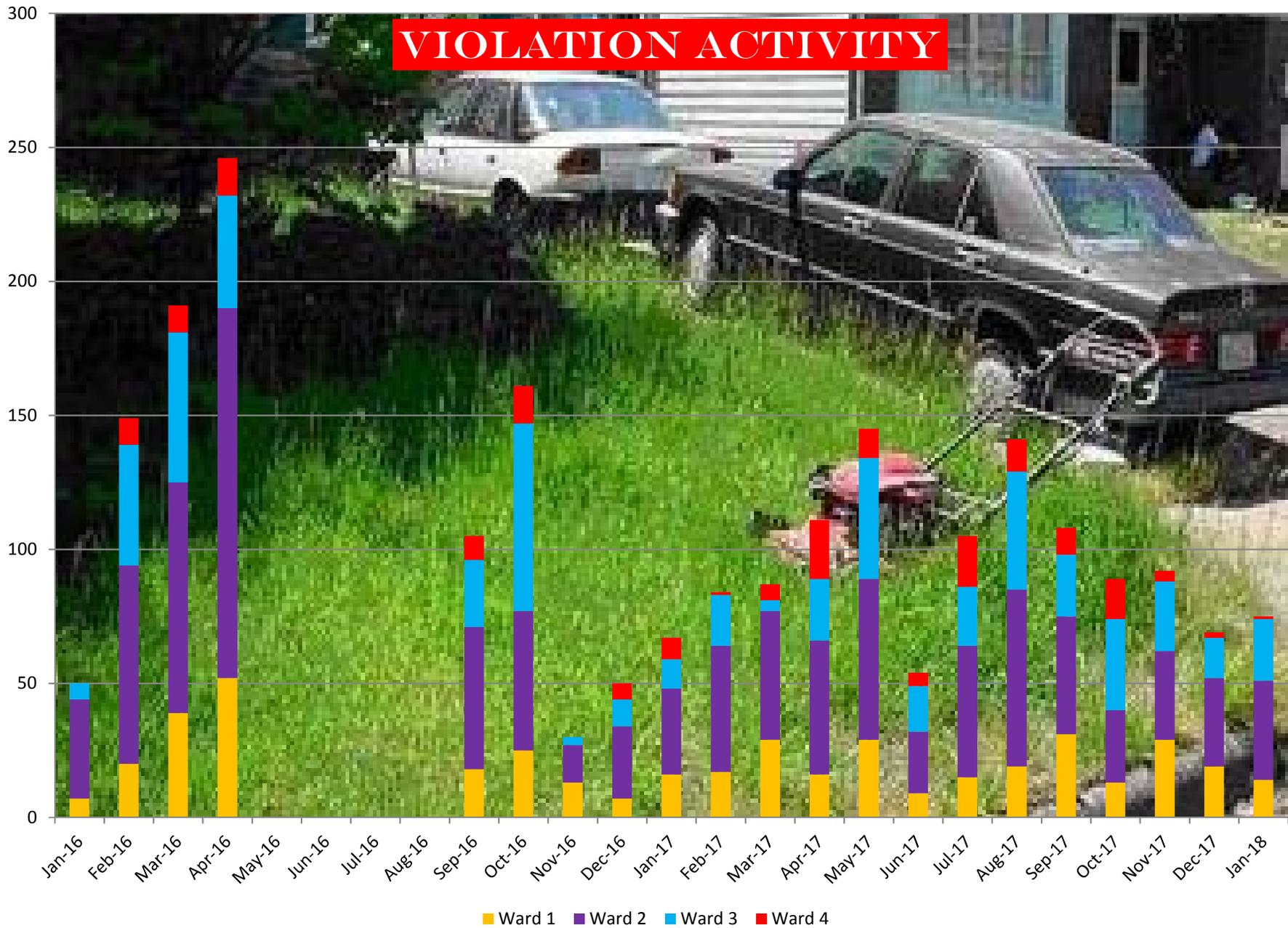
**Case Activity:**

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	1	1
Closed Cases	2	2
Open Cases at start of period	1	1
Open Cases at end of period	0	0

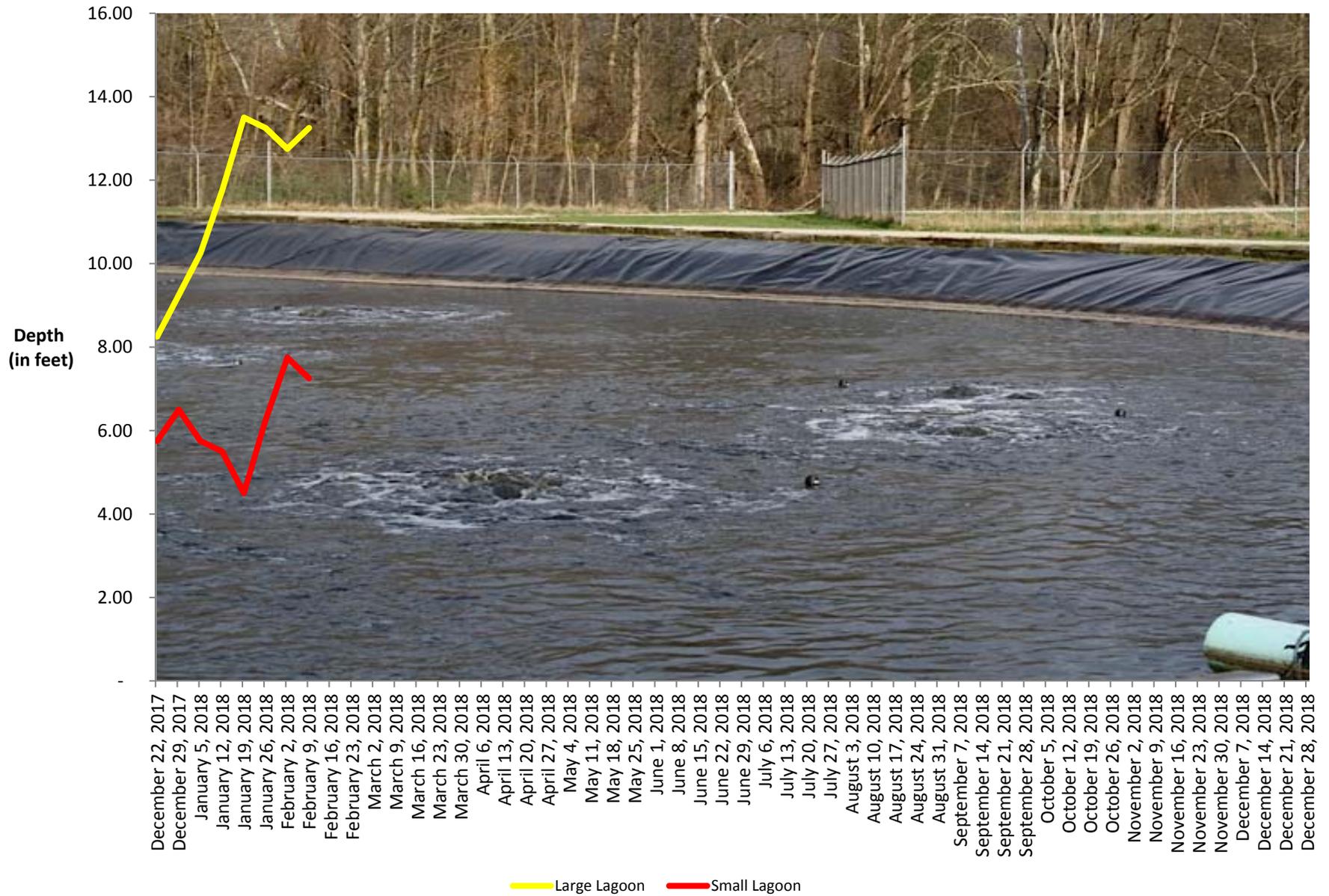
**Violation Activity**

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Detrimental Objects	1	1
<b>Totals</b>	<b>1</b>	<b>1</b>

# VIOLATION ACTIVITY



# WWTF Lagoon Depths





EXIT



EXIT



