

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, June 25<sup>th</sup>, at 7:00 PM, Town Hall
- ✓ **Town Offices Closed:** Friday, July 4<sup>th</sup>, in observation of Independence Day
- ✓ **Town Council Meeting:** Wednesday, July 9<sup>th</sup>, at 7:00 PM, Town Hall

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of June 18<sup>th</sup>, the Town has collected \$1,349,016 (91%) in property taxes of the \$1,474,559 billed
- Disconnects for non-payment of the April Utility Bill took place on June 16<sup>th</sup>, – a total of eight (8) properties remain shut-off
- Actual v Budget (April 2014) has been prepared (copy attached)
- Real Estate Transfer Tax Summary (May 2014)

	May 2014		May 2013	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$15,075	\$15,075	\$9,779	\$9,779

### **Planning**

- Planning Commission did not have a quorum for June 17<sup>th</sup> meeting – items rescheduled for July 16<sup>th</sup> meeting
- North Georgetown Elementary Addition Building Permit application received on June 17<sup>th</sup>
- Microtel Final Plan re-submittal on June 18<sup>th</sup>
- Dunkin Donuts Final Approval granted June 17<sup>th</sup>
- St. Michael's Church conceptual plan submitted for building additions
- Building Permit Summary (May 2014)

Building Activity	May 2014	April 2014	May 2013
Permits Issued	18	34	17
Value of Improvements	\$169,081	\$1,711,210	\$180,052
Permit Revenue	\$1,160	\$9,230	\$1,420

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## **Police**

- Significant Incident Reports distributed as received
- Demolition of 101 Albury has been completed (see photo 1 & 2)
- Officers participated in "Kids Fingerprinting Program" at Wal-Mart, Wednesday, June 18<sup>th</sup>

## **Public Works**

- Generator at SCI water plant has been repaired
- East Market Street Light Pole replacement complete
- Daily watering of trees & flower pots
- Removed one dead tree from East Market Street

## **Wastewater**

- Large Lagoon depth is 13 ¼ feet and Small Lagoon depth is 5 feet
- Disc-Filter (purchased from Lewes Board of Public Works) delivered to plant
- Experimenting with "Bio-Bug" to address grease issues at the Georgetown Plaza Pump Station

## TOWN MANAGER'S UPDATE ...

- Reviewed and discussed Project "Pop-Up" guidelines and potential partner properties (Gene Dvornick, Chris Lecates)
- Met with property owners to discuss trespassing, trash and debris accumulation on property (Jamie Burk, Gene Dvornick, Chief Topping)
- Presented 2014 Council Workshop with Mayor and Council (Dave Anderson, Sue Barlow, Gene Dvornick, Steve Hartstein, Chris Lecates, Bill West)
- Attended Redner's Grand Opening (Sue Barlow, Gene Dvornick, Jocelyn Godwin, Steve Hartstein, Bill West) (see photo 3)
- Addressed zoning requirements for proposed location of a local produce cart
- Met with and addressed Building Permit fee concerns with representatives of the Indian River School District
- Reviewed sidewalk issues in preparation for discussions with the Pettinaro Group regarding dedication to the Town (Gene Dvornick, Jeff Ward)

# TOWN MANAGER'S WEEKLY REPORT



**Photo 1 - 101 Albury (Monday, June 16)**



**Photo 2 - 101 Albury (Friday, June 20)**



**Photo 3 - Redner's - "Thank You" Town of Georgetown**

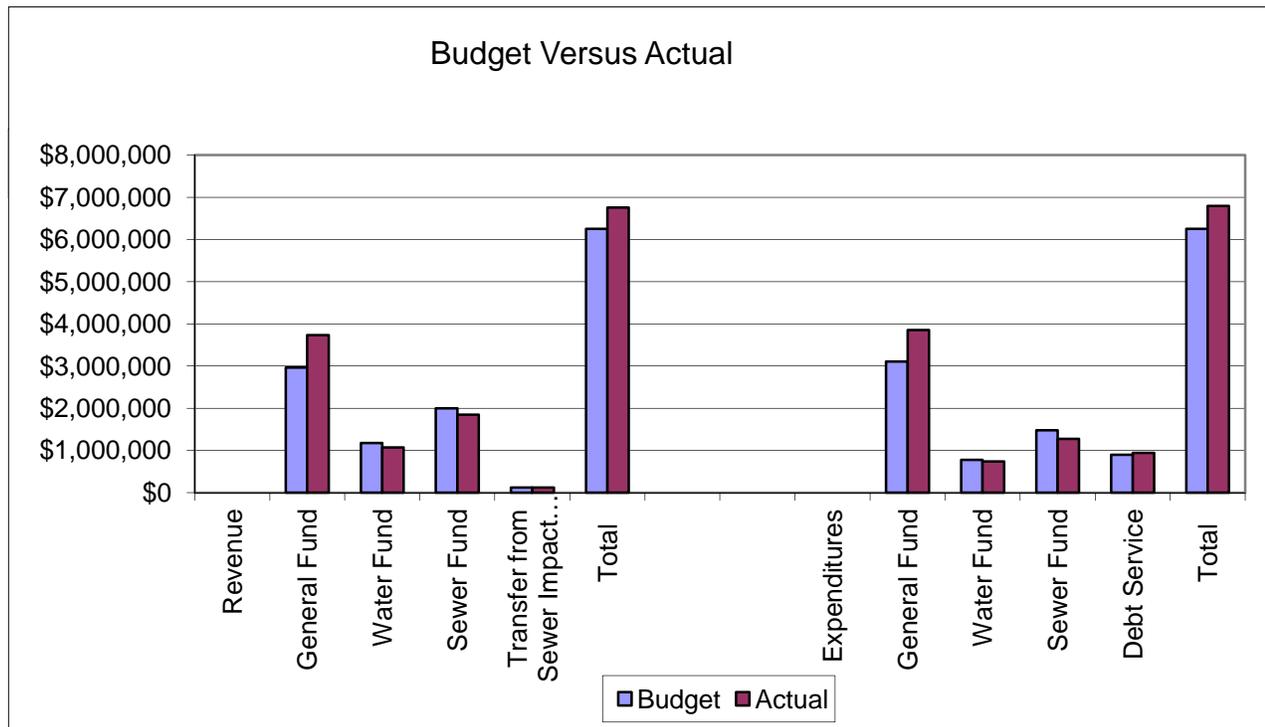
***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

**Town of Georgetown**  
**Budget Versus Actual (Operating)**  
**As of April 30, 2014**

<u>Revenue</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>100.00% Percent of Budget</u>
General Fund	\$2,961,817	\$3,729,679	\$767,862	126%
Water Fund	\$1,177,000	\$1,065,893	(\$111,107)	91%
Sewer Fund	\$1,994,750	\$1,844,585	(\$150,165)	92%
Transfer from Sewer Impact Account	\$117,470	\$117,470	\$0	100%
Total	<u>\$6,251,037</u>	<u>\$6,757,626</u>	<u>\$506,589</u>	<u>108%</u>

<u>Expenditures</u>	<u>Budget</u>	<u>Actual</u>	<u>Variance</u>	<u>Percent of Budget</u>
General Fund	\$3,106,616	\$3,849,898	\$743,282	124%
Water Fund	\$775,500	\$734,011	(\$41,489)	95%
Sewer Fund	\$1,476,240	\$1,271,650	(\$204,590)	86%
Debt Service	\$892,681	\$940,195	\$47,514	105%
Total	<u>\$6,251,037</u>	<u>\$6,795,753</u>	<u>\$544,716</u>	<u>109%</u>

\* Line item detail available upon request.







## Form of Government: Council-Manager

- Elected Governing Body
  - Responsible for the Legislative Function
  - Establish Policy
  - Pass Local Ordinances
  - Voting Appropriations
  - Develop an Overall Vision
  - Appoints a Professional Manager
- Manager
  - Oversees Daily Administration & Operations
  - Implements Policies & Procedures
  - Develops Operating & Capital Budgets
  - Advises Elected Governing Body



## Town Organization Chart



## Town Hall



- Administration
- Construction Coordinator
- Finance
- Planning & Zoning



## Administration & Finance

- Oversight of Town Hall Operations
- Billing
  - Annual Property Taxes
    - \$1,480,149; 2,650 Accounts
  - Quarterly Water, Sewer & Trash
    - \$829,036; 1,954 Water; 2,065 Sewer
  - Miscellaneous
- Finance
  - Accounts Payable & Receivable
  - Annual Audit & Budget Preparation
  - Payroll & Reporting
- Parking Enforcement
  - 459 Tickets in 2013



## Planning

- Licensing
  - Business – 1,015 in 2013
  - Rental – 1,253 in 2013
- Building Permit & CO Issuance
- Comprehensive Plan Management
- Predevelopment Meetings
- Project Review
  - Category 1 – Major Site
    - Conceptual, Preliminary, Final
  - Category 2 – Administrative
    - “Over the Counter”
- Provide Administration for:
  - Planning Commission
  - Board of Adjustment



## Police Department

- Administration
- Code Enforcement
- Criminal Investigations
- Patrol



## Police

- Patrol
  - Four (4) Shifts
    - 3 Shifts (2 Person)/1 Shift (3 Person)
  - 24/7 Coverage
  - 6,901 Calls for Service in 2013
- Criminal Investigations
  - Major Crime Investigation
    - Rape, Robbery, Drugs
  - Community Outreach
    - CSI Class, Lectures, PIO
- Code Enforcement
  - 1 Officer
  - 877 Complaints in 2013



## Public Works

- Building & Grounds
- Streets
- Vehicle Maintenance
- Water



## Public Works

- Streets
  - Maintain 26.02 Miles of Town Owned
- Major Activities
  - Street Maintenance & Repair, Sweeping, Signage & Parking Regulation
- Building & Grounds
  - Maintain Town Facilities
  - Maintain Parks (Town Owned)
    - The Circle, Wilson Park, North King Street, Layton-Thompson & Kimmey Street
  - Maintain Parks (Non-Town Owned)
    - Grace Church & North Bedford Street



## Public Works

- Construction Coordinator
  - Inspects Infrastructure
    - Connections to Existing Water & Sewer
    - New Construction for Dedication to the Town
  - "Miss Utility" Locates
  - Sign-Off on Certificate of Occupancy (CO)



## Public Works

- Water Distribution System
  - 46.2 Miles of Water Mains
    - Sizes 2" to 12"
  - 1,958 Water Meters
  - 611 Valves
  - 319 Fire Hydrants



## King Street Plant

- Originally Water & Supply Company
- Operate Three (3) Wells
  - 1, 1A & 2R
- Treatment & Conditioning
- 56,179,400 Gal/Yr



## King Street Plant



## Delaware Tech Plant

- Original Delaware Tech System
- Operate Two (2) Wells
  - 3 & 3A
- Treatment & Conditioning
- 85,227,500 Gal/Yr.



## Delaware Tech Plant



## SCI Water Plant

- Sussex Correctional Institution
- Operate One (1) Well
  - 1R
- Treatment & Conditioning
- 31,615,300 Gal/Yr.
- Major Iron Issues
- To Be Replaced by South Railroad Avenue



## SCI Water Plant



## Elevated Storage

- Lynch Lane
  - 250,000 Gallons
- Delaware Tech
  - 125,000 Gallons
- Future Location
  - Zoar Road (SCI)
  - Other Potentials



## Wastewater



- DNREC Mandated Elimination of Direct Discharge into Waterway
- Plant Located Outside Town Limits
- Constructed in 2003
- Serves In-Town and Out-of-Town Customers



## Wastewater

- Collection & Conveyance
  - 23 Pump Stations
  - 3 Regional Pump Stations
    - County Seat, Easter Seals, Sand Hill Road
  - 61.14 Miles of Pipe (Gravity & Force Main)
- Treatment
  - 1.3 Million GPD Capacity
  - 785 Million GPD Average Flow
- Disposal
  - Land Application – Spray Irrigation
    - Town Land; Baxter Farms; Pettyjohn Woods



## Cedar Lane Wastewater Plant



## Adopted FY 2015 Budget

<b><u>REVENUES</u></b>	
General Fund Revenues	\$ 3,031,627
Water Revenues	\$ 1,047,796
Wastewater Revenues	\$ 1,810,002
<b>TOTAL REVENUES</b>	<b>\$ 5,889,425</b>
<b><u>EXPENDITURES</u></b>	
General Fund Expenses	\$ 3,204,431
Water Fund Expenses	\$ 808,539
Wastewater Fund Expenses	\$ 1,445,684
<b>TOTAL EXPENDITURES</b>	<b>\$ 5,458,654</b>
<b>PROJECTED SURPLUS/(DEFICIT)</b>	<b>\$ 430,771</b>
(Surplus applied towards debt service)	



## Debt Summary

(April 30, 2014)

- Total Debt: \$13,834,093
  - Water (28.74%)
    - Debt: \$3,976,465
    - Annual Payment: \$331,263 (Principle)
  - Sewer (71.26%)
    - Debt: \$9,857,628
    - Annual Payment: \$578,125 (Principle)



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## Projects & Funding

- South Railroad Avenue Wells & Water Treatment
  - Amount – \$1,595,590
  - DWSRF (100%; 0%)
- King Street Plant Upgrades
  - Amount – \$3,300,000
  - DWSRF (100%; 0%)
- Inflow & Infiltration
  - Amount – \$1,705,000
  - USDA (2.25%)



## Other Needs

- Town Hall
- Pump Station Upgrades
- Street Maintenance
- Beautification Efforts



## Staffing History

<u>Department</u>	<u>2007</u>	<u>2014</u>	<u>Change</u>	<u>Percent</u>
Administration	8	5	(3)	(37.5%)
Planning & Zoning	5	2	(3)	(60.0%)
Police	21	16	(5)	(23.8%)
Public Works	7	7	(0)	(0.0%)
Wastewater	6	4	(2)	(33.3%)
Water	3	2	(1)	(33.3%)
Overall Total	50	36	(14)	(28.0%)



## Considerations

- Employees
  - Towns Greatest Asset
  - Most Visible Portion of Local Government
  - Follow Chain-of-Command
- FOIA
  - Quorum is three (3) or more
  - Town Business Discussion Outside Public View
  - E-mail Communications
- Constituent Concerns
  - Refer to Town Hall or Get Information and Reply Back
  - Ensures Consistent Follow Up & Answers



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## Town Council Workshop

Tuesday, June 17, 2014

