

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, July 25, 7:00 PM, First State Community Action Agency (308 North Railroad Avenue)
- ✓ **Board of Adjustment:** Wednesday, August 1, 5:00 PM, First State Community Action Agency (308 North Railroad Avenue)
  1. College Park – Signage
  2. 313 North Bedford Street – Parking, Interior Drive
  3. 8 South King Street – Lot Depth, Lot Area
  4. 12 Terrace Avenue – Lot Width
- ✓ **Town Council Meeting:** Wednesday, August 8, 2018, 6:45 PM, Public Hearing followed by Regular Meeting, First State Community Action Agency (308 North Railroad Avenue)
- ✓ **Sussex County Association of Towns:** Summer Recess
- ✓ **Delaware League of Local Governments:** Summer Recess

## UPDATES FROM DEPARTMENTS ...

### Finance

- On July 2, mailed the July Utility Billing (\$908,945) – Due date is August 9
- July “Take Note” Newsletter completed and sent with utility bills
- As of July 19, the Town has collected:
  - \$369,292 (38%) of the July Utility Billing (\$908,945)
  - \$1,519,085 (96%) of the annual property tax billing (\$1,581,677)
- Attended “Communicate with Tact and Professionalism” Seminar (Kristen Dabrowski, Laura Givens, Olga Holm)
- April 2018 Budget vs. Actual Report attached
- May 2018 Budget vs. Actual Report attached
- Monthly Key Revenue Items Report (June 2018) – Copy Attached
- Real Estate Transfer Tax Summary (June 2018)

	June 2018		June 2017	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$32,070	\$49,414	\$17,730	\$67,178

### Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Departmental Press Releases issued as warranted

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## Wastewater

- Lagoon depths: Large Lagoon is 9.50 feet and Small Lagoon is 3.75 feet
- Pulled chlorine pump and cleared debris at the wastewater plant
- Repaired transition hose on irrigation rig on Field 3 at Baxter farms
- Pulled post aeration air lift and removed debris

## Public Works

- Removed dead tree from North King Street Playground
- Completed tree trimming along alleys
- Caught up with weed spraying town wide

## Planning

- Tru by Hilton (Hotel) – Foundation permit issued on July 20
- July 18 Planning Commission Meeting canceled due to lack of quorum
- Predevelopment Meetings scheduled:
  - Real Estate Office – 673 North Bedford Street
  - Restaurant – 17 Bridgeville Road

## TOWN MANAGER'S UPDATE ...

- Followed up with Verizon Wireless on proposed cellular tower on Town property
- Responded to electric supplier questions
- Finalized and executed MOA between Town and DTC regarding foot patrols in and around the Transit Hub
- Handled several requests for regarding assistance on Property Tax delinquencies
- Contacted several other towns with Verizon Agreements seeking information on lease terms
- Met with representative of the Brazilian Soccer Academy to discuss use of Layton-Thompson Park
- Participated in a Workshop on IPA's Local Government Support
- Drafted and sent out for review proposed ordinance to address firewood storage
- Extensively researched history of Town Zoning Ordinances
- Met with contract purchaser and site engineer to discuss 211 West Market Street (Jamie Craddock, Gene Dvornick, Jocelyn Godwin)
- Prepared Bill of Sale for Town purchase of new UTV

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- Met with local property owner to discuss property alternatives (relocation, renovation, demolition, sale) (Gene Dvornick, Jocelyn Godwin)
- Interviewed by WMDT regarding the new administrative offices and efforts to attract new businesses to Georgetown (Gene Dvornick, Bill West)
- Discussed with Staff current rental inspection process, forms, and vendor (Jamie Craddock, Gene Dvornick, Jocelyn Godwin, Mike Picarello)
- Followed up on several Code Enforcement concerns



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 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](http://www.georgetowndel.com)**

Happy Summer Georgetown Community!



I would like to start off by expressing how proud the Council and I are of the people in this community. It is great to hear comments about the improvements the town is making and the new looks around the town. The Council and I also offer a heartfelt "Thank You" to everyone that has helped make these improvements a reality.

The 2018 Summer Concert Series is in progress and attendance has been great! A special thanks to all of our concert sponsors for their support. When you are out and about, please make an effort to support these businesses - they have made it possible to have great bands providing a fun-filled night every Thursday night in Georgetown.

The Georgetown Arts & Flowers Group has continued their efforts on downtown beautification by purchasing and planting over 1500 flowers around the town. The hanging baskets along East Market Street, along with American flags, make our downtown welcoming. So from the Council and myself, "Thank You, Arts & Flowers".

I am often asked about commercial development along the Route 113 corridor. Development happens where infrastructure, and easy access to it, is available. The current development in and around Render's is directly related to the availability of water, sewer, roads, and storm water management. The Town has other lands zoned Highway Commercial and once infrastructure is installed, we can expect additional small and mid-sized businesses to open.

We recently learned that the State has included in the capital improvement legislation, pavement rehabilitation of the four main streets (North & South Bedford, East & West Market). In anticipation of this work, the Town will be working to replace water service lines to properties along these roads – another significant upgrade to our Town's infrastructure.

Our new Administrative Building at 37 The Circle opened for business on May 1<sup>st</sup>. This building is a source of pride for Georgetown. We have started renovations on the Town Hall building at 39 The Circle. Once both buildings are completed, we will be hosting a Grand Opening and public reception.

Please have a happy and safe summer. Remember – the Town Council works for you. If you have any problems, please let us know. Working together, we can continue to make Georgetown a great place to live, work, and visit.

*Bill West*

Mayor

# 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](http://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



### Holiday Closing

**Wednesday, July 4, 2018**

Independence Day

**Monday, September 3, 2018**

Labor Day

**No change in the trash schedule due to the holiday**



The Water Consumer Confidence Report is now available on the Town's website at

[www.georgetowndel.com/2017WaterQualityReport](http://www.georgetowndel.com/2017WaterQualityReport)

or pick up a copy at  
Town Administrative Offices

37 The Circle, Georgetown, DE 19947



- Yard Sales may be held by the owner or bona fide resident of a lot or parcel of land.

Residents of multi-unit dwellings must obtain permission of the property owner.

- Trespassing on parcels not owned or leased by the individual operating the yard sale is strictly prohibited
- Yard sales shall be permitted during the hours of 7:00 a.m. until dusk. Items for sale must be moved inside at dusk.

### **WHAT NOT TO PUT DOWN THE TOILET, DRAIN OR GARBAGE DISPOSAL**

**NEVER** pour **GREASE** down the sink drain or toilet! Grease cannot be broken down effectively during the wastewater treatment process. Grease flushed down the pipes causes blocked sewers. Grease clings to pipes and builds up over time.

Other items **NOT** to flush down the toilet or pour down the drain includes rags, paper towels, sanitary napkins, diapers, and household hazardous waste.

### Recycle Containers - What goes in them?



**Accepted** - Newspapers, junk mail, paperback books, cereal boxes, aseptic containers and cartons, corrugated cardboard, telephone books, office paper, rigid plastic, yogurt and butter containers, plastic bottles/jugs, glass bottles/jars, aluminum and steel/tin cans

**Not Accepted** - Styrofoam, motor oil containers, chemical containers, ceramics or dishes, lightbulbs, window glass or mirrors, yard waste, food waste, televisions and computers, monitors

### Grass Cutting Season is Upon Us!

Town of Georgetown Code requires grass to be cut and maintained at a height no more than eight (8) inches.

Should your grass exceed that height, a notice from the Town (Referencing the Town Code, § 165.7 [Height limit of other vegetation](#)) will be sent requiring the grass to be cut in a timely manner.

Failure to correct the violation will result in the Town arranging for the property to be mowed and billed to the property owner. The notice will cover the entire grass cutting season this year.

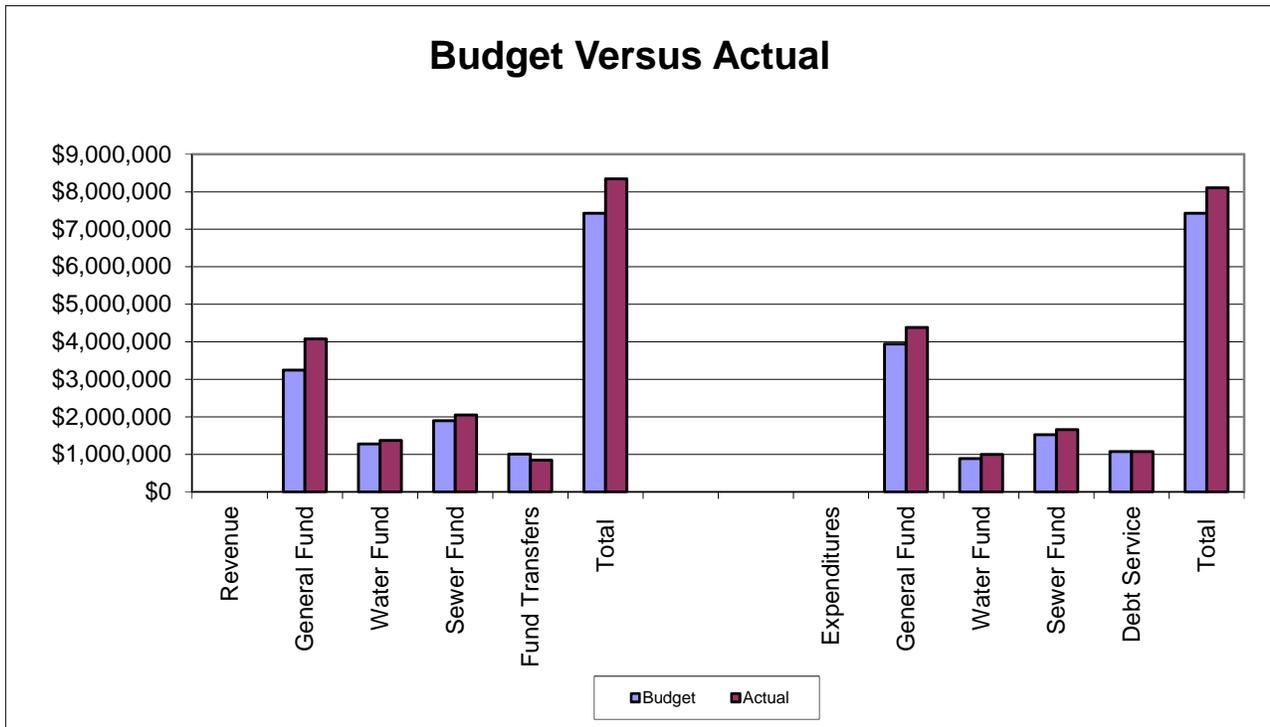


**Town of Georgetown  
Budget Versus Actual (Operating)  
As of April 30, 2018**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>100% Percent of Budget</u>
<b><u>Revenue</u></b>				
General Fund	\$3,245,814	\$4,080,210	(\$834,396)	126%
Water Fund	\$1,279,025	\$1,370,110	(\$91,085)	107%
Sewer Fund	\$1,896,500	\$2,046,759	(\$150,259)	108%
Fund Transfers	\$1,005,428	\$842,936	\$162,492	84%
Total	<u>\$7,426,767</u>	<u>\$8,340,016</u>	<u>(\$913,249)</u>	<u>112%</u>

<b><u>Expenditures</u></b>				
General Fund	\$3,938,178	\$4,384,317	(\$446,139)	111%
Water Fund	\$887,617	\$993,842	(\$106,225)	112%
Sewer Fund	\$1,525,110	\$1,655,782	(\$130,672)	109%
Debt Service	\$1,075,862	\$1,074,296	\$1,566	100%
Total	<u>\$7,426,767</u>	<u>\$8,108,236</u>	<u>(\$681,469)</u>	<u>109%</u>

\* Line item detail available upon request.

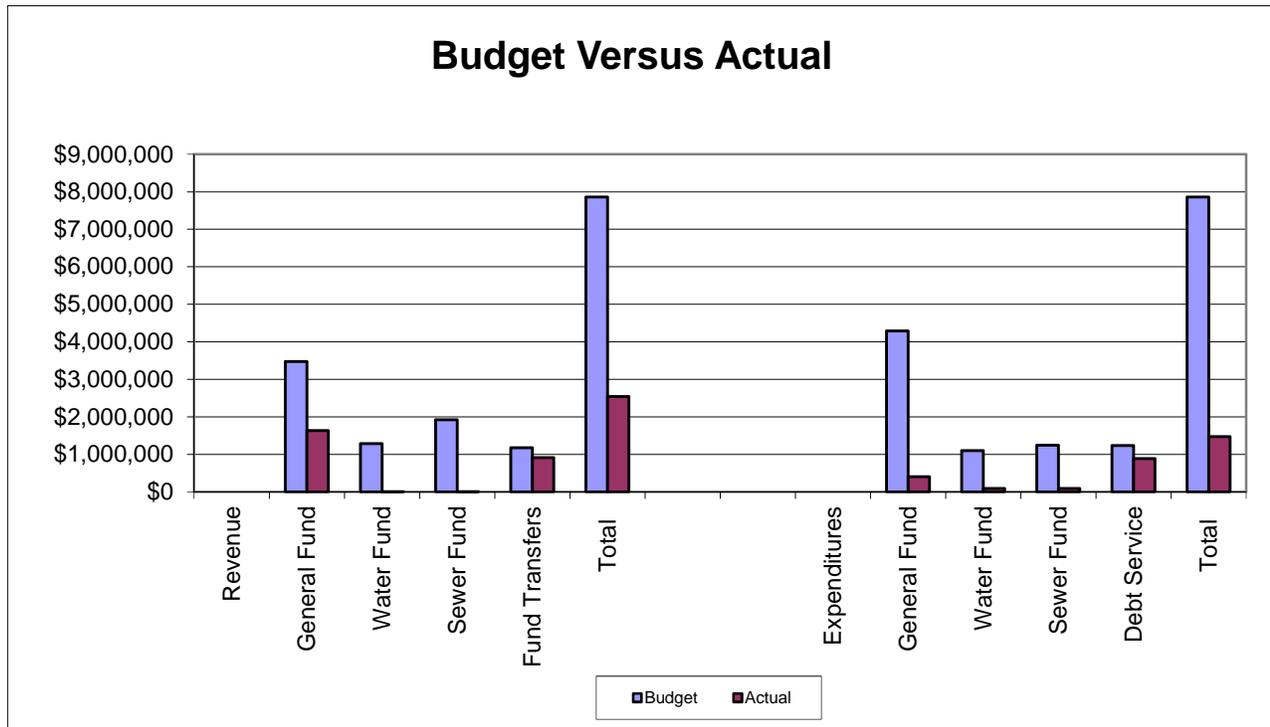


**Town of Georgetown  
Budget Versus Actual (Operating)  
As of May 31, 2018**

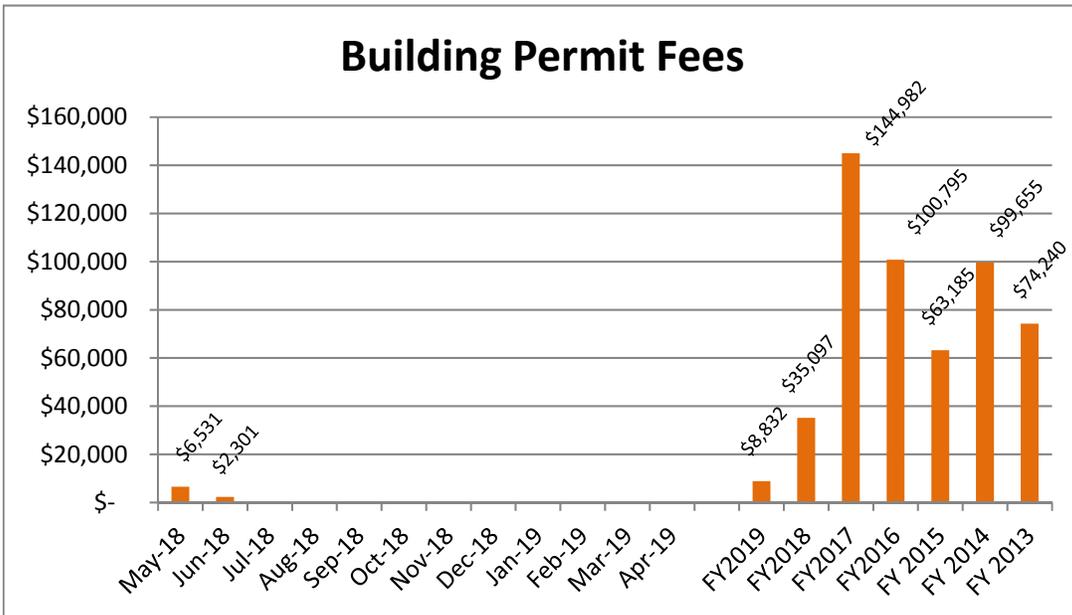
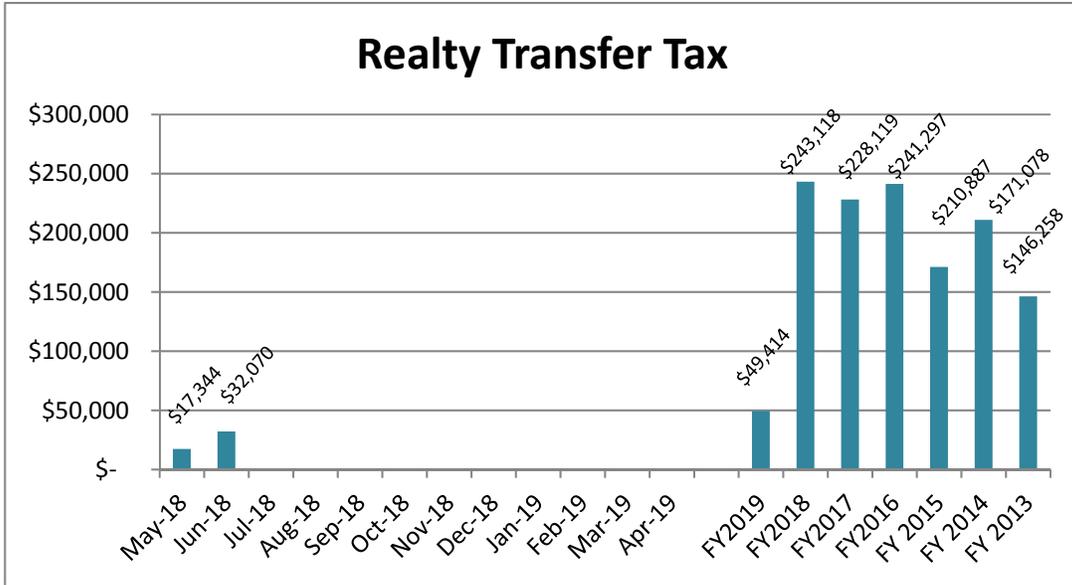
	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.08% Percent of Budget</u>
<b><u>Revenue</u></b>				
General Fund	\$3,473,247	\$1,631,875	\$1,841,372	47%
Water Fund	\$1,288,500	\$1,124	\$1,287,376	0%
Sewer Fund	\$1,923,500	\$1,293	\$1,922,207	0%
Fund Transfers	\$1,177,721	\$907,606	\$270,115	77%
Total	<u>\$7,862,968</u>	<u>\$2,541,898</u>	<u>\$5,321,070</u>	<u>32%</u>

<b><u>Expenditures</u></b>				
General Fund	\$4,290,418	\$405,688	\$3,884,730	9%
Water Fund	\$1,094,622	\$88,884	\$1,005,738	8%
Sewer Fund	\$1,242,689	\$88,591	\$1,154,098	7%
Debt Service	\$1,235,239	\$885,995	\$349,244	72%
Total	<u>\$7,862,968</u>	<u>\$1,469,158</u>	<u>\$6,393,810</u>	<u>19%</u>

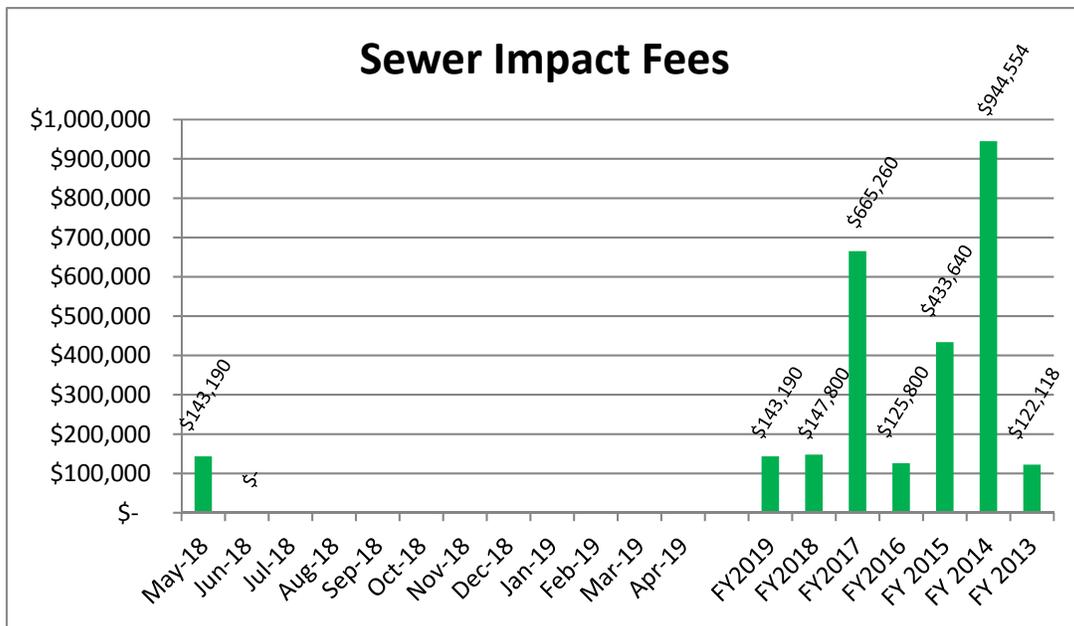
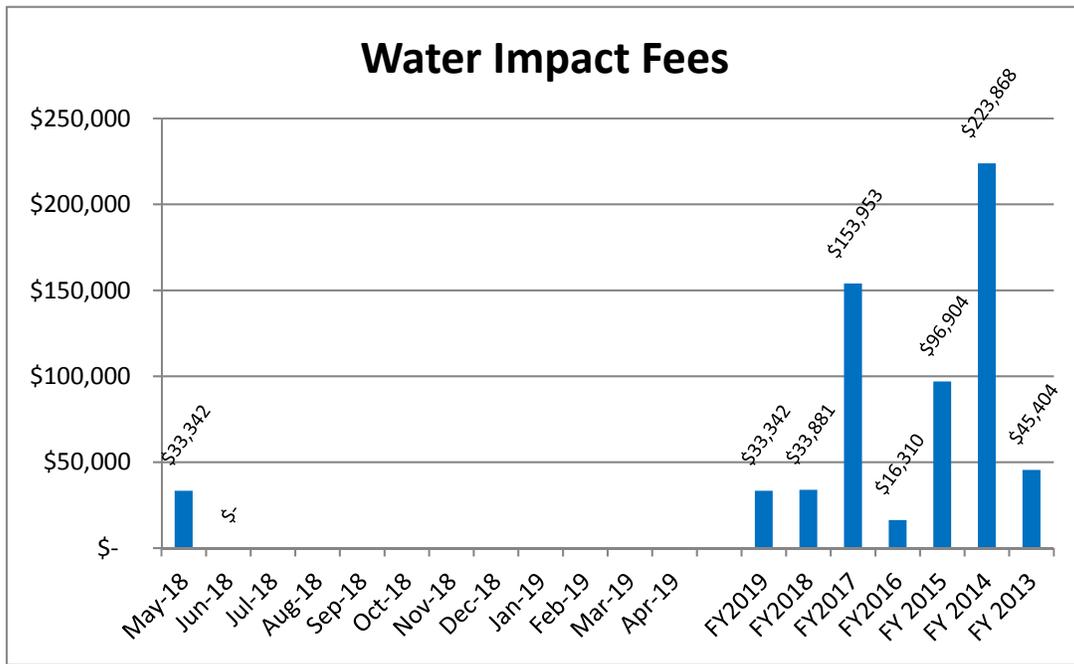
\* Line item detail available upon request.



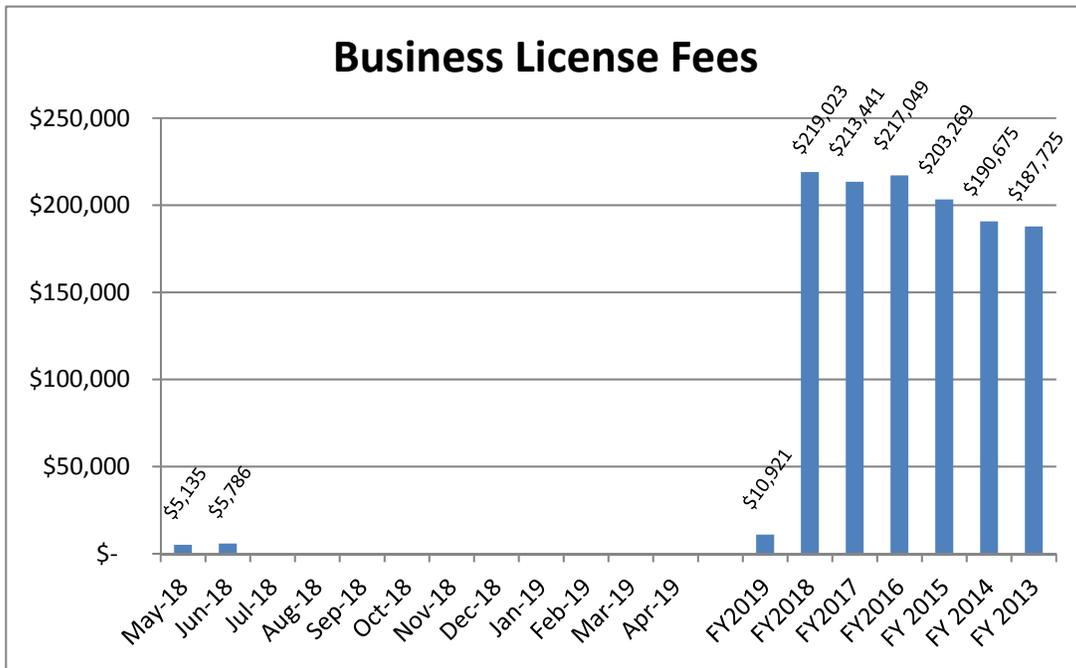
# Key Revenue Items



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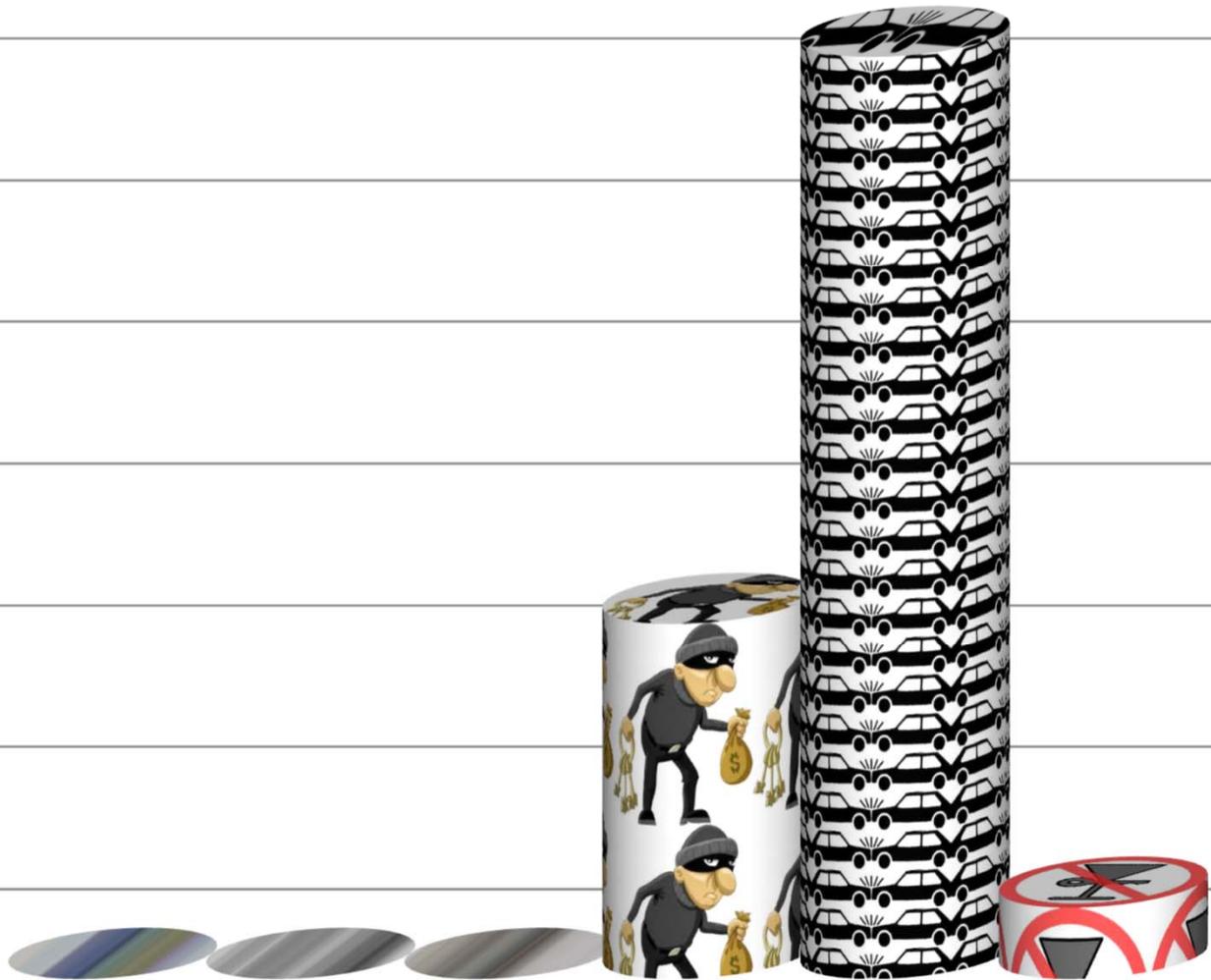


# Key Revenue Items



July 18, 2018

14  
12  
10  
8  
6  
4  
2  
0

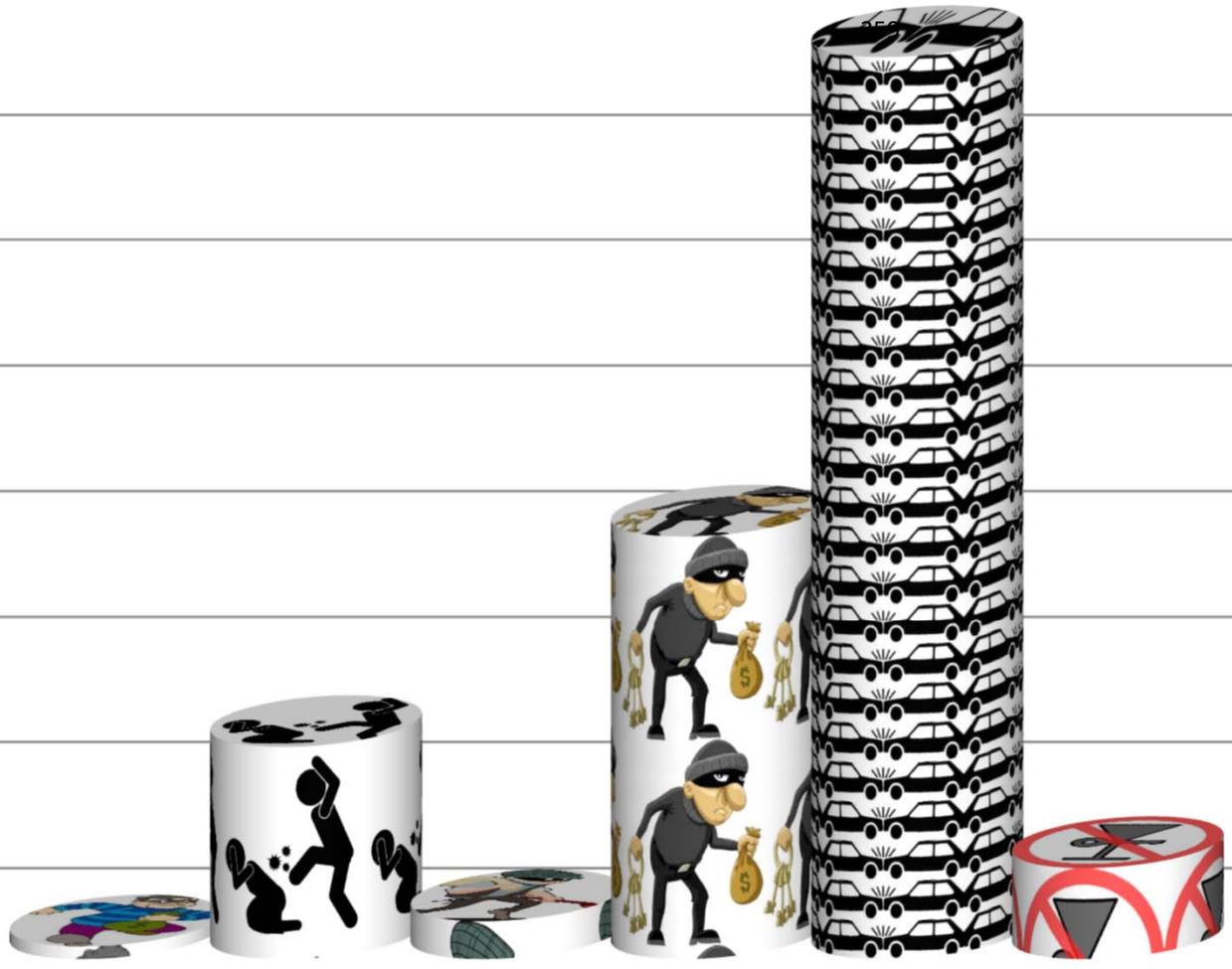


Weekly

Robbery Assault Buglary Thefts Collision DUI

July 18, 2018

400  
350  
300  
250  
200  
150  
100  
50  
0



Year to Date

■ Robbery   ■ Assault   ■ Buglary   ■ Thefts   ■ Collision   ■ DUI

# WWTF Lagoon Depths

