

# TOWN MANAGER'S WEEKLY REPORT

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## UPCOMING MEETINGS & EVENTS ...

- ✓ **Sussex County Association of Towns:** Wednesday, February 6, 6:00 PM, Hosted by Town of Georgetown (Legislative Night)
- ✓ **Sussex County Association of Towns Steering Committee:** Friday, February 8, 9:00 AM, Arena's at the Airport
- ✓ **Town Council Meeting:** Wednesday, February 13, 7:00 PM, Public Hearing followed by Regular Meeting, First State Community Action Agency (308 North Railroad Avenue)
- ✓ **Planning Commission:** Wednesday, February 20, 6:00 PM, First State Community Action Agency (308 North Railroad Avenue)

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of January 31, the Town has collected:
  - \$620,208 (62%) of the January Utility Billing (\$996,152)
  - \$1,563,977 (99%) of the annual property tax billing (\$1,581,677)
- December 2018 Budget vs. Actual Report attached – Copy Attached
- Finance Department is working on the FY 2020 budget – Department Heads have turned in their budget figures

### **Police**

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

### **Wastewater**

- Lagoon depths: Large Lagoon is 16.50 feet and Small Lagoon is 4.50 feet
- Pulled pump # 2 at Stevenson Lane to clear debris and re-installed
- Cleaned out a debris mat in the equalization tank at Stevenson Lane that was causing the level transducer to malfunction
- Installed additional mushroom drains in the Pettyjohn Woods lateral pipes located in Zones 5-7 and Zones 9-11 to help aid pipe draining

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## **Planning**

- 423 South Bedford Street (Preferred Auto) – Comments received and sent to applicant on February 1
- The Oaks at Georgetown – Building Permits issued for two (2) buildings (24 units each) on January 29
- Census Boundary Annual Response provided January 29
- Development Trends Report completed and submitted on January 29
- Predevelopment Meetings:
  - 413 North Bedford (Auto Repair Expansion) – February 5
  - 11 North DuPont Hwy (Parking Lot) – February 5
  - 20856 DuPont Blvd (Real Estate Office) – February 6

## **Public Works**

- Street sweeper is out for repair (bearing)
- Repaired water leak on Dewberry Drive
- Repaired entrance at South Railroad Avenue Water Plant

## **Construction Coordinator**

- The Oaks at Georgetown
  - Resolved issue with State Fire Marshal's Office (backflow preventer)
- 39 The Circle
  - Finalized finish schedule
  - Roofing contractors are 90% complete
  - Final electric inspection complete – awaiting Delmarva Power to connect power
- Miss Utility Locate Summary (copy attached)

## TOWN MANAGER'S UPDATE ...

- Reviewed survey and description for alleyway transfer via Quitclaim Deed
- Followed up on International Baccalaureate Project with Sussex Central Coordinator
- Answered zoning questions on "Little Free Library" and "Free Pantry"
- Researched municipal codes for "Outdoor Book Exchange Box"
- Answered Cell Tower questions and Planning Meeting requirements
- Provided interview to Delmarva Now regarding antiquated municipal codes and enforcement of same

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- Provided information to Habitat for Humanity as part of their application to the Safe Neighborhood Housing Fund
- Worked on potential designs for “Signs of Respect” – Vietnam Veterans of America
- Completed SAM (System for Award Management) registration for the Town of Georgetown (Gene Dvornick, Laura Givens)
- Reviewed Sussex County Association of Towns Secretary duties (Kristen Dabrowski, Gene Dvornick, Laura Givens)
- Followed up on several Code Enforcement concerns



TOWN MANAGER'S  
WEEKLY REPORT

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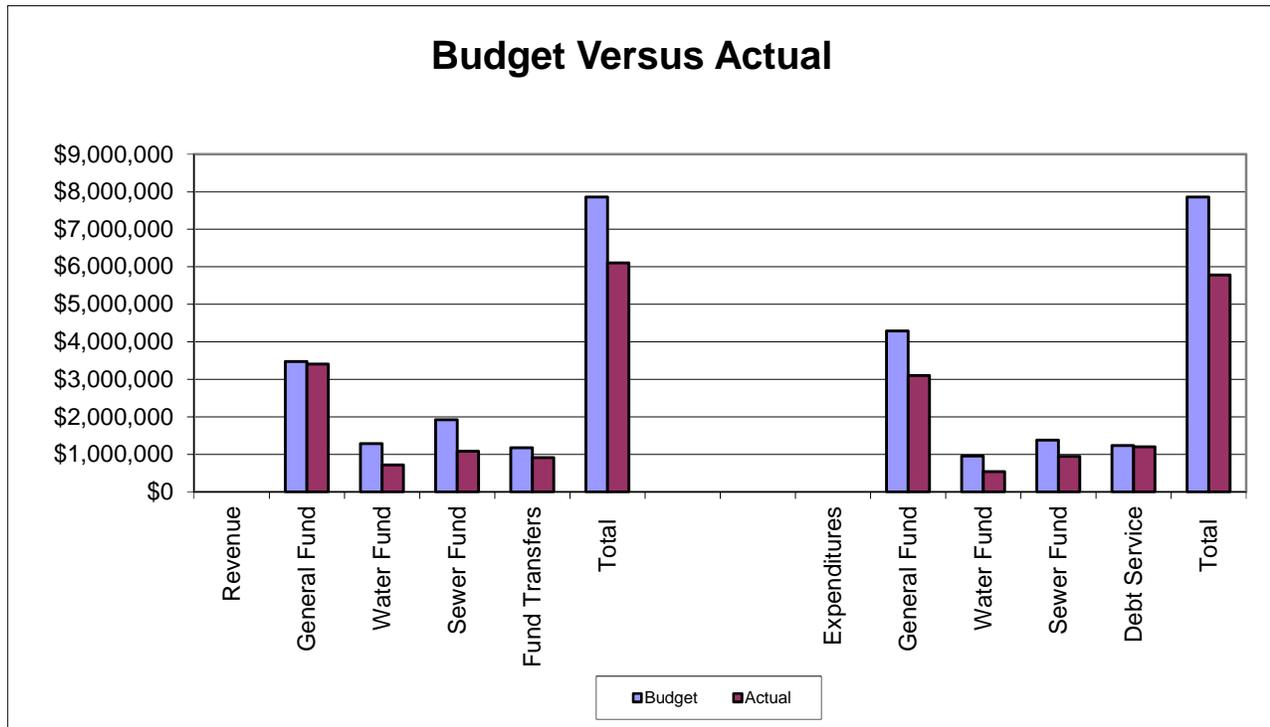
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

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

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.67% Percent of Budget</u>
<b><u>Revenue</u></b>				
General Fund	\$3,473,247	\$3,403,783	\$69,464	98%
Water Fund	\$1,288,500	\$715,196	\$573,304	56%
Sewer Fund	\$1,923,500	\$1,079,720	\$843,780	56%
Fund Transfers	\$1,177,721	\$907,606	\$270,115	77%
Total	<u>\$7,862,968</u>	<u>\$6,106,305</u>	<u>\$1,756,663</u>	<u>78%</u>

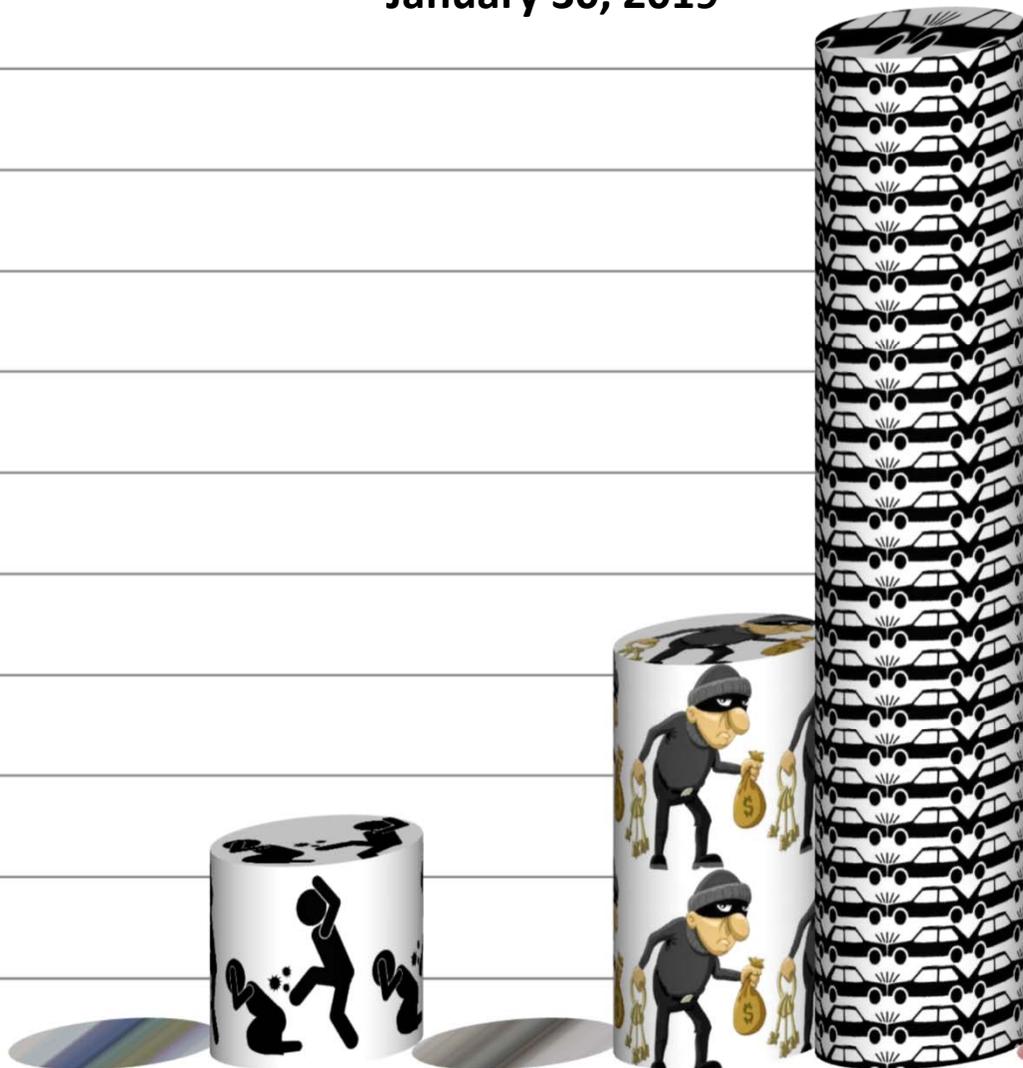
<b><u>Expenditures</u></b>				
General Fund	\$4,290,418	\$3,100,017	\$1,190,401	72%
Water Fund	\$957,494	\$537,989	\$419,505	56%
Sewer Fund	\$1,379,817	\$942,739	\$437,078	68%
Debt Service	\$1,235,239	\$1,199,740	\$35,499	97%
Total	<u>\$7,862,968</u>	<u>\$5,780,484</u>	<u>\$2,082,484</u>	<u>74%</u>

\* Line item detail available upon request.



January 30, 2019

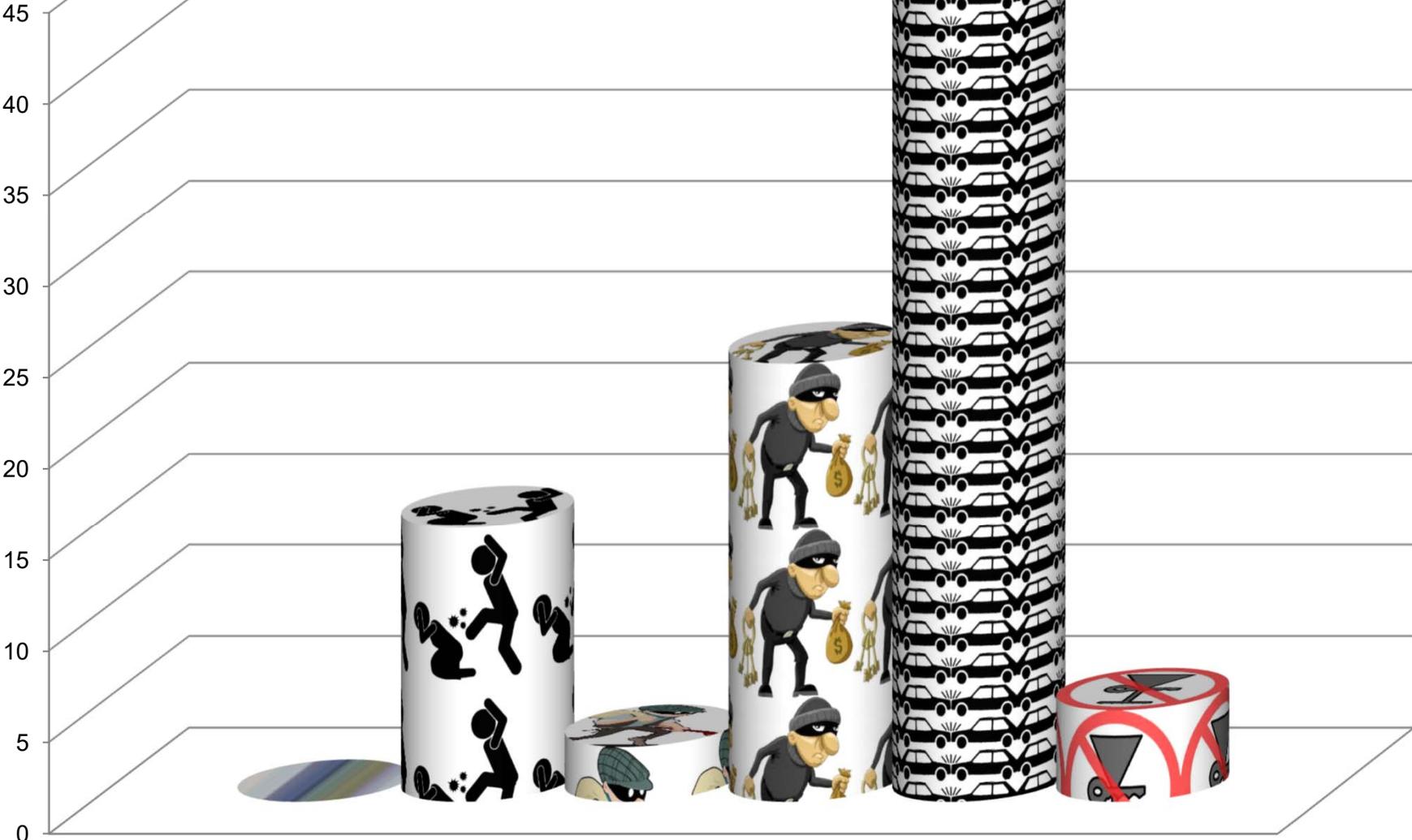
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Weekly

▣ Robbery   ▣ Assault   ▣ Buglary   ▣ Thefts   ▣ Collision   ▣ DUI

January 30, 2019



Year to Date

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



Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	1	12/01/2018	12/31/2018

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		4	4
Closed Cases		2	2
Open Cases at start of period	1	3	4
Open Cases at end of period	1	5	6

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Detrimental Objects		1	1
Permit for construction required		1	1
Rental/Business License		1	1
Window Treatments		1	1
<b>Totals</b>		<b>4</b>	<b>4</b>



### Code Enforcement Activity Report

#### Report Criteria:

Location Type	Location Field	Date From	To
Ward	2	12/01/2018	12/31/2018

#### Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		14	14
Closed Cases		21	21
Open Cases at start of period	1	29	30
Open Cases at end of period	1	22	23

#### Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Correction of defective electrical system.		1	1
Detrimental Objects		6	6
Maintenance of trees and other vegetation.		1	1
Noise - Keeping of noisy dogs and cats		1	1
Parking - Certain other parking prohibited		1	1
Parking Area Standards		3	3
Permit for construction required		3	3
Rental/Business License		2	2
Satellite Dish & Antennas		2	2
Vehicles wrecked, dismantled, inoperable or unregistered on private property		1	1
Window Treatments		1	1
Yard Waste		1	1
<b>Totals</b>		<b>23</b>	<b>23</b>



## Code Enforcement Activity Report

## Report Criteria:

Location Type	Location Field	Date From	To
Ward	3	12/01/2018	12/31/2018

## Case Activity:

	Picarello, Michael	Total
New Cases	5	5
Closed Cases	10	10
Open Cases at start of period	15	15
Open Cases at end of period	10	10

## Violation Activity

New Violations Cited	Picarello, Michael	Total
Addressing of buildings	1	1
Depositing garbage prohibited	1	1
Detrimental Objects	1	1
Permit for construction required	1	1
Rental/Business License	1	1
Violations and penalties (Licensing)	1	1
Yard Waste	1	1
<b>Totals</b>	<b>7</b>	<b>7</b>



## Code Enforcement

### Code Enforcement Activity Report

#### Report Criteria:

Location Type	Location Field	Date From	To
Ward	4	12/01/2018	12/31/2018

#### Case Activity:

	Picarello, Michael	Total
New Cases	1	1
Closed Cases	1	1
Open Cases at start of period	2	2
Open Cases at end of period	2	2

#### Violation Activity

New Violations Cited	Picarello, Michael	Total
Permit for construction required	1	1
<b>Totals</b>	<b>1</b>	<b>1</b>



### Code Enforcement Activity Report

#### Report Criteria:

Location Type	Location Field	Date From	To
Ward	All	12/01/2018	12/31/2018

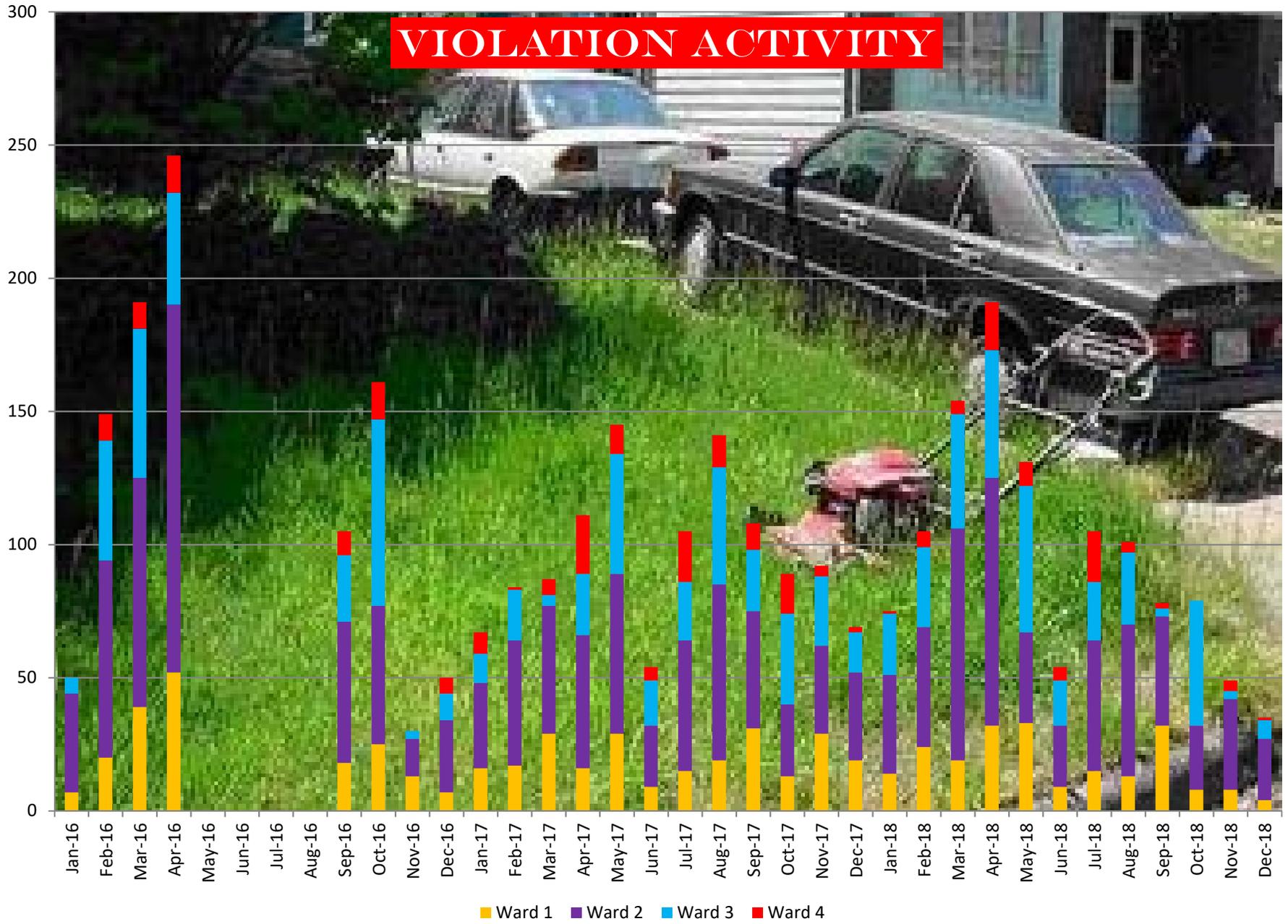
#### Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		24	24
Closed Cases		34	34
Open Cases at start of period	2	49	51
Open Cases at end of period	2	39	41

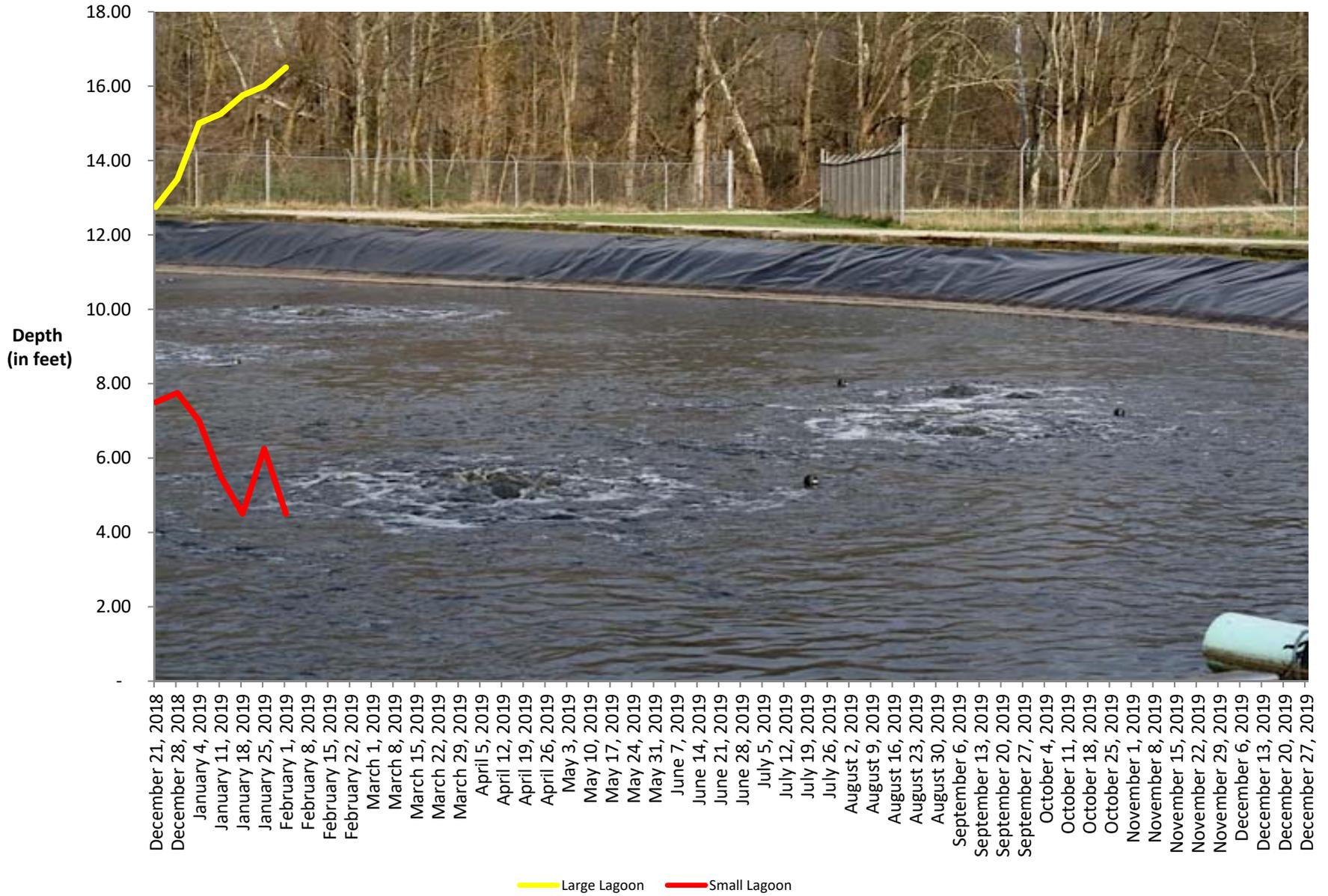
#### Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Addressing of buildings		1	1
Correction of defective electrical system.		1	1
Depositing garbage prohibited		1	1
Detrimental Objects		8	8
Maintenance of trees and other vegetation.		1	1
Noise - Keeping of noisy dogs and cats		1	1
Parking - Certain other parking prohibited		1	1
Parking Area Standards		3	3
Permit for construction required		6	6
Rental/Business License		4	4
Satellite Dish & Antennas		2	2
Vehicles wrecked, dismantled, inoperable or unregistered on private property		1	1
Violations and penalties (Licensing)		1	1
Window Treatments		2	2
Yard Waste		2	2
<b>Totals</b>		<b>35</b>	<b>35</b>

# VIOLATION ACTIVITY



# WWTF Lagoon Depths



# Miss Utility Locate Tickets

