

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Offices Closed:** Monday, November 11, in observation of Veterans Day
- ✓ **Town Council Meeting:** Wednesday, November 13, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Planning Commission:** *No Meeting this month*
- ✓ **Town Offices Closed:** Thursday, November 22, in observation of Thanksgiving Day
- ✓ **Town Offices Closed:** Thursday, November 23, in observation of the Day After Thanksgiving

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of November 7, the Town has collected:
  - \$782,008 (76%) of the October Utility Billing (\$1,029,311)
  - \$1,584,008 (98%) of the annual property tax billing (\$1,616,317)
- September 2019 Budget vs. Actual Report (see attached)
- ScreenScape Training (Kristen Dabrowski, Laura Givens, Olga Holm)
- Worker's Compensation Audit (Olga Holm)
- Attended Asset Essentials (DudeSolutions): Preventative Maintenance Schedules Webinar (Laura Givens, Olga Holm)

### **Public Works**

- Two staff participated in the DFIT Snow Plow Road-E-O
- Holiday decoration installation underway
- Ordered Dead End sign for Goff Street

### **Police**

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Code Enforcement Report – October 2019 (copy attached)
- Departmental Press Releases issued as warranted

### **Planning**

- No Report this Week

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## Wastewater

- Lagoon depths: Large Lagoon is 5.50 feet and Small Lagoon is 2.00 feet
- Cutting and baling of hay from Town Field completed
- Re-programmed the Variable Frequency Drives at College Park Station
- Pulled both pumps at Stevenson Lane station and cleared debris

## Construction Coordinator

- The Oaks of Georgetown
  - Contractor completed sidewalk on West side of Crab Apple Court
- Certificate of Occupancy:
  - None to report
- Inspected utility connections (water & sewer) for 110 Robinson Street
- Reviewed final submitted plans for Georgetown East Gateway
- Miss Utility Locate Summary (copy attached)

## TOWN MANAGER'S UPDATE ...

- Attended ICMA Annual Conference – Sessions attended:
  - ✓ Northeast Regional Meeting
  - ✓ It's About Culture – Civility
  - ✓ Trust in the Digital Age
  - ✓ What Drives You Nuts?
  - ✓ Hamlets & Hurdles
  - ✓ Leading through Tragedy
  - ✓ Navigating Your Worst Day at Work
  - ✓ Decision Making During a Crisis
  - ✓ Leading with Love
- Answered local non-profit questions on Town Sign Code
- Completed mandatory 'Sexual Harassment Prevention Training for Delaware Managers'
- Participated in ScreenScape Training (Kristen Dabrowski, Laura Givens, Olga Holm)
- Provided a tour of the King Street Water Treatment Facility to review upgrades with insurance agent (Bill Bradley, Gene Dvornick, Laura Givens)
- Attended Sussex County Association of Towns Dinner Meeting – Speaker was Secretary Robert Coupe from the Delaware Department of Safety and Homeland Security (Gene Dvornick, Rebecca Johnson-Dennis, Bob Holston, Bill West)
- Attended Sussex County Association of Towns Steering Committee (Kristen Dabrowski, Gene Dvornick, Bill West) – Discussion on:

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- ✓ Importance of the 2020 Census
- ✓ Off-shore wind turbines
- ✓ DFIT Safety Program
- Met with Rick Ferrell to review and discuss Downtown Development District Business Development (Jamie Craddock, Gene Dvornick, Laura Givens)
- Received official notification from DelDOT of the Speed Reduction on US 113 to 45 MPH – Signage plans are being drafted so installation work orders can be issued
- Followed up on several Code Enforcement concerns



TOWN MANAGER'S  
WEEKLY REPORT



# TOWN MANAGER'S WEEKLY REPORT

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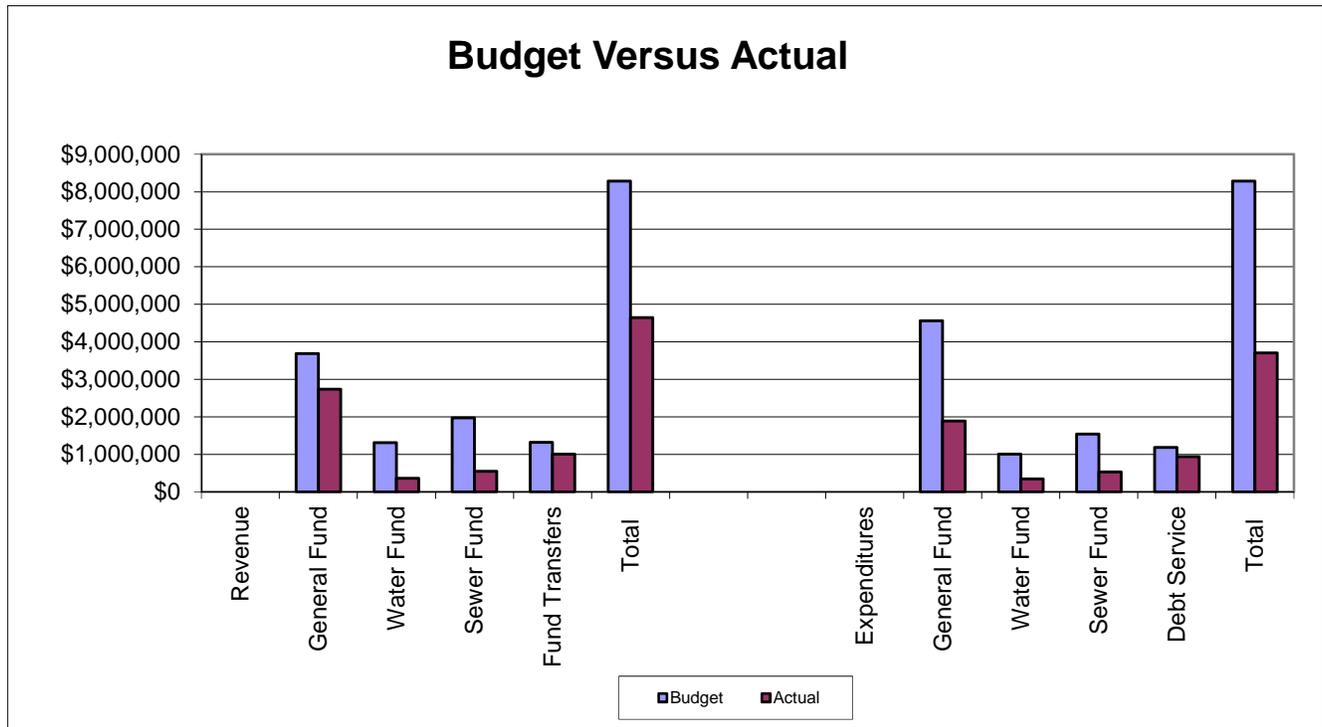
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

## Town of Georgetown Budget Versus Actual (Operating) As of September 30, 2019

	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>0.42% Percent of Budget</u>
<b><u>Revenue</u></b>				
General Fund	\$ 3,685,969	\$ 2,732,528	\$953,441	74%
Water Fund	\$ 1,313,500	\$ 357,830	\$955,670	27%
Sewer Fund	\$ 1,971,500	\$ 548,065	\$1,423,435	28%
Fund Transfers	\$ 1,317,768	\$ 1,002,212	\$315,556	76%
Total	<u>\$8,288,737</u>	<u>\$4,640,635</u>	<u>\$3,648,102</u>	<u>56%</u>

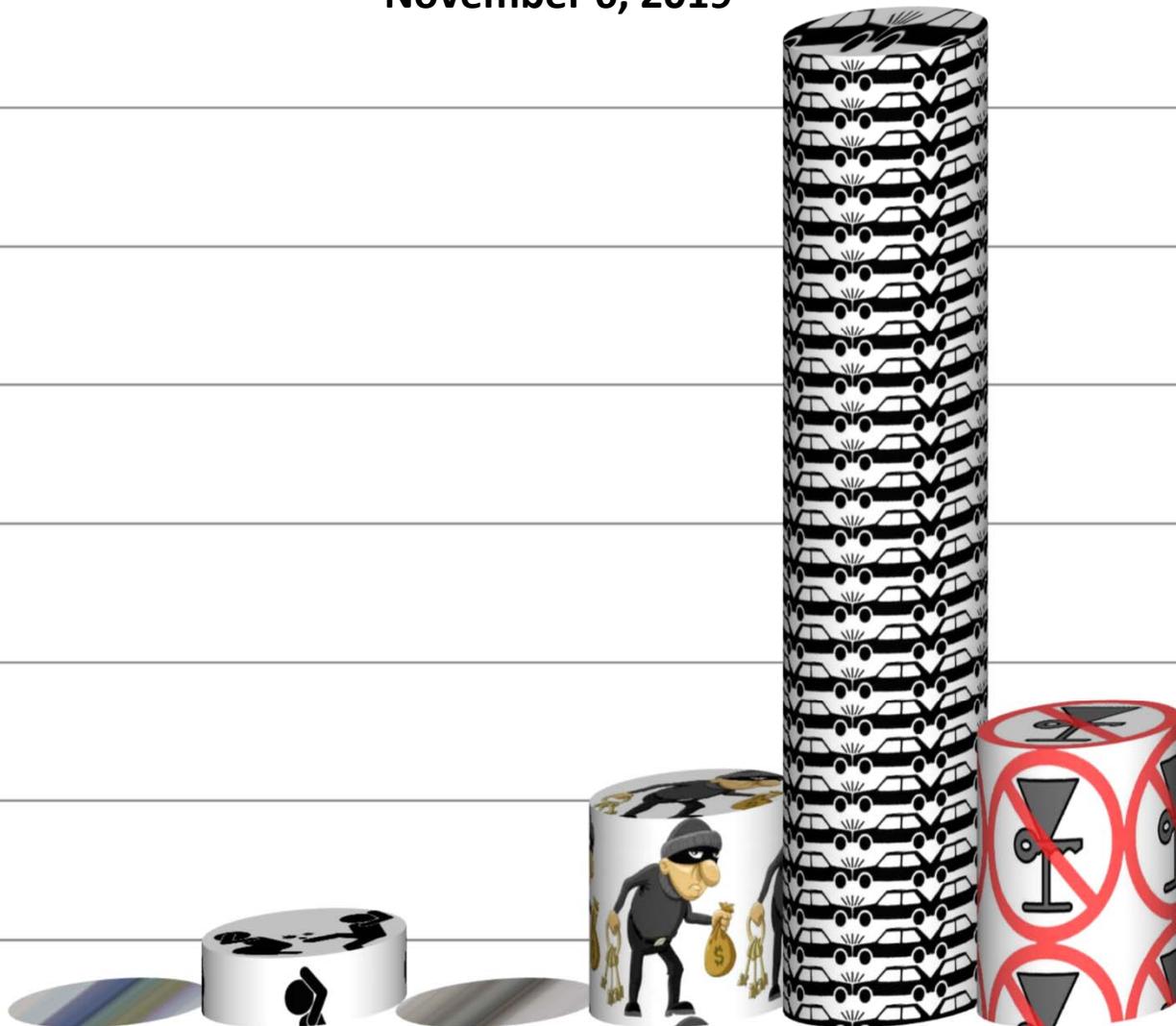
<b><u>Expenditures</u></b>				
General Fund	\$4,561,477	\$1,888,038	\$2,673,439	41%
Water Fund	\$1,000,236	\$342,876	\$657,360	34%
Sewer Fund	\$1,541,184	\$530,994	\$1,010,190	34%
Debt Service	\$1,185,840	\$937,637	\$248,203	79%
Total	<u>\$8,288,737</u>	<u>\$3,699,545</u>	<u>\$4,589,192</u>	<u>45%</u>

\* Line item detail available upon request.



November 6, 2019

14  
12  
10  
8  
6  
4  
2  
0

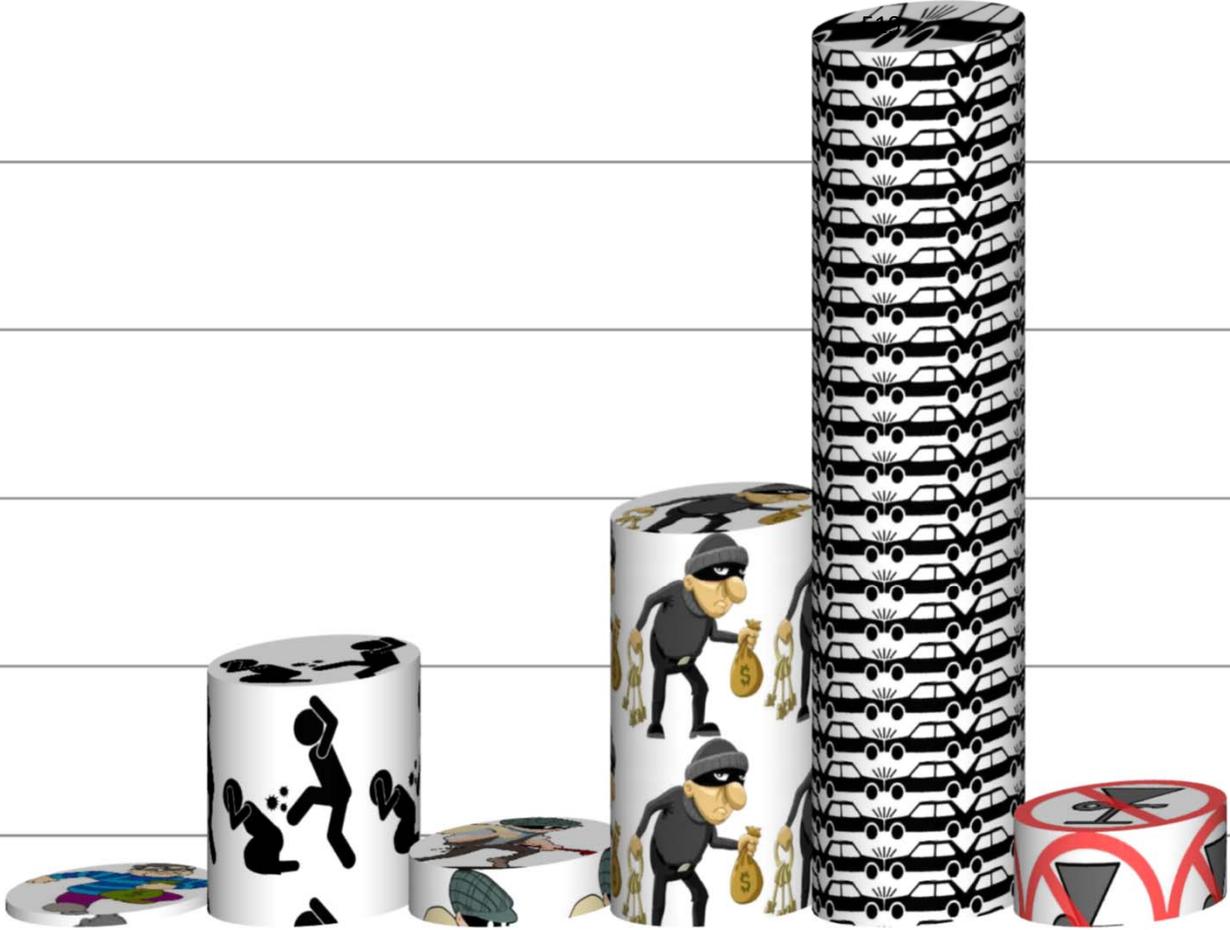


Weekly

Robbery Assault Buglary Thefts Collision DUI

November 6, 2019

600  
500  
400  
300  
200  
100  
0



Year to Date

Robbery Assault Buglary Thefts Collision DUI



## Code Enforcement

### Code Enforcement Activity Report

#### Report Criteria:

Location Type	Location Field	Date From	To
Ward	All	10/01/2019	10/31/2019

#### Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases	1	27	28
Closed Cases		64	64
Open Cases at start of period	4	117	121
Open Cases at end of period	5	80	85

#### Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Accumulation (Scrap Tires)		1	1
Condition of premises.		1	1
Depositing garbage prohibited		1	1
Detrimental Objects		8	8
Dumping prohibited		1	1
Growth of weeds		1	1
Height of Grass		2	2
Indoor Furniture/Outside		2	2
Maintenance of trees and other vegetation.		1	1
Notice deemed effective for remainder of year.		1	1
Permit for construction required		4	4
Permitted Accessory Uses (UR1)		1	1
Permitted Uses (UR1)		1	1
Rental/Business License		4	4
Scrap Tire Management - General		1	1
Signs General Regulations		2	2
Spaces prohibited for sleeping purposes		1	1
Trash, Collection		2	2
Uses not listed prohibited		1	1
Vehicles abandoned on public property		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		3	3
Violations and penalties (Zoning)		1	1
Violations and penalties. (Housing Standards)		1	1
Yard Waste		1	1
<b>Totals</b>		<b>43</b>	<b>43</b>



Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	1	10/01/2019	10/31/2019

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases	1	4	5
Closed Cases		14	14
Open Cases at start of period	3	26	29
Open Cases at end of period	4	16	20

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
Vehicles wrecked, dismantled, inoperable or unregistered on private property		3	3
<b>Totals</b>		<b>6</b>	<b>6</b>



## Code Enforcement

### Code Enforcement Activity Report

#### Report Criteria:

Location Type	Location Field	Date From	To
Ward	2	10/01/2019	10/31/2019

#### Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		11	11
Closed Cases		27	27
Open Cases at start of period	1	56	57
Open Cases at end of period	1	40	41

#### Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Depositing garbage prohibited		1	1
Detrimental Objects		5	5
Dumping prohibited		1	1
Height of Grass		1	1
Indoor Furniture/Outside		1	1
Notice deemed effective for remainder of year.		1	1
Permitted Accessory Uses (UR1)		1	1
Permitted Uses (UR1)		1	1
Rental/Business License		1	1
Signs General Regulations		1	1
Spaces prohibited for sleeping purposes		1	1
Uses not listed prohibited		1	1
Vehicles abandoned on public property		1	1
Violations and penalties (Zoning)		1	1
Violations and penalties. (Housing Standards)		1	1
Yard Waste		1	1
<b>Totals</b>		<b>20</b>	<b>20</b>



## Code Enforcement

### Code Enforcement Activity Report

#### Report Criteria:

Location Type	Location Field	Date From	To
Ward	3	10/01/2019	10/31/2019

#### Case Activity:

	Picarello, Michael	Total
New Cases	6	6
Closed Cases	14	14
Open Cases at start of period	26	26
Open Cases at end of period	18	18

#### Violation Activity

New Violations Cited	Picarello, Michael	Total
Accumulation (Scrap Tires)	1	1
Condition of premises.	1	1
Growth of weeds	1	1
Height of Grass	1	1
Permit for construction required	2	2
Rental/Business License	1	1
Scrap Tire Management - General	1	1
Trash, Collection	1	1
<b>Totals</b>	<b>9</b>	<b>9</b>



## Code Enforcement

### Code Enforcement Activity Report

#### Report Criteria:

Location Type	Location Field	Date From	To
Ward	4	10/01/2019	10/31/2019

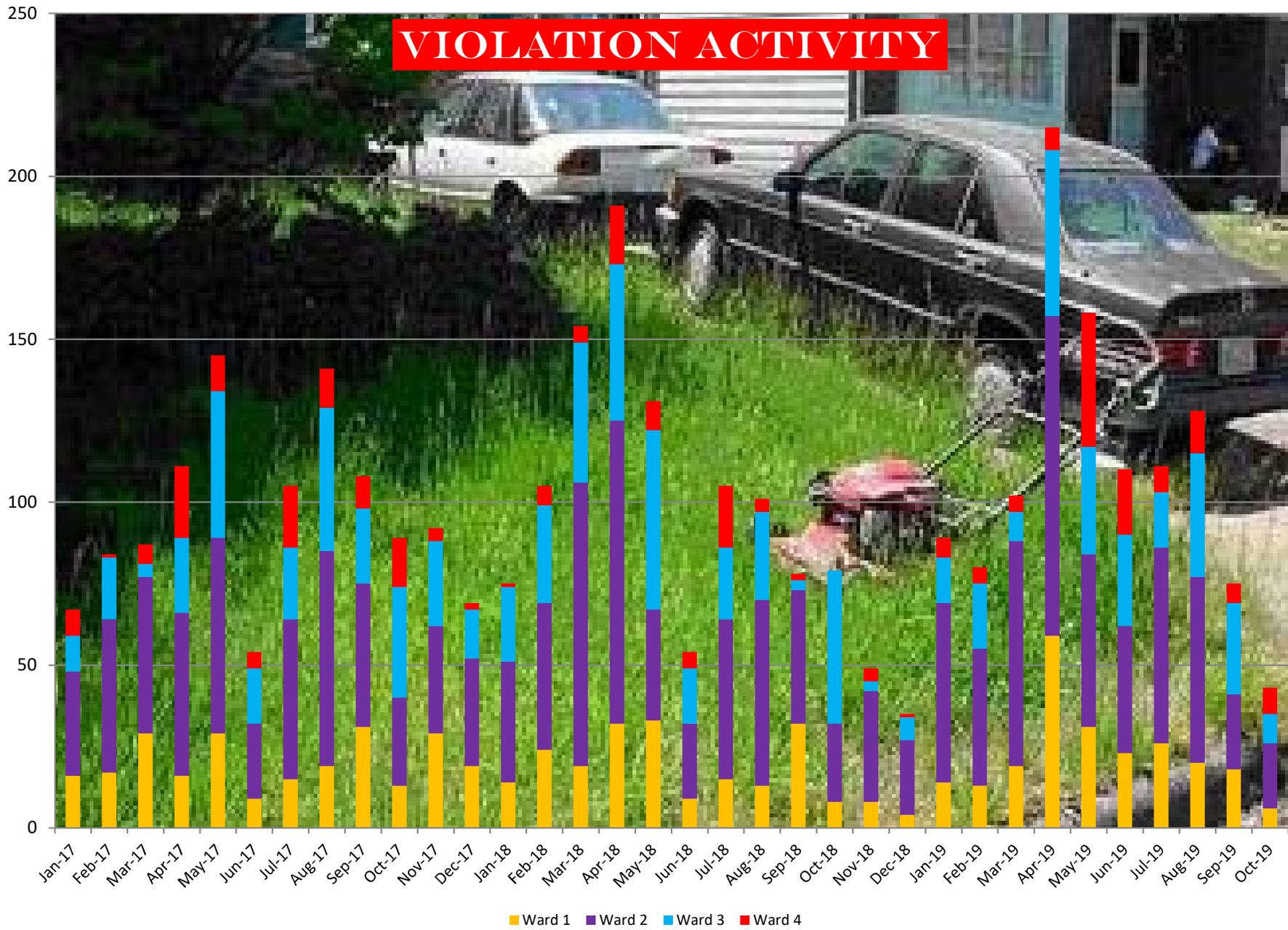
#### Case Activity:

	Picarello, Michael	Total
New Cases	6	6
Closed Cases	9	9
Open Cases at start of period	9	9
Open Cases at end of period	6	6

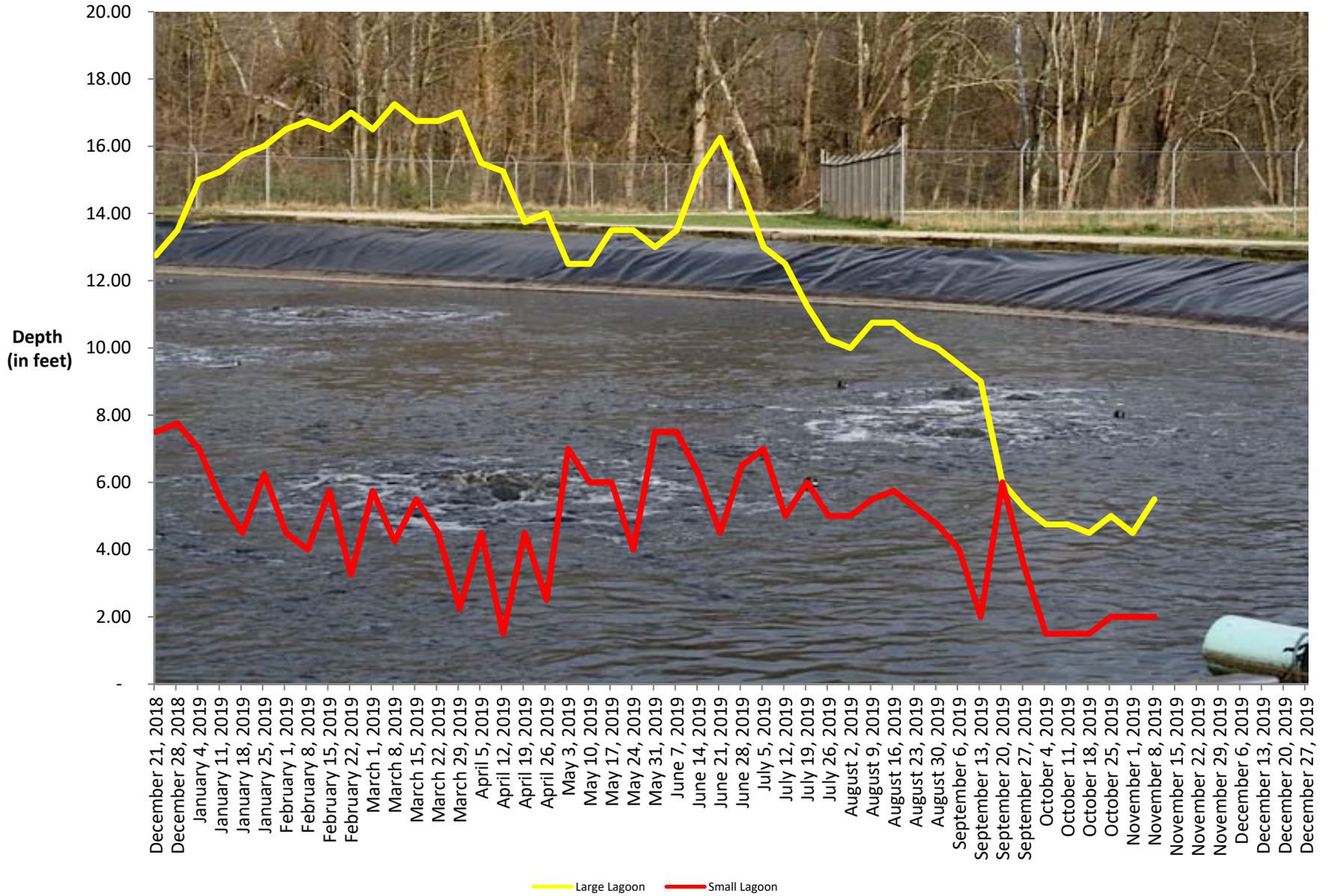
#### Violation Activity

New Violations Cited	Picarello, Michael	Total
Detrimental Objects	2	2
Indoor Furniture/Outside	1	1
Maintenance of trees and other vegetation.	1	1
Permit for construction required	1	1
Rental/Business License	1	1
Signs General Regulations	1	1
Trash, Collection	1	1
<b>Totals</b>	<b>8</b>	<b>8</b>

# VIOLATION ACTIVITY



# WWTF Lagoon Depths



# Miss Utility Locate Tickets

