

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, March 14, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Planning Commission:** Wednesday, March 21, 6:00 PM, Regular Meeting, Town Hall
  1. The Oaks of Georgetown – Amendment to an Approved RPC Site Plan
- ✓ **Delaware League of Local Governments:** Thursday, March 22, 5:30 PM, Duncan Center (Dover)
- ✓ **Town Council Meeting:** Wednesday, March 28, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Town Offices Closed:** Friday, March 30, in observance of Good Friday

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of March 8, the Town has collected \$860,658 (95%) of the January utility billing (\$909,769.01)
- As of March 8, the Town has collected \$1,538,465 (99%) of the FY 2018 Property Tax billing (\$1,556,860)
- On March 5, mailed 160 disconnect notices to properties that have not paid the January utility billing – Disconnect date is scheduled for March 19
- Attended meeting with Representative from Alternative Risk Solutions (Gene Dvornick, Laura Givens, Olga Holm)
- December 2017 Budget vs. Actual Report attached (see attached)
- January 2018 Budget vs. Actual Report attached (see attached)
- Monthly Key Revenue Items Report (February 2018) (see attached)
- Real Estate Transfer Tax Summary (February 2018)

	February 2018		February 2017	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$3,548	\$206,177	\$25,578	\$194,902

### **Wastewater**

- Lagoon depths: Large Lagoon is 14.00 feet and Small Lagoon is 6.75 feet
- Pulled gear box off of the screw press at Cedar Lane – sending to Demco for repair
- Cleaned grease out of College Park Pump Station
- Aztech installed new flow meter at County Seat Pump Station – Easter Seals is the last one to be in compliance with the State by May 2018

# TOWN MANAGER'S WEEKLY REPORT



## Public Works

- Road improvements along South King Street underway
  - ADA Curb Cuts installed (see photos)
  - Mill and overlay will be next
- Repaired water main near JD Shuckers (damaged by Verizon)
- Preparing paint machine for street marking

## Police

- Code Enforcement Report – February 2018 issued and posted to website (copy attached)
- Departmental Press Releases issued as warranted

## Planning

- Predevelopment Meetings:
  - 404 Kimmey Street (Habitat Property) – March 12
  - 225 East Market Street (Ice Cream Parlor) – March 15
  - 108 West North Street (Parking Expansion) – March 22
- Board of Adjustment:
  - 411 North Bedford Street (Parking Reduction) – **Denied**
- 340 South Bedford Street – Subdivision Approval on March 7
- Final CO issued for NAPA on March 7
- 313 North Bedford Street – Administrative Approval (parking reduction) – March 15

## TOWN MANAGER'S UPDATE ...

- Work on Annex Building – 37 The Circle continues (see attached photos)
  - ✓ Exterior site work continues
  - ✓ Elevator installation nearing completion
- Met with representatives from Alternative Risk Solutions to discuss voluntary benefit offerings for employees (Gene Dvornick, Laura Givens, Olga Holm)
- Answered municipal election questing from local TV station reporter
- Finalized Ordinance addressing window treatments – March 14 Town Council Agenda
- Reviewed and evaluated proposals received in response to the Walkability and Connectivity Study Request for Proposals

# TOWN MANAGER'S WEEKLY REPORT



- Attended Chamber of Commerce Economic Development Committee Lunch. Presentation by CHEER on organization history and economic impact the organization has on Sussex County
- Attended Sussex County Association of Towns dinner meeting. Presentation on current and anticipated trends in the insurance industry (Gene Dvornick, Bob Holston, Rebecca Johnson-Dennis, Bill West)
- Met with local organization to discuss traffic and safety concerns
- Facilitated Code Enforcement Workshop (Gene Dvornick, Becky Johnson-Dennis, Chief Hughes, Chris Lecates, Mike Picarello)
- Attended SCAT Steering Committee – Introduction of CIB Representative, Discussion on 2018 Legislative Breakfast, and legislative update (Gene Dvornick, Bill West)
- Participated in Delaware League of Local Governments Legislative Advocacy Committee Meeting – reviewed current and pending legislation and impacts on local government
- Followed up on several Code Enforcement concerns



**Photo 1 - New ADA Curbs East Pine Street at South King Street**

TOWN MANAGER'S  
WEEKLY REPORT



TOWN MANAGER'S  
WEEKLY REPORT

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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 December 31, 2017**

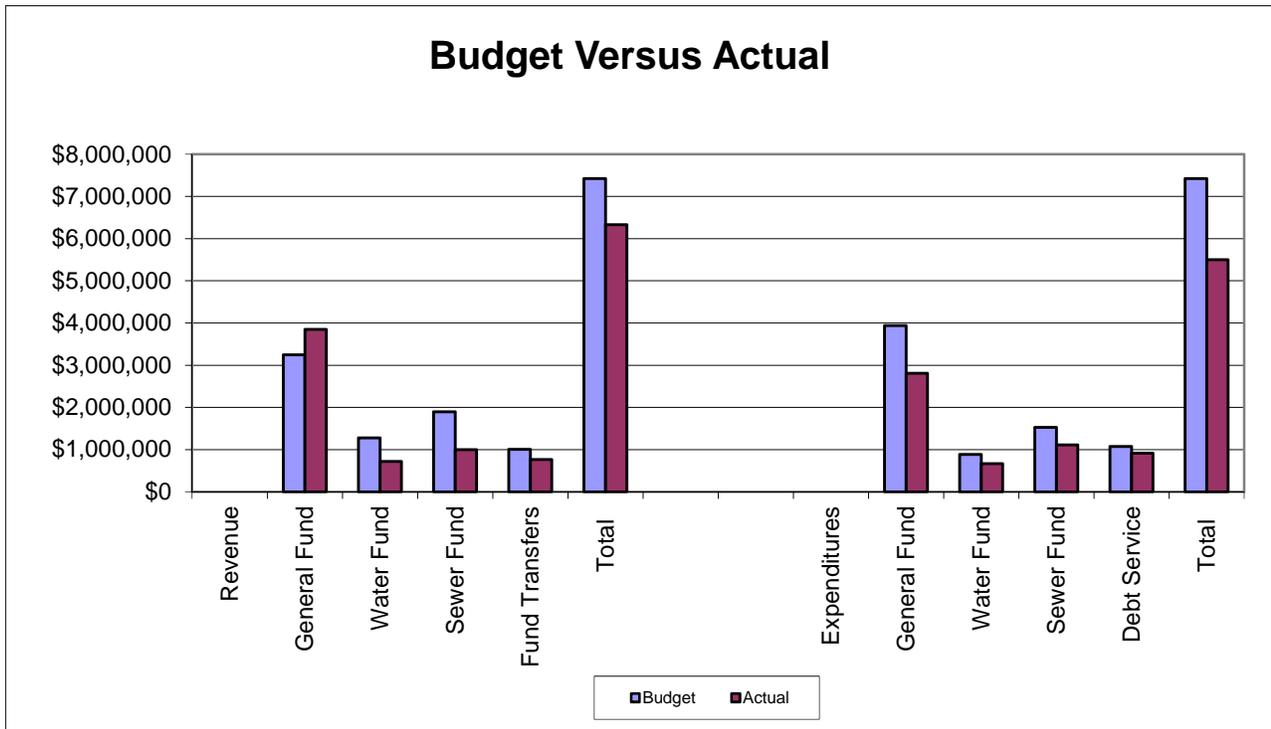
**0.67%**

**Percent  
of Budget**

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent of Budget</u>
General Fund	\$3,245,814	\$3,850,723	(\$604,909)	119%
Water Fund	\$1,279,025	\$716,230	\$562,795	56%
Sewer Fund	\$1,896,500	\$1,000,035	\$896,465	53%
Fund Transfers	\$1,005,428	\$763,465	\$241,963	76%
Total	<u>\$7,426,767</u>	<u>\$6,330,453</u>	<u>\$1,096,314</u>	<u>85%</u>

<u>Expenditures</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent of Budget</u>
General Fund	\$3,938,178	\$2,809,654	\$1,128,524	71%
Water Fund	\$887,617	\$669,090	\$218,527	75%
Sewer Fund	\$1,525,110	\$1,108,119	\$416,991	73%
Debt Service	\$1,075,862	\$915,244	\$160,618	85%
Total	<u>\$7,426,767</u>	<u>\$5,502,107</u>	<u>\$1,924,660</u>	<u>74%</u>

\* Line item detail available upon request.

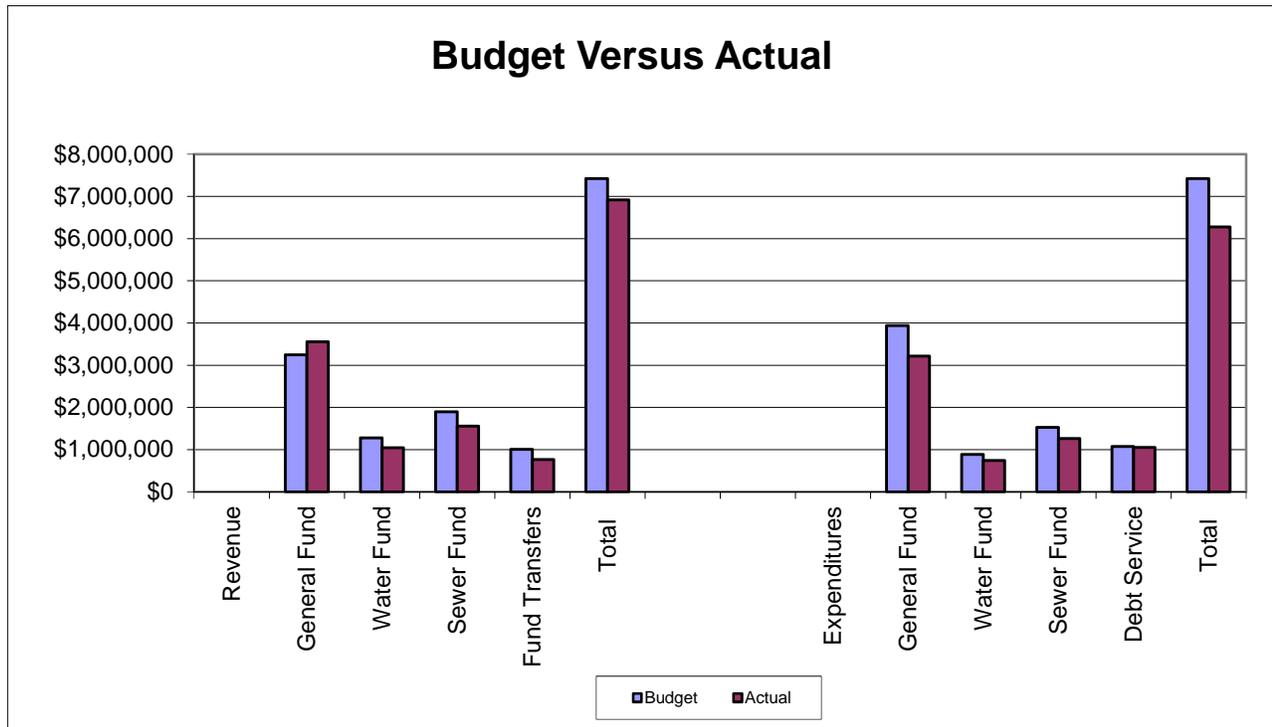


**Town of Georgetown  
Budget Versus Actual (Operating)  
As of January 31, 2018**

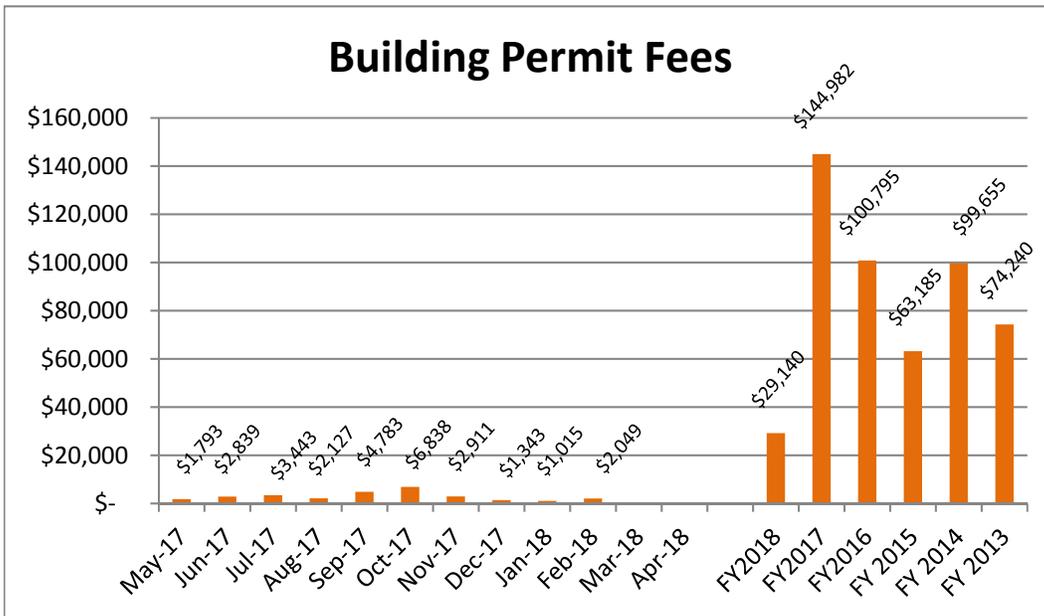
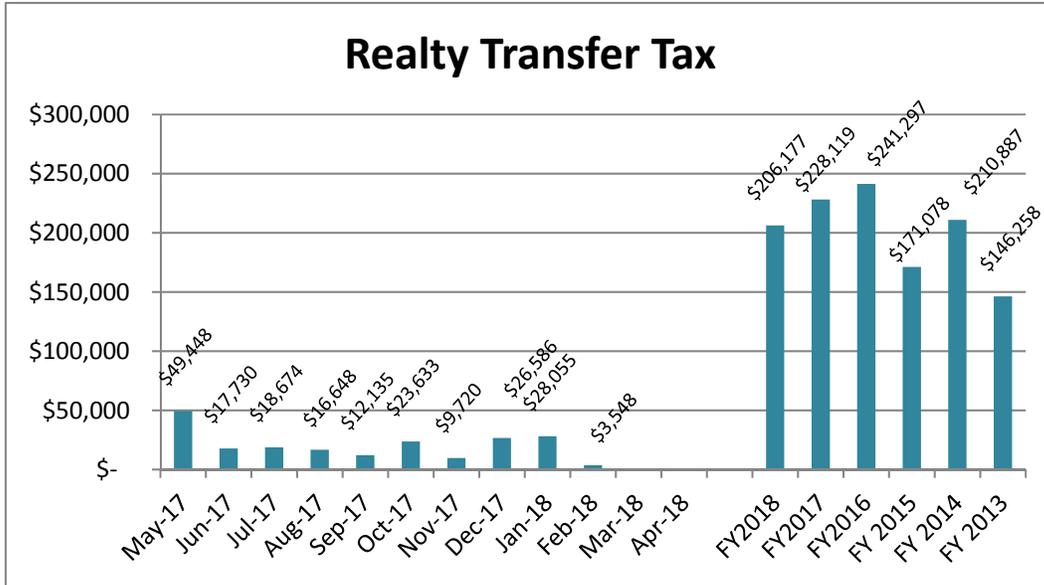
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.75% Percent of Budget</u>
<b><u>Revenue</u></b>				
General Fund	\$3,245,814	\$3,557,123	(\$311,309)	110%
Water Fund	\$1,279,025	\$1,041,384	\$237,641	81%
Sewer Fund	\$1,896,500	\$1,554,958	\$341,542	82%
Fund Transfers	\$1,005,428	\$763,465	\$241,963	76%
Total	<u>\$7,426,767</u>	<u>\$6,916,930</u>	<u>\$509,837</u>	<u>93%</u>

<b><u>Expenditures</u></b>				
General Fund	\$3,938,178	\$3,218,823	\$719,355	82%
Water Fund	\$887,617	\$742,741	\$144,876	84%
Sewer Fund	\$1,525,110	\$1,261,474	\$263,636	83%
Debt Service	\$1,075,862	\$1,054,873	\$20,989	98%
Total	<u>\$7,426,767</u>	<u>\$6,277,911</u>	<u>\$1,148,856</u>	<u>85%</u>

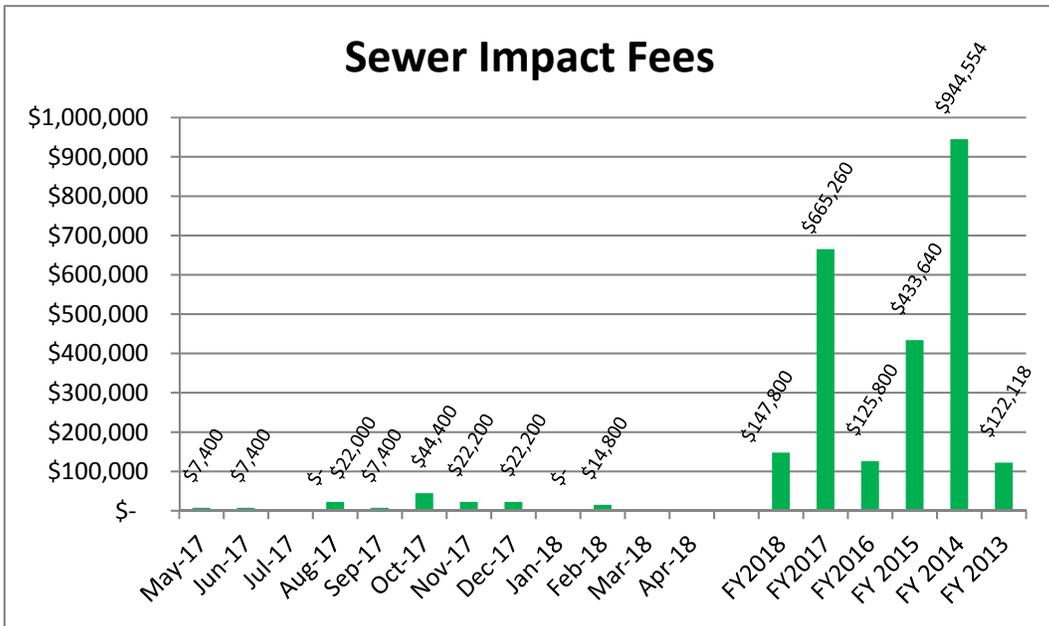
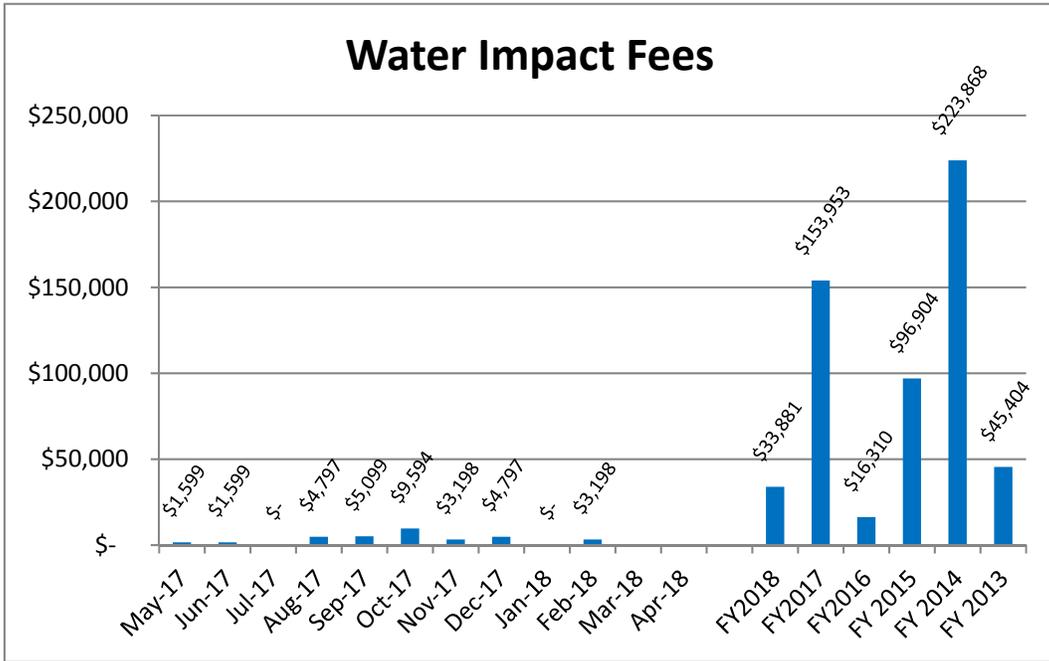
\* Line item detail available upon request.



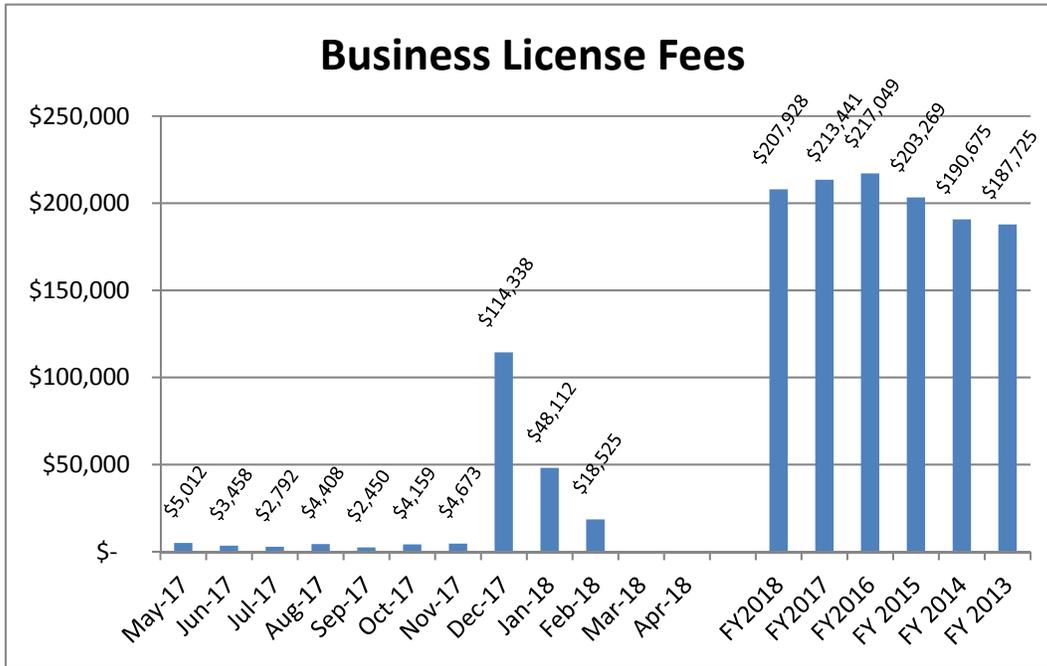
# Key Revenue Items



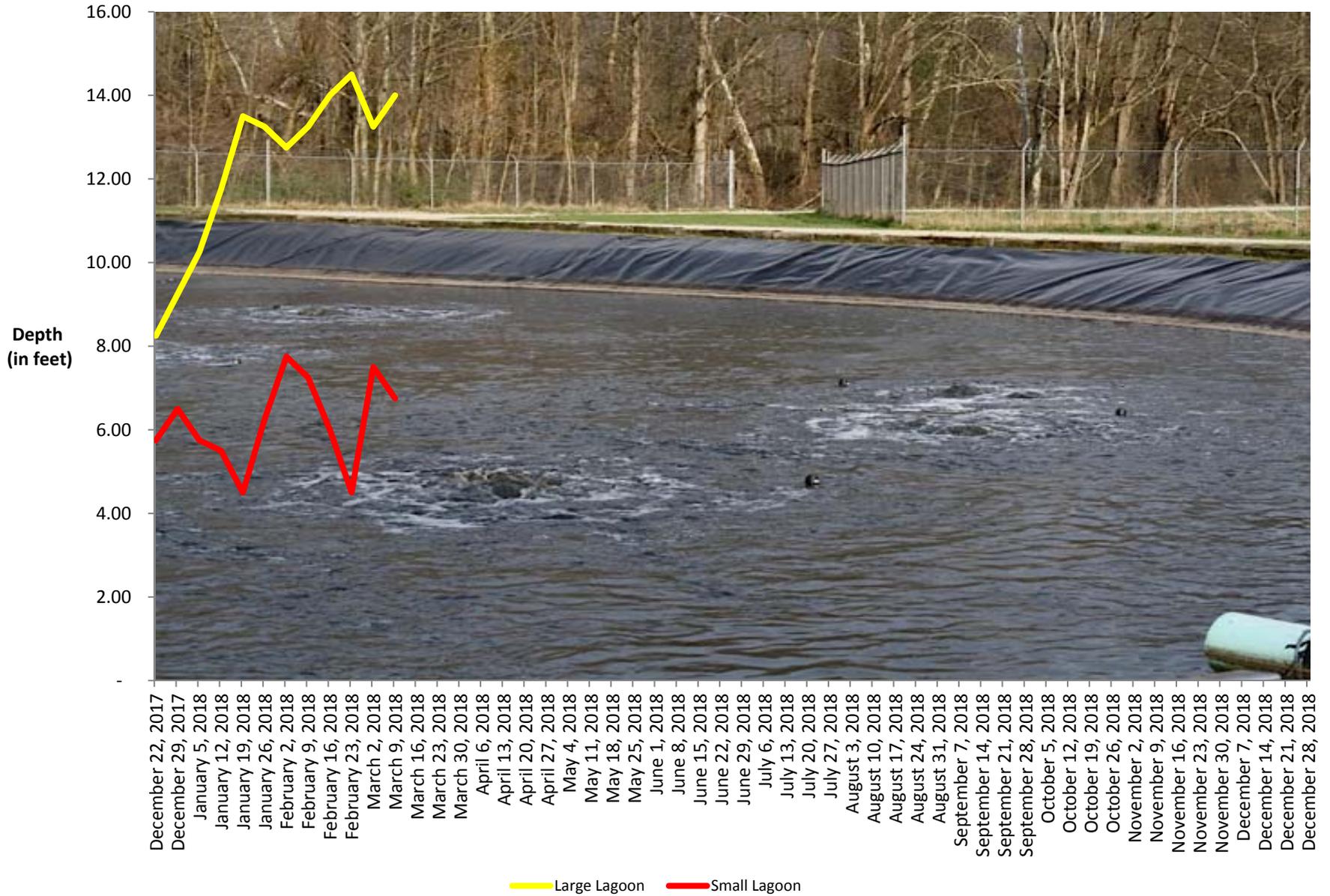
# Key Revenue Items



# Key Revenue Items



# WWTF Lagoon Depths





**Code Enforcement Activity Report**

**Report Criteria:**

Location Type	Location Field	Date From	To
Ward	All	02/01/2018	02/28/2018

**Case Activity:**

	Dvornick, Gene	Picarello, Michael	Total
New Cases		83	83
Closed Cases		77	77
Open Cases at start of period	3	59	62
Open Cases at end of period	3	65	68

**Violation Activity**

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Addressing of buildings		2	2
Condition of premises.		1	1
Correction of defective electrical system.		1	1
Depositing garbage prohibited		6	6
Detrimental Objects		15	15
Dumping prohibited	1	1	2
Exterior Walls		1	1
Grading and drainage		1	1
Holiday Lighting		33	33
Maintenance of trees and other vegetation.		11	11
Noise - Keeping of noisy dogs and cats		1	1
Outdoor Burning, Permit Required		1	1
Parking - Certain other parking prohibited		3	3
Permit for construction required		4	4
Railings-Exit Facilities		1	1
Rental/Business License		2	2
Stairs & Porches		1	1
Trash, Collection		10	10
Uses not listed prohibited		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		3	3
Violations and penalties (Dumpsters)		1	1
Violations and penalties (Licensing)		2	2
Windows, Doors & Frames		2	2
<b>Totals</b>	<b>1</b>	<b>104</b>	<b>105</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	02/01/2018	02/28/2018

**Case Activity:**

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

**Violation Activity**

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Addressing of buildings		2	2
Condition of premises.		1	1
Depositing garbage prohibited		1	1
Detrimental Objects		4	4
Dumping prohibited	1		1
Holiday Lighting		8	8
Maintenance of trees and other vegetation.		1	1
Outdoor Burning, Permit Required		1	1
Parking - Certain other parking prohibited		1	1
Trash, Collection		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		2	2
Violations and penalties (Dumpsters)		1	1
<b>Totals</b>	<b>1</b>	<b>23</b>	<b>24</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	02/01/2018	02/28/2018

**Case Activity:**

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		38	38
Closed Cases		40	40
Open Cases at start of period	2	28	30
Open Cases at end of period	2	26	28

**Violation Activity**

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Correction of defective electrical system.		1	1
Depositing garbage prohibited		4	4
Detrimental Objects		9	9
Exterior Walls		1	1
Holiday Lighting		14	14
Maintenance of trees and other vegetation.		2	2
Permit for construction required		2	2
Stairs & Porches		1	1
Trash, Collection		8	8
Vehicles wrecked, dismantled, inoperable or unregistered on private property		1	1
Windows, Doors & Frames		2	2
<b>Totals</b>		<b>45</b>	<b>45</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	02/01/2018	02/28/2018

**Case Activity:**

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	22	22
Closed Cases	19	19
Open Cases at start of period	16	16
Open Cases at end of period	19	19

**Violation Activity**

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Depositing garbage prohibited	1	1
Detrimental Objects	2	2
Dumping prohibited	1	1
Grading and drainage	1	1
Holiday Lighting	10	10
Maintenance of trees and other vegetation.	6	6
Noise - Keeping of noisy dogs and cats	1	1
Parking - Certain other parking prohibited	1	1
Permit for construction required	1	1
Railings-Exit Facilities	1	1
Rental/Business License	2	2
Uses not listed prohibited	1	1
Violations and penalties (Licensing)	2	2
<b>Totals</b>	<b>30</b>	<b>30</b>



**Code Enforcement Activity Report**

**Report Criteria:**

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	02/01/2018	02/28/2018

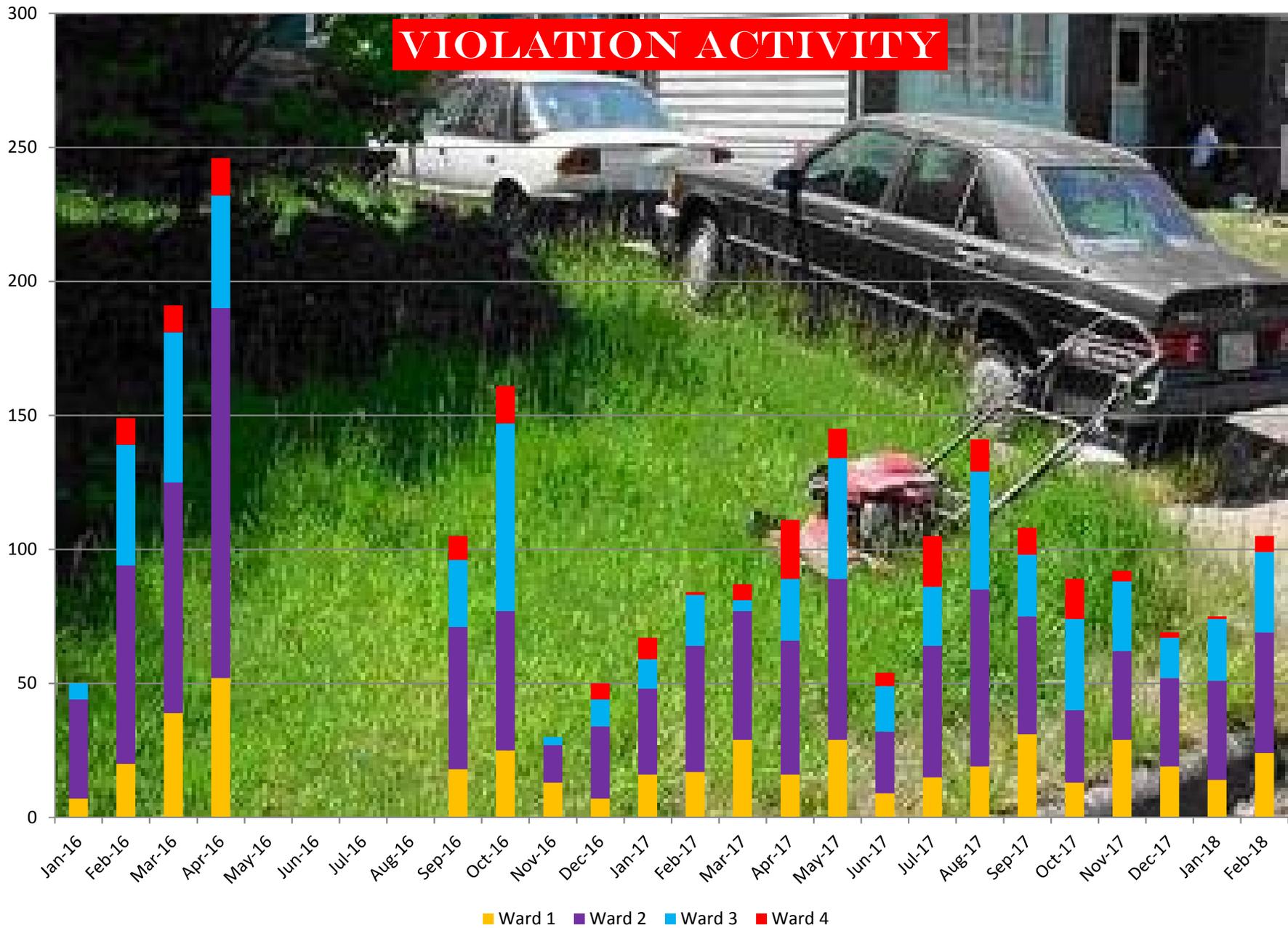
**Case Activity:**

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	5	5
Closed Cases	2	2
Open Cases at start of period	0	0
Open Cases at end of period	3	3

**Violation Activity**

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Holiday Lighting	1	1
Maintenance of trees and other vegetation.	2	2
Parking - Certain other parking prohibited	1	1
Permit for construction required	1	1
Trash, Collection	1	1
<b>Totals</b>	<b>6</b>	<b>6</b>

# VIOLATION ACTIVITY







EXIT

FIRE





<p><b>TOWN OF GEORGETOWN</b></p> <p><b>CODE ENFORCEMENT WORKSHOP</b></p> <p>MARCH 8, 2018</p>	 <p><b>Gene Dvornick</b> Town Manager</p> <p><b>Mike Picarello</b> Code Enforcement</p>
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<p><b>REMINDER</b></p>
<p>This is a workshop and no formal actions are to be taken.</p> <p>Suggestions or action items identified during the workshop may require formal Town Council action at a properly noticed Regular Town Council Meeting.</p> <p>2</p>

## TOPICS

- Code Enforcement Process
- “Top 20” Code Violations
- Recent Ordinances
- Specific Concerns
- Reporting
- Next Steps
- Other Items

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## CODE ENFORCEMENT PROCESS

The diagram illustrates the code enforcement process through four sequential stages, each in a rounded rectangular box, with a large arrow pointing from left to right behind them:

- Initial Contact**  
(In Person, Door Hanger, Phone Call)  
Specifies Code Violation  
Time to Correct  
**NOTICE OF DEFICIENCY**
- Remedied**  
No Further Action
- Remedied**  
No Further Action  
Fine still due (30 Day Notice)  
**Not Remedied**  
\$250 Fine,  
Time to Correct  
**2<sup>nd</sup> NOTICE OF VIOLATION**
- Not Remedied**  
Summons Issued via DELJIS  
Court Date  
**COURT**

Town Code, Chapter 1. General Provisions  
Article III. General Penalty  
§ 1-13. Violations and penalties.  
§ 1-15. Code enforcement general procedures.

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## “TOP 20” VIOLATIONS

Rank	Violation	Rank	Violation
1	Detrimental Objects	11	Permit for Construction
2	Height of Grass	12	Condemnation
3	Trash, Collection	13	Exterior Structures
4	Vehicles (Wrecked, inoperable, etc.)	14	Stairs & Porches
5	Tree & Vegetation Maintenance	15	Windows, Doors & Frames
6	Rental/Business License	16	Condition of Premises
7	Holiday Lighting	17	Addressing of Buildings
8	Growth of Weeds	18	Windows and Doors (Weather tight)
9	Exterior Surfaces	19	Depositing Garbage
10	Indoor Furniture (Outside)	20	Parking (Front yard, etc.)

Code Enforcement History – January 1, 2016 to December 31, 2017

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- ## RECENT ORDINANCES
- **In Process**
    - Window Coverings (2018-02)
  - **Enacted**
    - Fine Structure & Process Improvement (2015-15)
    - Rental Inspection
      - New Rental, Lapse in License (2010-04)
      - Ownership Change (2016-08)
    - Inspection Access (2017-08)
    - Drying of Clothes (2016-06)
- 6

## SPECIFIC CONCERNS

- Interactive Session – Comcate Application

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## REPORTING

- Current Reporting
  - Month End
  - Violation Summary: Town-wide and By Ward
  - Trend Graph
- What Information would be useful?
- Review and Approval By Town Solicitor

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## NEXT STEPS

- Quarterly Code Enforcement Officer Report
- Establishment of Minimum and Maximum Timeframes for Correction
- Ongoing investigation into Annual Inspection possibilities

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## OTHER ITEMS

Questions and/or Recommendations

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<p><b>TOWN OF GEORGETOWN</b></p> <p><b>CODE ENFORCEMENT WORKSHOP</b></p> <p>MARCH 8, 2018</p>	 <p><b>Gene Dvornick</b> Town Manager</p> <p><b>Mike Picarello</b> Code Enforcement</p>
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