

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, August 12, 2:00 PM, Public Hearing, Regular Meeting – Electronic Meeting
- ✓ **Municipal Election:** Saturday, August 15, Polls open 8:00 AM to 6:00 PM
- ✓ **Planning Commission:** Wednesday, August 19, 6:00 PM, Town Hall
- ✓ **Town Council Meeting:** Wednesday, August 26, Regular Meeting – TBD
- ✓ **Delaware League of Local Governments:** Cancelled until further notice
- ✓ **Sussex County Association of Towns:** Cancelled until further notice

## UPDATES FROM DEPARTMENTS ...

### Finance

- As of August 6, the Town has collected:
  - \$1,578,366 (95%) of the annual property tax billing (\$1,674,899)
  - \$679,386 (70%) of the July quarterly utility billing (\$971,701)
    - ✓ Collections still in alignment with prior quarters
- Processed Accounts Payable, Accounts Receivable, and Payroll
- Monthly Key Revenue Items Report – July 2020 (see attached)
- Updated, edited, and submitted Town Comprehensive Plan data questionnaire
- Provided Tax and Utility Information to settlement lawyers
- Staff processing Absentee Ballot requests for the Municipal Election
- Real Estate Transfer Tax Summary (July 2020)

	July 2020		July 2019	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$12,413	\$33,215	\$10,952	\$43,068

### Wastewater

- Lagoon depths: Large Lagoon is 6.50 feet and Small Lagoon is 4.00 feet
- Ran our sewer jetter through the sewer lateral on North King Street to clear a blockage, cleaned up the area around the cleanout with our vacuum truck, and spread lime
- Grass cutting, trimming, and weed spraying were completed at the pump stations
- Roto-Rooter completed the video inspection of the sewer lateral on North King Street to determine a cause of frequent backups

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## **Public Works**

- Cleared vegetation from fence at Lynch Lane
- Completed cleaning of fountain
- Prepared for and cleaned up from Tropical Storm Isaias

## **Construction Coordinator**

- Submitted for DelDOT Utility Permit on Market/Bedford Street Water Service Replacement Project
- Preconstruction conference call for Georgetown East Gateway
- Miss Utility Locate Summary (copy attached)

## **Police**

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

## **Planning**

- Projects:
  - JB Wagamon Professional Building (East Laurel Street) – Engineer comments received and to applicant on August 4 – Preliminary scheduled for August 19 Planning Commission Meeting
  - 318 North Front Street – Minor Subdivision – Final submittal approved on August 6
  - 327 North Race Street (Site Plan) – provided direction for resubmittal following Board of Adjustment approvals
  - 20254 Dupont Boulevard (Voice Radio) – Predevelopment regarding potential annexation
- Building Permit Summary (July 2020)

Building Activity	July 2020	June 2020	July 2019
Permits Issued	20	27	25
Value of Improvements	\$305,633	\$637,185	\$347,592
Permit Revenue	\$2,023	\$3,665	\$2,070

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## TOWN MANAGER'S UPDATE ...

- Reviewed next phase of data collection for Wastewater Asset Management (vertical assets) and method to be utilized (Gene Dvornick, Laura Givens, Eric Rust)
- Provided Town Engineer with information to be incorporated into proposal for the design and engineering of the Trailhead/Parking Area for the Georgetown to Lewes Trail - Outdoor Recreation, Parks, and Trails (ORPT) grant pre-application approval received
- Participated in Zoom meeting with DelDOT Secretary regarding US 113/SR 18/404 GSI design impact on local business (Gene Dvornick, Laura Givens, Bill West)
- Finalized Resolution for Outdoor Recreation, Parks, and Trails (ORPT) 2020 Grant application submittal
- Researched drainage concern impacting the Meadows – Staff discussion on August 13
- Attended Webex Seminar on EPA Brownfield Grants presented by DNREC and NJIT TAB. Topics covered:
  - ✓ Review of Grant types and requirements for each
  - ✓ EPA's Land Revitalization Toolkit
  - ✓ Overview of Delaware Brownfields Program
  - ✓ Grant writing tips
- Submitted Town Letter in support for DelDOT consideration of a requested acquisition of the Hardee's property
- Met with Water Department Staff regarding complaints of water discoloration (Bill Bradley, Gene Dvornick, Laura Givens, Rick Hudson, Bill West)
- Responded to DelDOT question on Community Transportation Project for Sandhill Fields entrance
- Followed up on several code enforcement issues

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## Tropical Storm Isaias



**Photo 1 - East Laurel Street (looking East)**



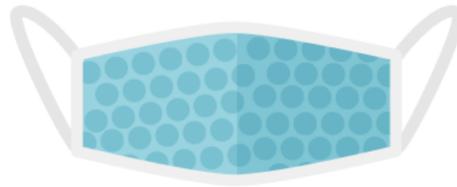
**Photo 2 - North Race Street (looking South)**



**CORONAVIRUS  
(COVID-19)**



**YOU MUST WEAR CLOTH  
FACE COVERINGS IN PUBLIC.**



[de.gov/coronavirus](https://de.gov/coronavirus)

Updated 6/17/2020

# LIVE SAFELY



  
**PLEASE STAY  
HOME IF YOU  
ARE SICK.**



[de.gov/coronavirus](https://de.gov/coronavirus)

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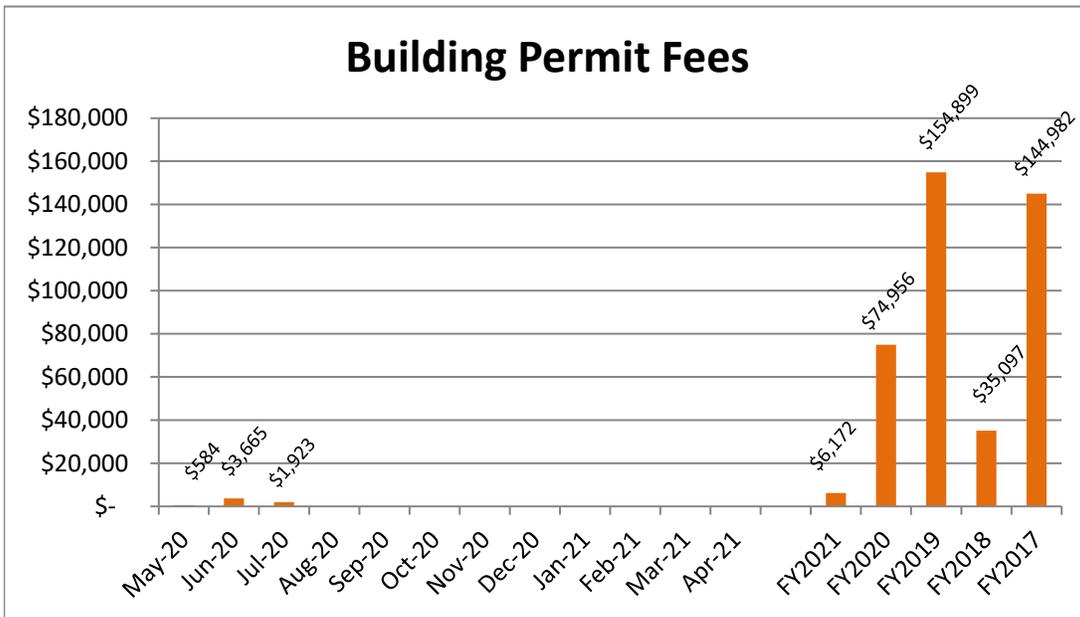
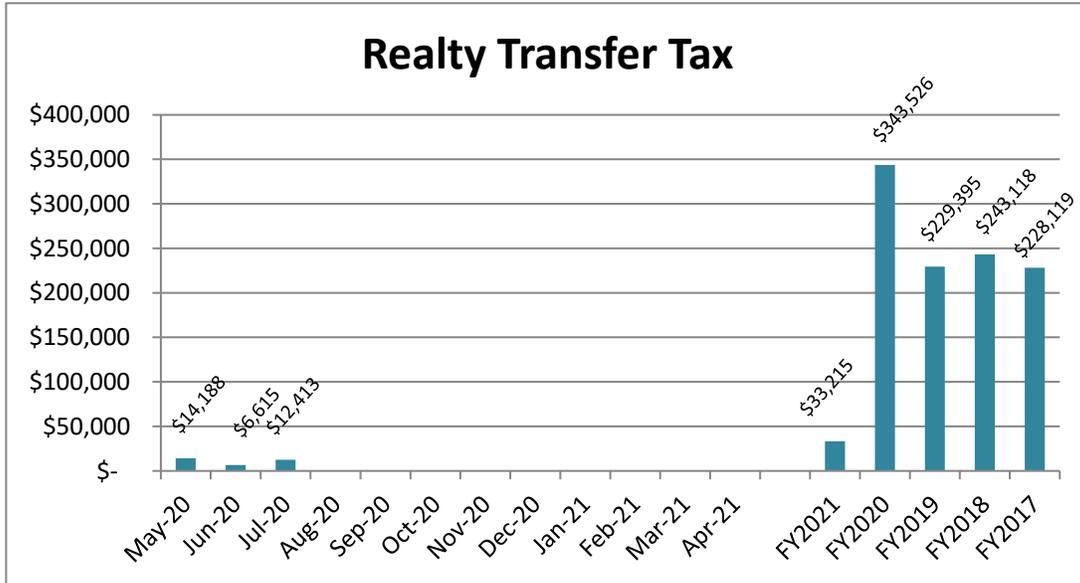
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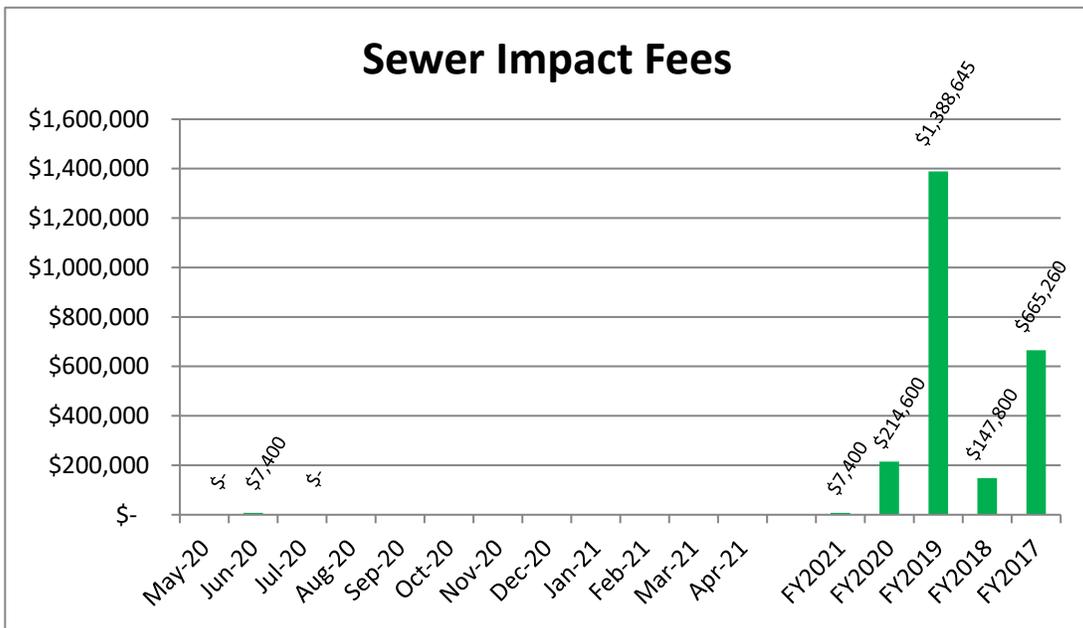
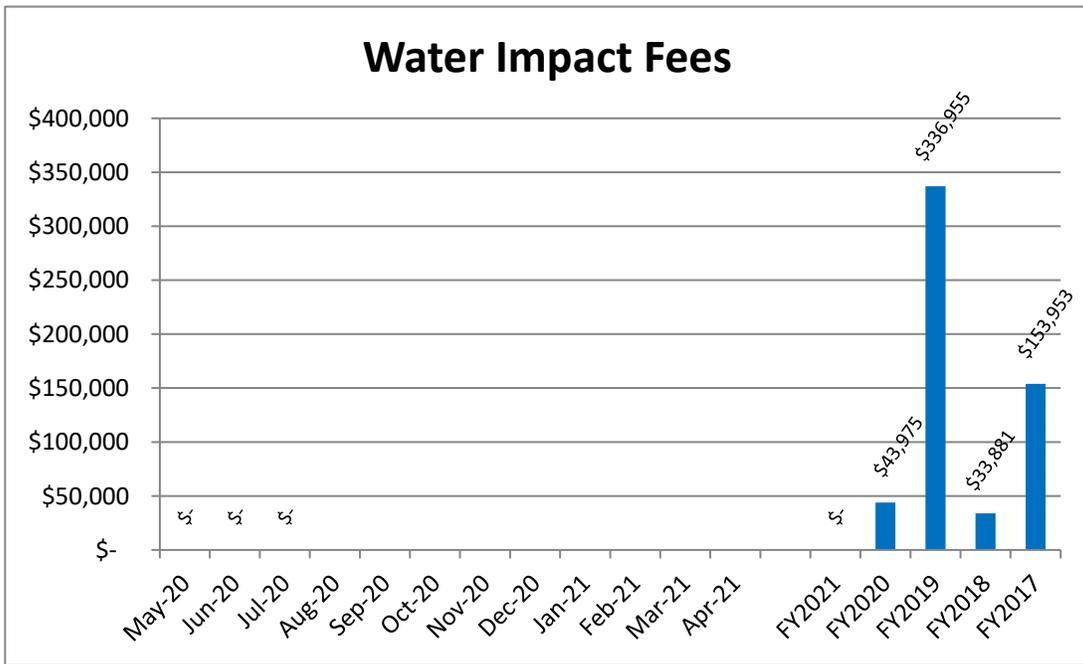
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

*In an effort to better inform Council, employees and the public about current Town activities and issues, the Town Manager issues the Town Manager's Weekly Report with highlights from department activities for the current week. The report is published online and distributed every Friday. If you have comments, questions or suggestions regarding the Town Manager's Weekly Report, please contact Town Manager.*

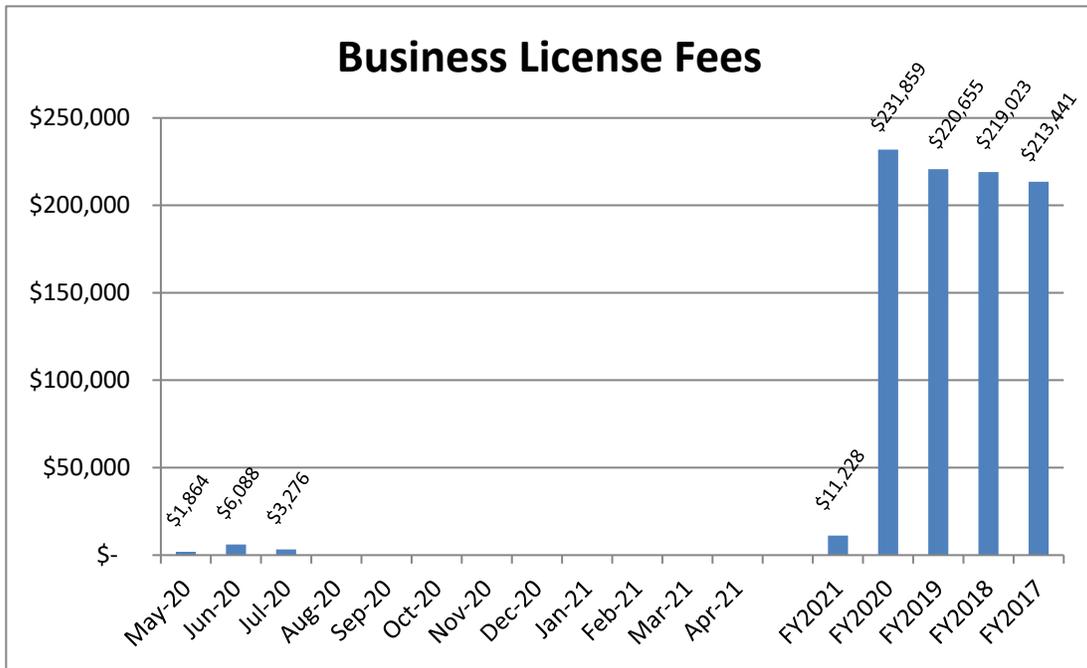
# Key Revenue Items



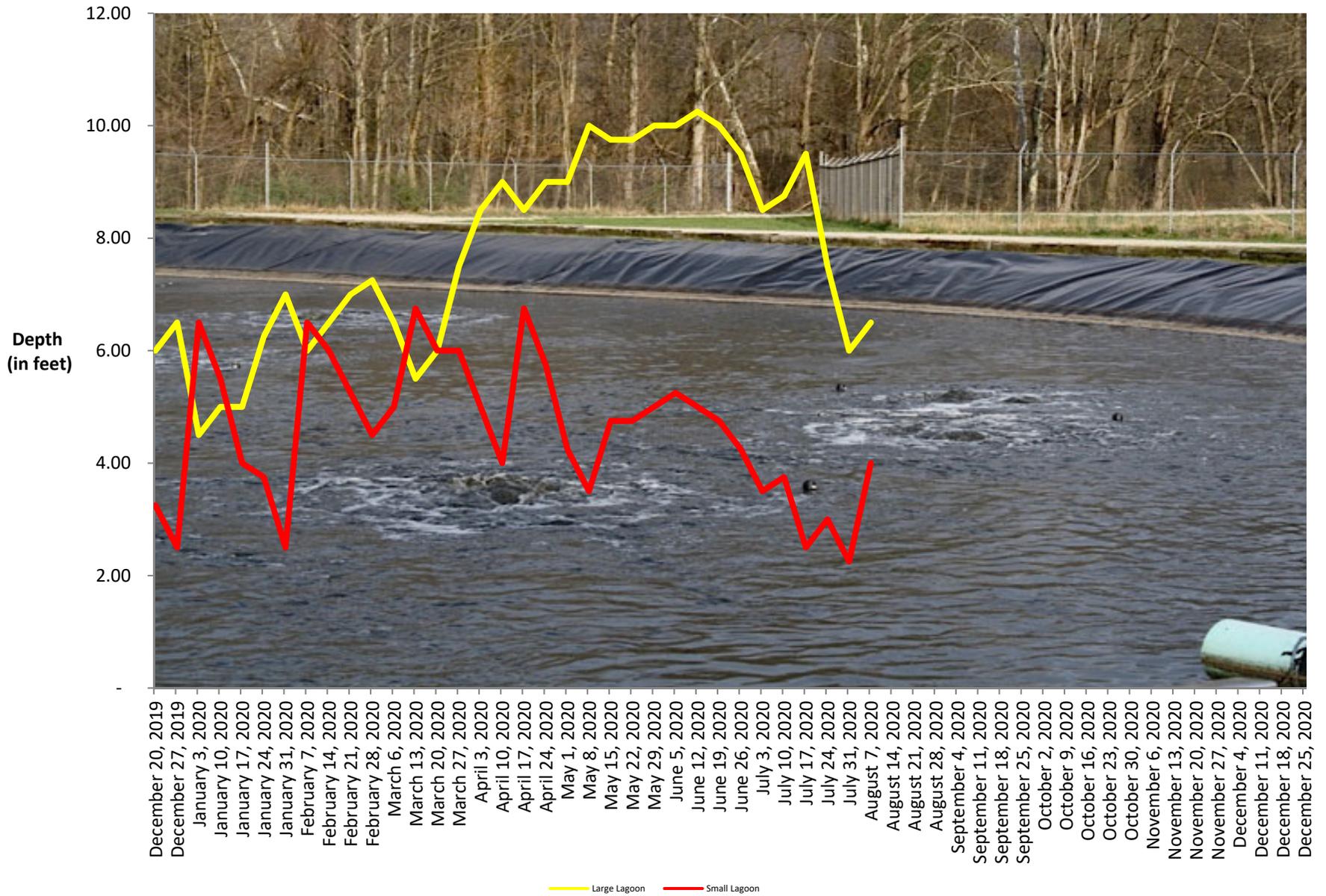
# Key Revenue Items



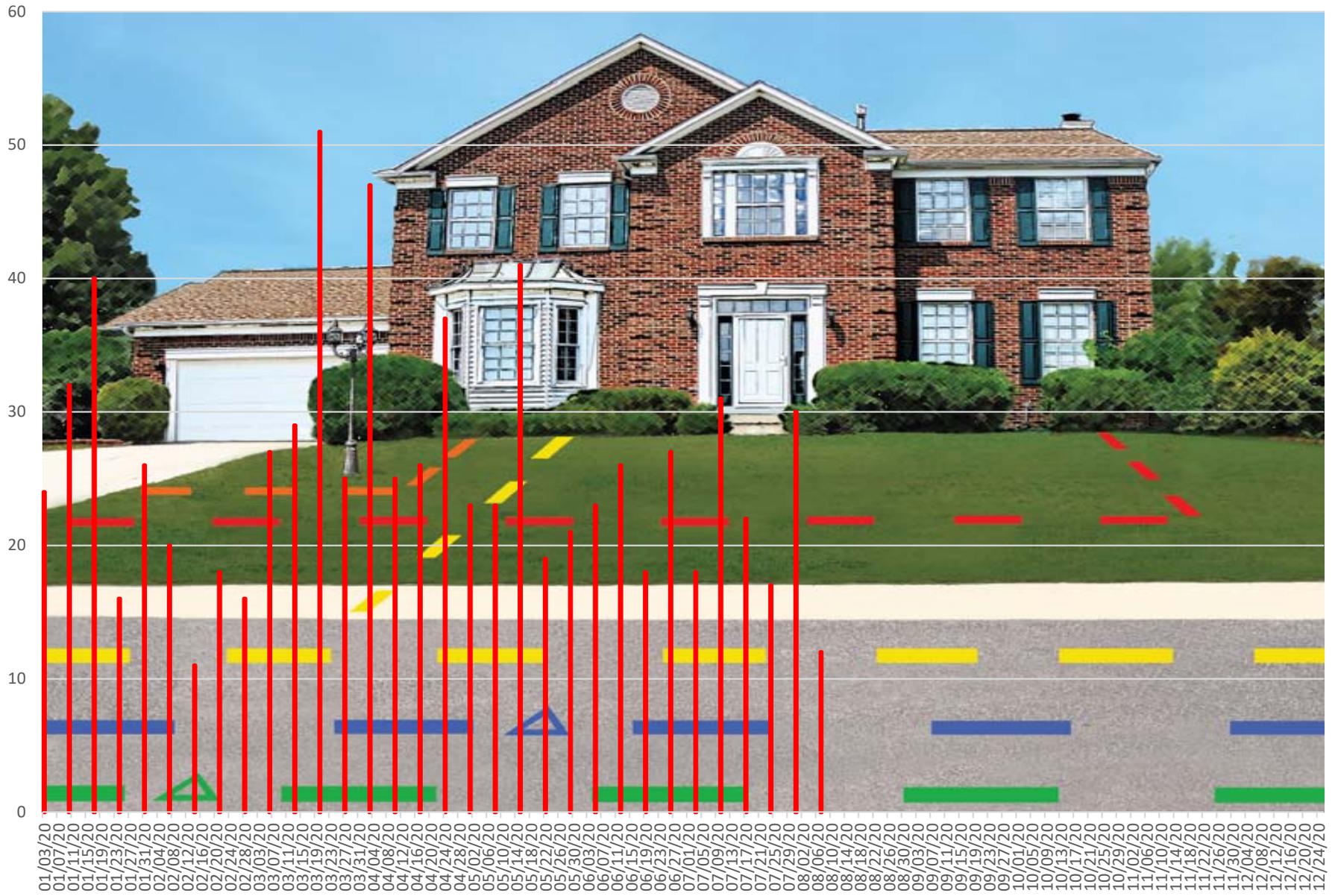
# Key Revenue Items



# WWTF Lagoon Depths

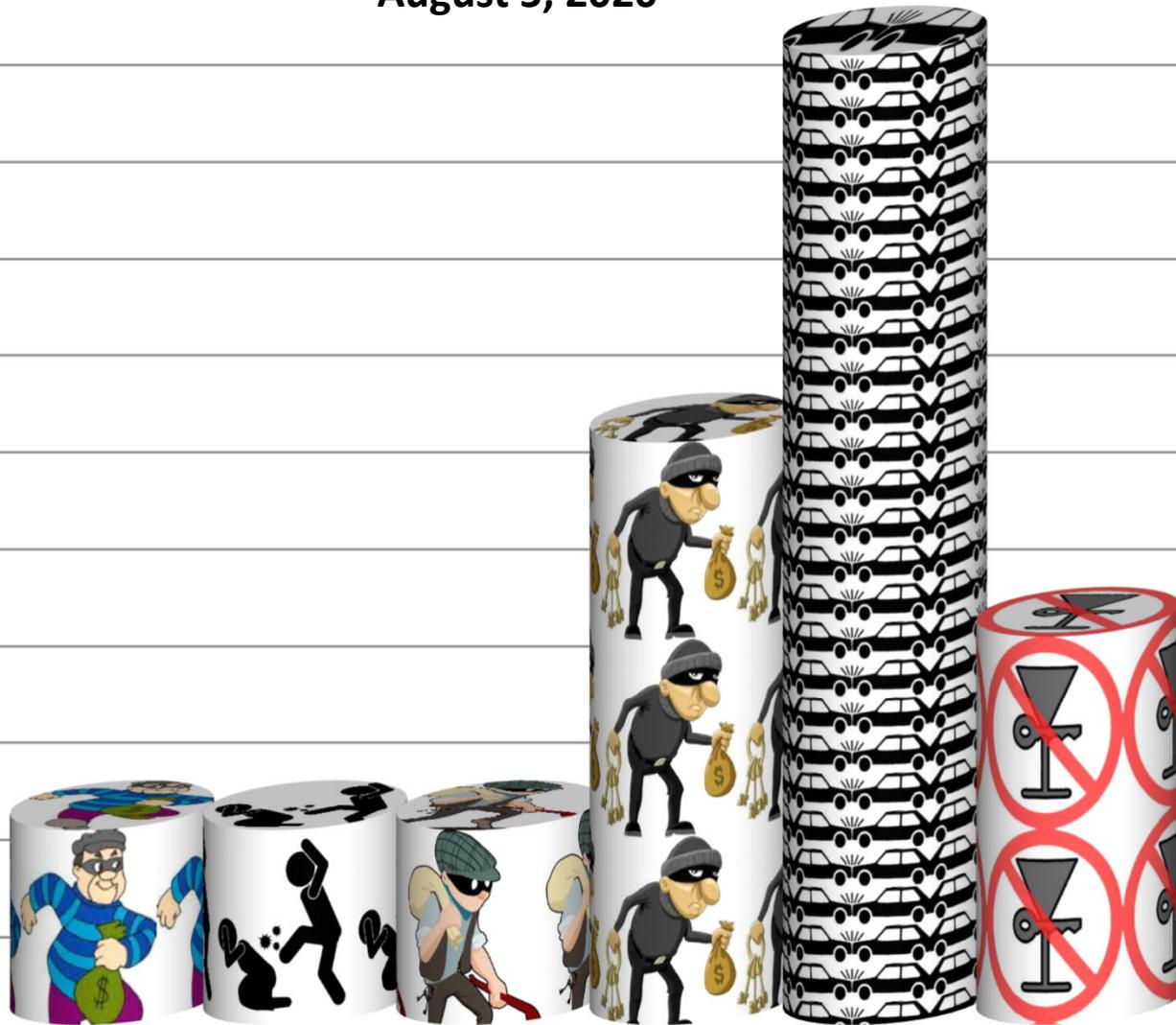


# Miss Utility Locate Tickets



August 5, 2020

5  
4.5  
4  
3.5  
3  
2.5  
2  
1.5  
1  
0.5  
0

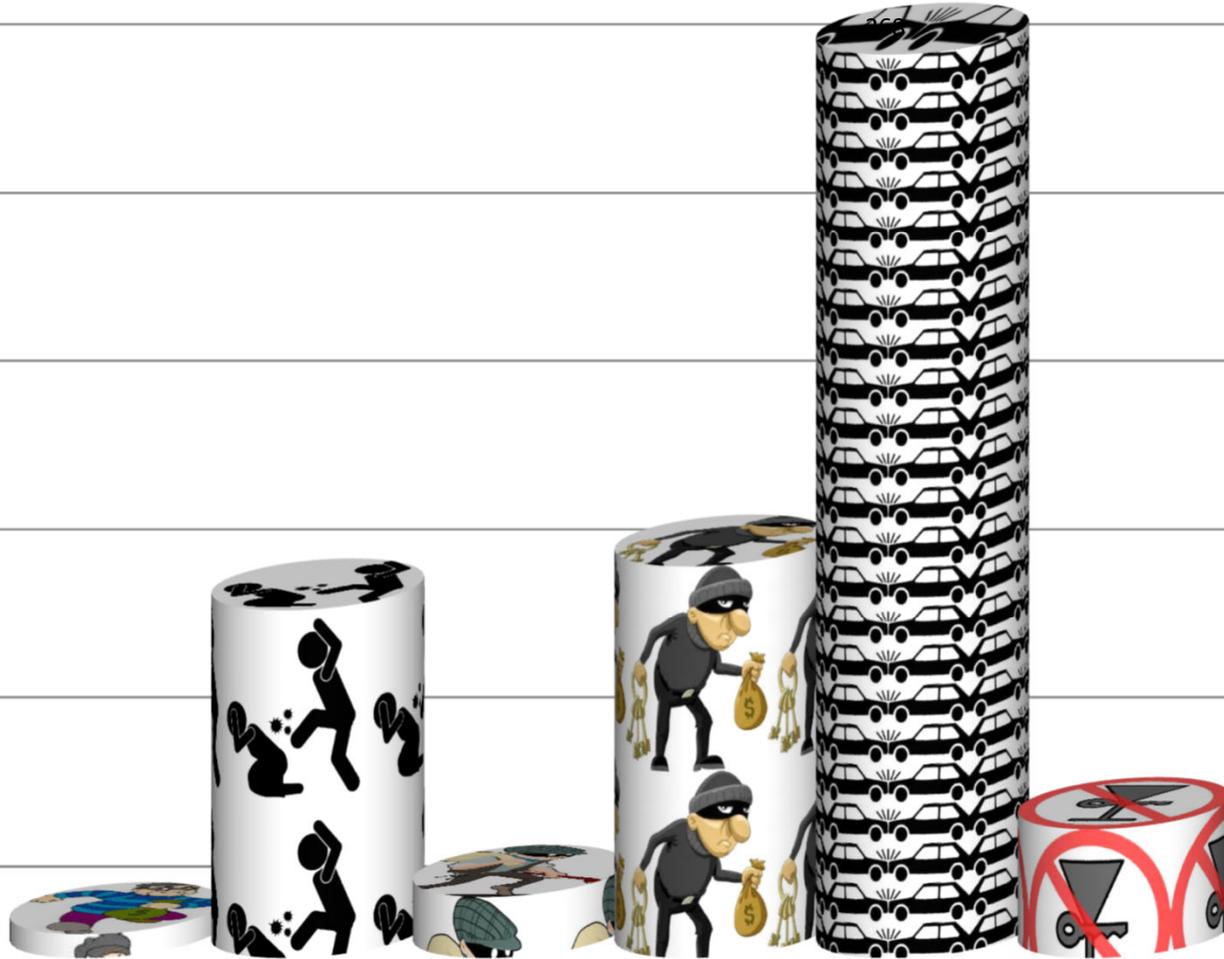


Weekly

\*Robbery \*Assault \*Burglary \*Thefts \*Collision \*DUI

August 5, 2020

300  
250  
200  
150  
100  
50  
0



Year to Date

\*Robbery \*Assault \*Buglary \*Thefts \*Collision \*DUI

# Building Permit Activity

