

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, July 24, 7:00 PM, Town Hall (**Cancelled**)
- ✓ **Board of Adjustment:** Wednesday, August 7, 5:00 PM, Town Hall
 1. 104 East Pine Street - fence
- ✓ **Town Council Meeting:** Wednesday, August 14, 7:00 PM, Town Hall
- ✓ **Kimmeytown Community Day:** Saturday, August 17 from 8:00 AM – 3:00 PM
- ✓ **Town Hall and Annex Dedication Ceremony:** Thursday, August 22 at 10:00 AM
- ✓ **Sussex County Association of Towns:** Summer Recess
- ✓ **Delaware League of Local Governments:** Summer Recess

UPDATES FROM DEPARTMENTS ...

Finance

- As of July 18, the Town has collected:
 - \$182,333 (18%) of the July Utility Billing (\$988,882)
 - \$1,564,604 (97%) of the annual property tax billing (\$1,616,317)
- May Budget vs. Actual Report (see attached)
- Submitted Quarterly Fiscal Report for “Victims Advocate” Grant
- Real Estate Transfer Tax Summary (June 2019)

	June 2019		June 2018	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$14,700	\$32,117	\$32,070	\$49,414

Police

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

Public Works

- Completed street light inspection throughout Town
- Street sweeper is out town wide
- Tree/branch trimming along Harris Alley
- Spraying of weeds and grass cutting continues
- Damaged signage (Circle at West Market Street) has been replaced

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Wastewater

- Lagoon depths: Large Lagoon is 11.25 feet and Small Lagoon is 6.00 feet
- Replace tire on irrigation rig on Field 3 at Baxter Farms
- Cut all power usage, for blowers and irrigation pumps, for 1 hour for NRG power event on July 18
- Rebuilt 5 air diffusers for Bio-Lac

Planning

- Clean Cut Pavers (355 S. Railroad Ave) resubmitted for final approval on July 12
- North Georgetown Elementary School Classroom Addition received final approval on July 17
- Wolf Road properties – Inspections completed and licenses are up to date

Construction Coordinator

- No Report this Week

TOWN MANAGER'S UPDATE ...

- Researched State Code on “Jake Brakes” (21 *Del. C.* § 4303)
- Contacted several landscape companies regarding 39 The Circle
- Participated in final preparations for Kimmeytown Community Day – Postponed until August 17 due to heat concerns (Gene Dvornick, Mike Picarello)
- Reviewed Drinking Water SAFE Grant opportunities – final decision to be made by Public Works and Water Department
- Met with all local hotels (Brick Hotel, Classic Motel, Microtel, Tru by Hilton, and Quality Inn) to explain new Town Lodging Tax and cover remittance information – Becomes effective November 1, 2019 (Gene Dvornick, Laura Givens)
- Responded to Lodging Tax question with respect to Sussex County authority (limited to unincorporated areas of Sussex County)
- Responded to FOIA Request regarding 211 West Market Street and Superior Court Appeal
- Participated in the Second Annual Workshop on IPA’s Local Government Support
- Updated Town website Lodging Tax information page – Revised implementation date from August 1, 2019 to November 1, 2019
- Followed up on several Code Enforcement concerns

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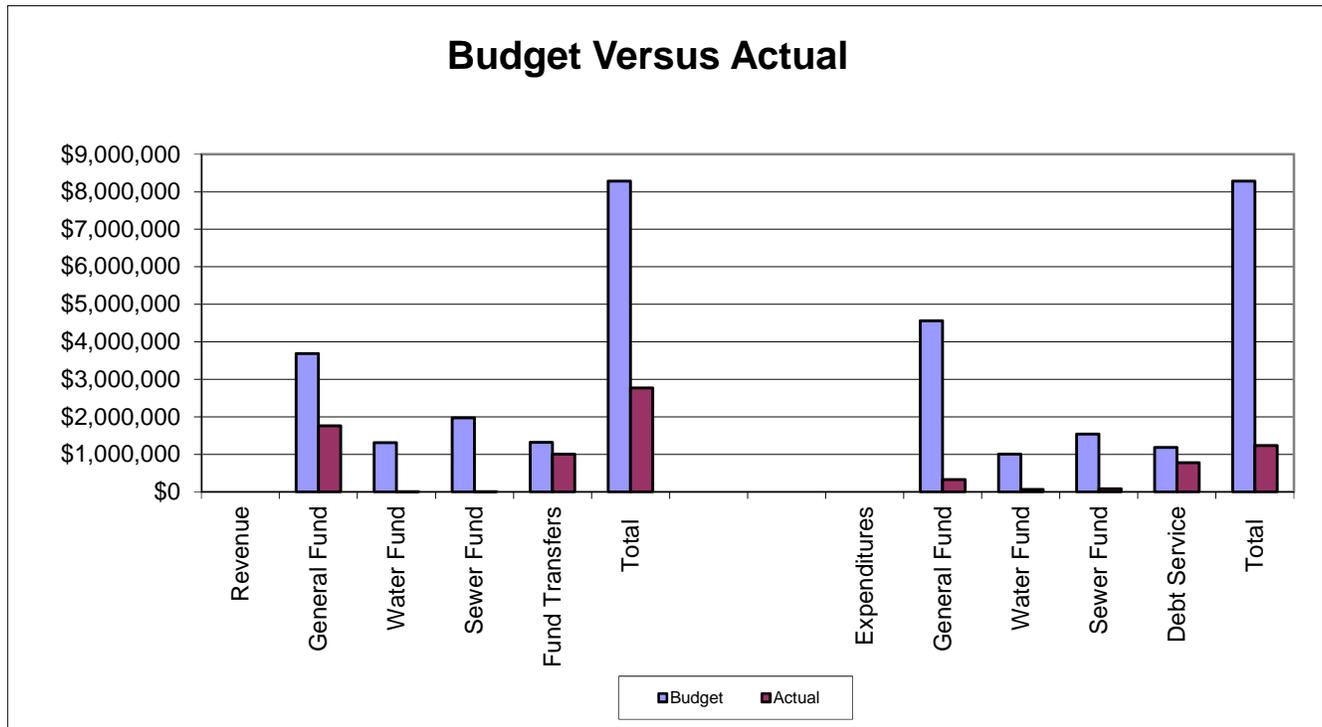
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

**Town of Georgetown
Budget Versus Actual (Operating)
As of May 31, 2019**

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.08% Percent of Budget</u>
<u>Revenue</u>				
General Fund	\$ 3,685,969	\$ 1,759,754	\$1,926,215	48%
Water Fund	\$ 1,313,500	\$ 2,539	\$1,310,961	0%
Sewer Fund	\$ 1,971,500	\$ 2,043	\$1,969,457	0%
Fund Transfers	\$ 1,317,768	\$ 1,002,212	\$315,556	76%
Total	\$8,288,737	\$2,766,548	\$5,522,189	33%

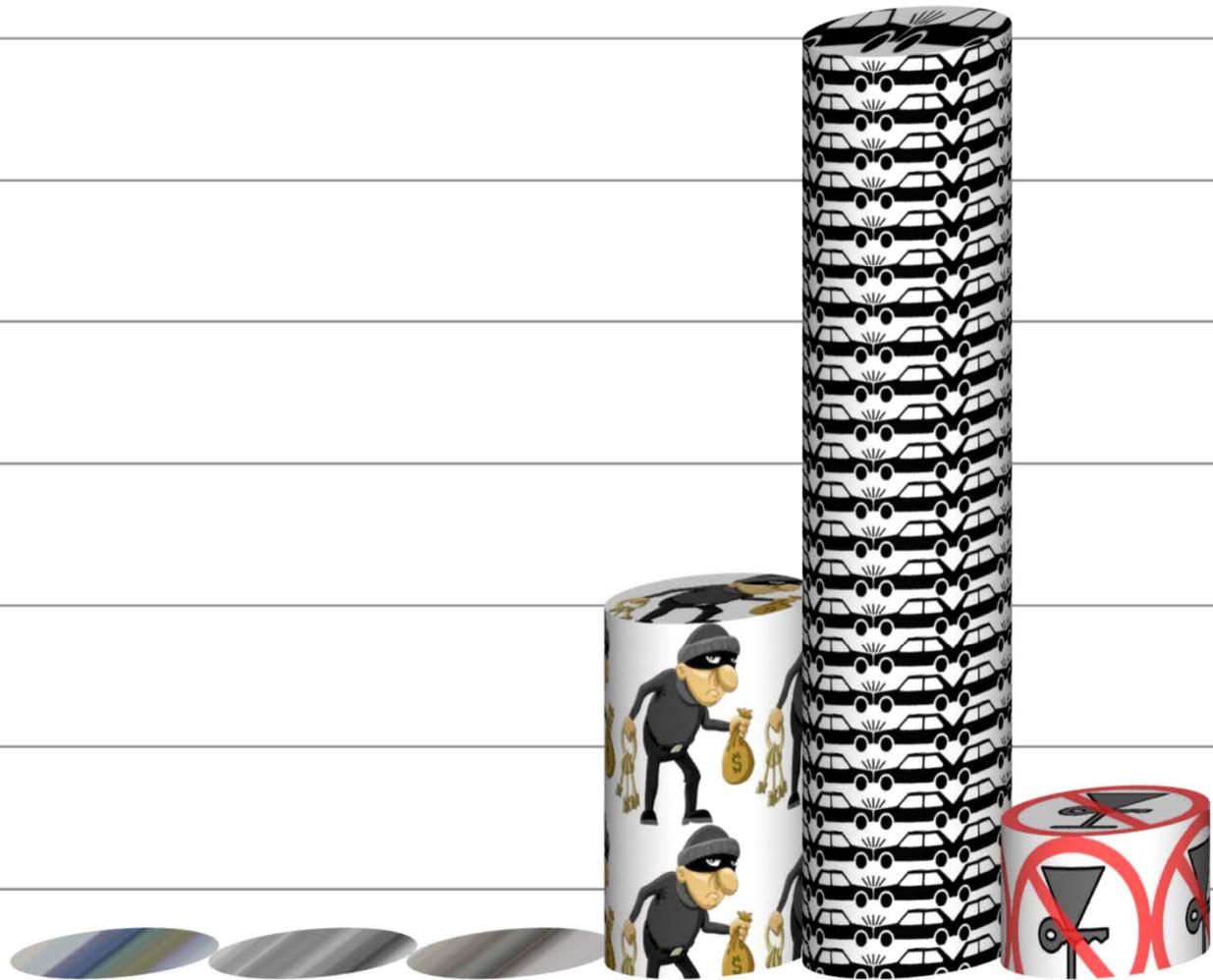
<u>Expenditures</u>				
General Fund	\$4,561,477	\$324,649	\$4,236,828	7%
Water Fund	\$1,000,236	\$60,968	\$939,268	6%
Sewer Fund	\$1,541,184	\$78,762	\$1,462,423	5%
Debt Service	\$1,185,840	\$771,250	\$414,590	65%
Total	\$8,288,737	\$1,235,628	\$7,053,109	15%

* Line item detail available upon request.



July 17, 2019

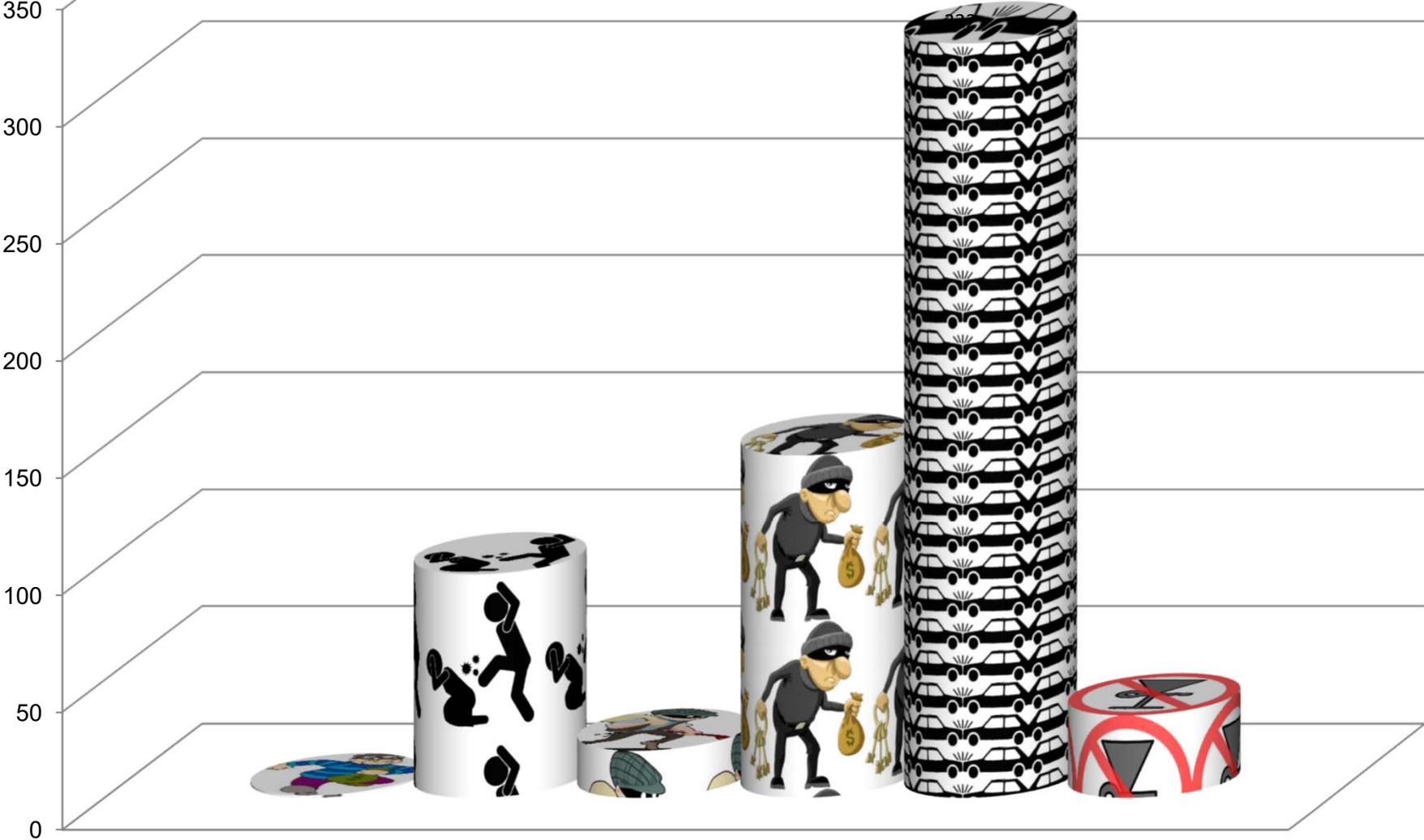
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Weekly

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

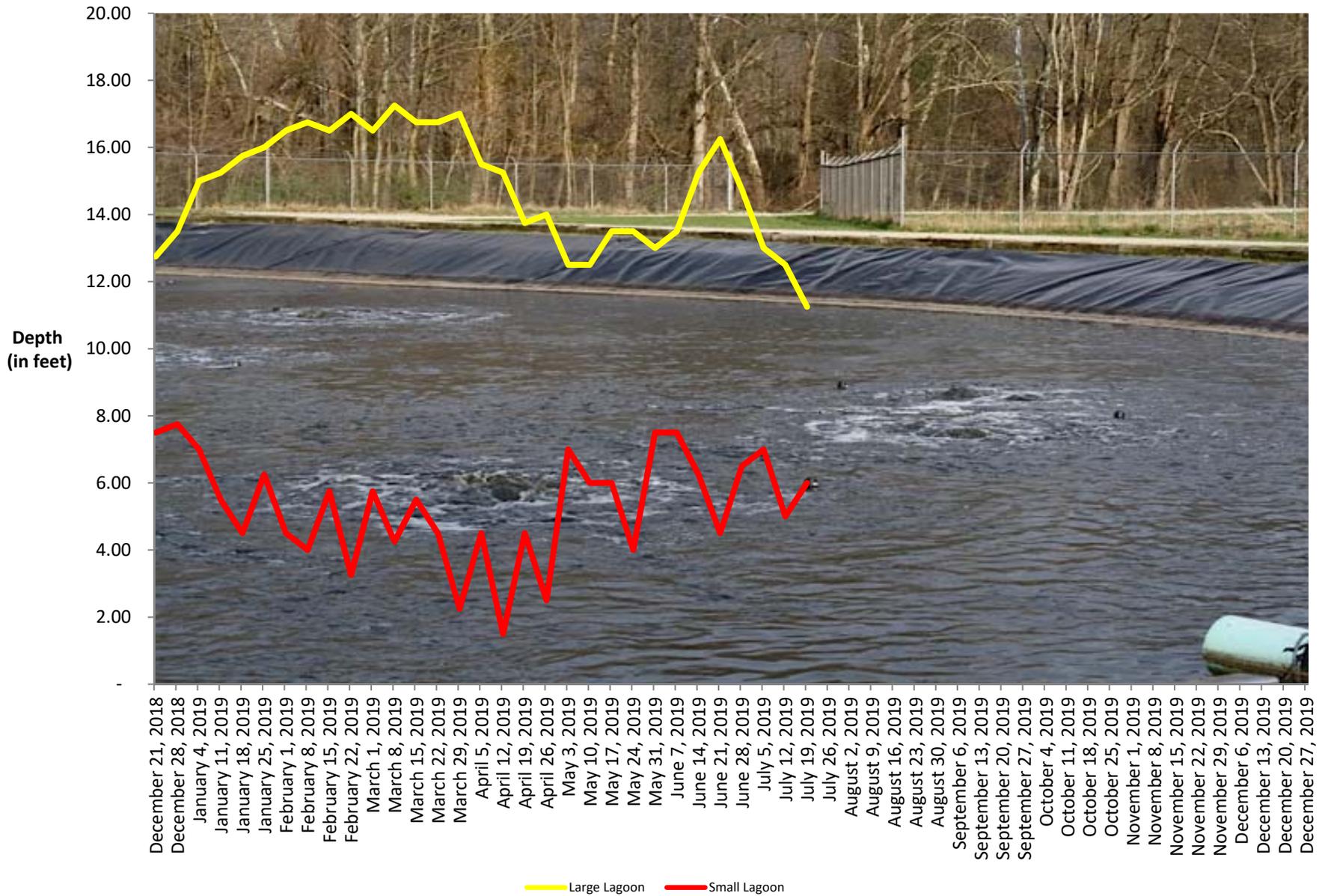
July 17, 2019



Year to Date

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

WWTF Lagoon Depths





HOTEL TAX

FREQUENTLY ASKED QUESTIONS

Background: On June 13, 2019, the Delaware General Assembly enacted Senate Bill No. 64 (SB 64), which authorized the Town of Georgetown to adopt a three percent (3%) tax on public accommodations. On June 19, 2019, Governor John Carney signed SB 64 into law. The Town of Georgetown's base is identical to the State tax. In other words, all receipts included for the purposes of State tax compliance, should be included on your Town of Georgetown filings.

Q: When does Georgetown's hotel tax take effect?

A: The tax is effective for reservations or contracts paid in full on or after November 1, 2019¹.

Q: What is Georgetown's hotel tax rate?

A: Georgetown's hotel tax rate is three percent (3%).

Q: How do I make my monthly payment?

A: Town of Georgetown hotel tax payments should be made by completing the payment voucher available at <http://www.georgetowndel.com/Lodging-Tax-Information/>. Once completed, the voucher should be printed and mailed along with your check or money order made payable to "Town of Georgetown" to:

***Town of Georgetown
37 The Circle
Georgetown, DE 19947***

Alternatively, you can bring your completed voucher with your check or money order to the Town Administrative Office, 37 The Circle, Georgetown, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

¹ Date revised from August 1, 2019 to November 1, 2019 after input from local hotels and approval by Mayor and Town Council.



HOTEL TAX

FREQUENTLY ASKED QUESTIONS

Q: What is the payment schedule?

A: *Payments are due on the 15th day of the following month. For example, payments for the month of August 2019 are due on September 15, 2019.*

Q: What is the penalty for a late payment?

A: *A penalty at the rate of one and one half percent (1 ½ %) per month, or fraction thereof, will be charged on payments made after the prescribed due date.*

Q: What if I have questions, or need additional information?

A: *Contact Gene Dvornick (Town Manager) or Laura Givens (Finance Department) at (302) 856-7391.*