

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Town Council Meeting:** Wednesday, March 11th, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Town Council Meeting:** Wednesday, March 25th, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, March 26th, 6:00 PM, Duncan Center (Dover)

UPDATES FROM DEPARTMENTS ...

Finance

- As of March 6th, the Town has collected \$753,931 (92%) of the January Utility Billing (\$814,807)
- Mailed Disconnect Letters – Disconnects are scheduled for Tuesday, March 17, 2015
- Finance Department is working on items discussed at the FY 2016 Budget Workshop and coming up with alternatives to addressing the deficit
- Finalizing an RFP for the Town's insurance needs

Wastewater

- Lagoon depths: Large Lagoon is 17 ½ feet and Small Lagoon is 9 ½ feet
- New heater installed in the Motor Control Room – Stevenson Lane
- Press at Cedar Lane plant is thawed out

Police

- Significant Incident Reports and Press Releases distributed as prepared
- Code Enforcement Report – February 2015 issued and posted to website (copy attached)
- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)

Public Works

- Replaced water meter pit at 212 Rosa Street
- Posted delinquent water bills
- Water flow is back to normal (last week we saw an additional 400,000 gpd)
- Handled snow removal during storm event, March 5th – 6th

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Planning

- PLUS hearing for Comprehensive Plan Amendment – Sussex Academy parcels scheduled for March 25th
- Pet Valu Certificate of Occupancy inspection scheduled for March 9th
- Ordinance Revision – eliminating Concept submittals in process
- Board of Adjustment:
 1. 2 Goff Drive, seeking reductions in front yard setback – **Granted**
- 2015 Business License renewal update. As of March 6th, the following has been renewed:
 - In-Town Business: 92% (\$30,240)
 - Out of Town Business: 64% (\$52,440)
 - Rentals: 92% (\$73,625)
 - Outstanding In-Town and Rental licenses referred to Code Enforcement
- Building Permit Summary (February 2015)

Building Activity	February 2015	January 2015	February 2014
Permits Issued	12	24	16
Value of Improvements	\$403,340	\$306,098	\$121,536
Permit Revenue	\$2,245	\$1,980	\$1,005

TOWN MANAGER'S UPDATE ...

- Met with UrbanGrid to review potential sites for a solar array field (Bill Bradley, Gene Dvornick, Laura Givens)
- Participated in DHSS update on 1 New Street (Jamie Burk, Gene Dvornick)
- Met with Richard Allen Coalition to discuss Richard Allen School and Boys & Girls Club (Gene Dvornick, Bill West)
- Provided interview with WBOC concerning FY 2016 Budget (Gene Dvornick, Bill West)
- Met with local business owner to discuss expansion downtown into a vacant space (Gene Dvornick, Jocelyn Godwin)
- Presented FY 2016 Budget Workshop (Town Council, Department Heads, and Olga Holm)
- Participated in the Police Chief Hearing Procedures Committee meeting
- Attended Sussex County Association of Towns dinner meeting (Gene Dvornick, Steve Hartstein, Chris Lecates, and Bill West). Speaker was Melody Booker-Wilkins, Director, Sussex County Economic Development Office
- Prepared Press Releases for Snow Emergency (March 5th – 6th)
- Conditional Certificate of Acceptance issued for South Railroad Avenue Production Facility – outstanding item are to be addressed on/before April 6, 2015
- Surveyed each ward checking on snow emergency routes and roadway conditions

TOWN MANAGER'S WEEKLY REPORT



- Provided Secretary Landgraf (DHSS) with a status update for 1 New Street
- Working with Code Enforcement on Code modifications to address snow removal and depositing of snow in roadways

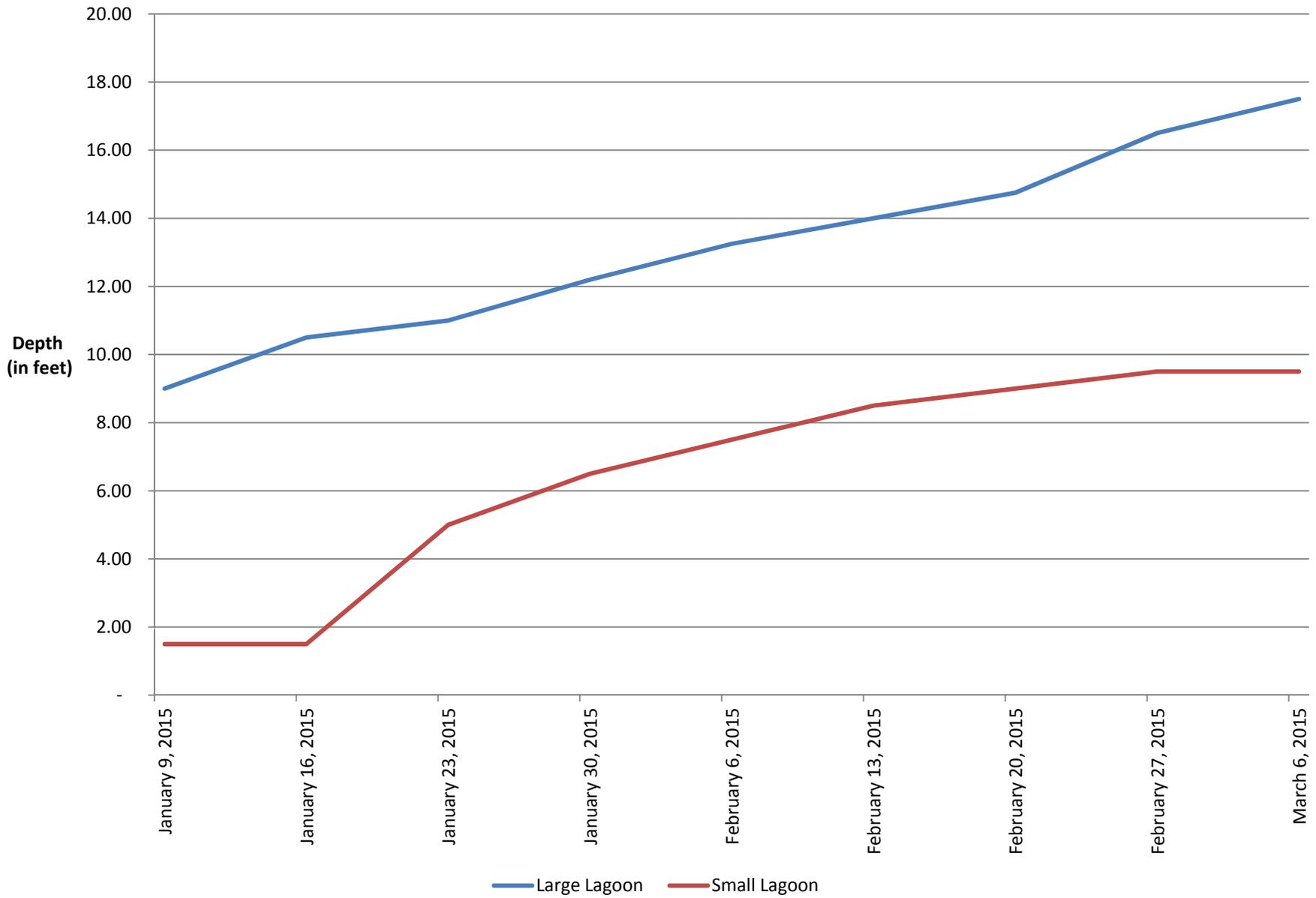


Ready for Spring!
Ready for Spring!



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

WWTF Lagoon Depths





Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
All	All	02/01/2015	02/28/2015

Case Activity:

	Burk, James	Total
New Cases	105	105
Closed Cases	122	122
Open Cases at start of period	42	42
Open Cases at end of period	25	25

Violation Activity

New Violations Cited	Burk, James	Total
Accessory Structures	1	1
Accumulation (Scrap Tires)	2	2
Condemnation	1	1
Correction of defective electrical system.	1	1
Depositing garbage prohibited	2	2
Detrimental Objects	21	21
Heating	1	1
Holiday Lighting	12	12
Indoor Furniture/Outside	5	5
Outdoor Burning, Permit Required	1	1
Parking - Certain other parking prohibited	3	3
Permit for construction required	1	1
Rental/Business License	1	1
Scrap Tire Management – General	2	2
Sign regulations for all districts.	2	2
Signs General Regulations	2	2
Trash, Collection	18	18
Unremoved snow or ice a nuisance	61	61

Vehicles wrecked, dismantled, inoperable or unregistered on private property	4	4
Violations and penalties (Outdoor Burning)	1	1
Violations and penalties. (Scrap Tires)	2	2
Water Heating Facilities	1	1
Windows and doors to be weathertight.	1	1
Windows, Doors & Frames	1	1
Totals	147	147

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	1	02/01/2015	02/28/2015

Case Activity:

	Burk, James	Total
New Cases	17	17
Closed Cases	21	21
Open Cases at start of period	8	8
Open Cases at end of period	4	4

Violation Activity

New Violations Cited	Burk, James	Total
Detrimental Objects	5	5
Holiday Lighting	1	1
Indoor Furniture/Outside	1	1
Trash, Collection	4	4
Unremoved snow or ice a nuisance	9	9
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Windows and doors to be weathertight.	1	1
Windows, Doors & Frames	1	1
Totals	23	23

Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	02/01/2015	02/28/2015

Case Activity:

	<i>Burk, James</i>	<i>Total</i>
New Cases	53	53
Closed Cases	64	64
Open Cases at start of period	24	24
Open Cases at end of period	13	13

Violation Activity

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
Accumulation (Scrap Tires)	1	1
Condemnation	1	1
Depositing garbage prohibited	1	1
Detrimental Objects	9	9
Heating	1	1
Holiday Lighting	2	2
Indoor Furniture/Outside	2	2
Parking - Certain other parking prohibited	2	2
Scrap Tire Management – General	1	1
Trash, Collection	10	10
Unremoved snow or ice a nuisance	38	38
Vehicles wrecked, dismantled, inoperable or unregistered on private property	2	2
Violations and penalties. (Scrap Tires)	1	1
Water Heating Facilities	1	1
Totals	72	72

Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	3	02/01/2015	02/28/2015

Case Activity:

	Burk, James	Total
New Cases	31	31
Closed Cases	32	32
Open Cases at start of period	8	8
Open Cases at end of period	7	7

Violation Activity

New Violations Cited	Burk, James	Total
Accessory Structures	1	1
Accumulation (Scrap Tires)	1	1
Correction of defective electrical system.	1	1
Depositing garbage prohibited	1	1
Detrimental Objects	6	6
Holiday Lighting	9	9
Indoor Furniture/Outside	2	2
Outdoor Burning, Permit Required	1	1
Parking - Certain other parking prohibited	1	1
Permit for construction required	1	1
Rental/Business License	1	1
Scrap Tire Management – General	1	1
Sign regulations for all districts.	2	2
Signs General Regulations	2	2
Trash, Collection	4	4
Unremoved snow or ice a nuisance	11	11
Vehicles wrecked, dismantled, inoperable or unregistered on private property	1	1
Violations and penalties (Outdoor Burning)	1	1
Violations and penalties. (Scrap Tires)	1	1
Totals	48	48

Code Enforcement Activity Report

Report Criteria:

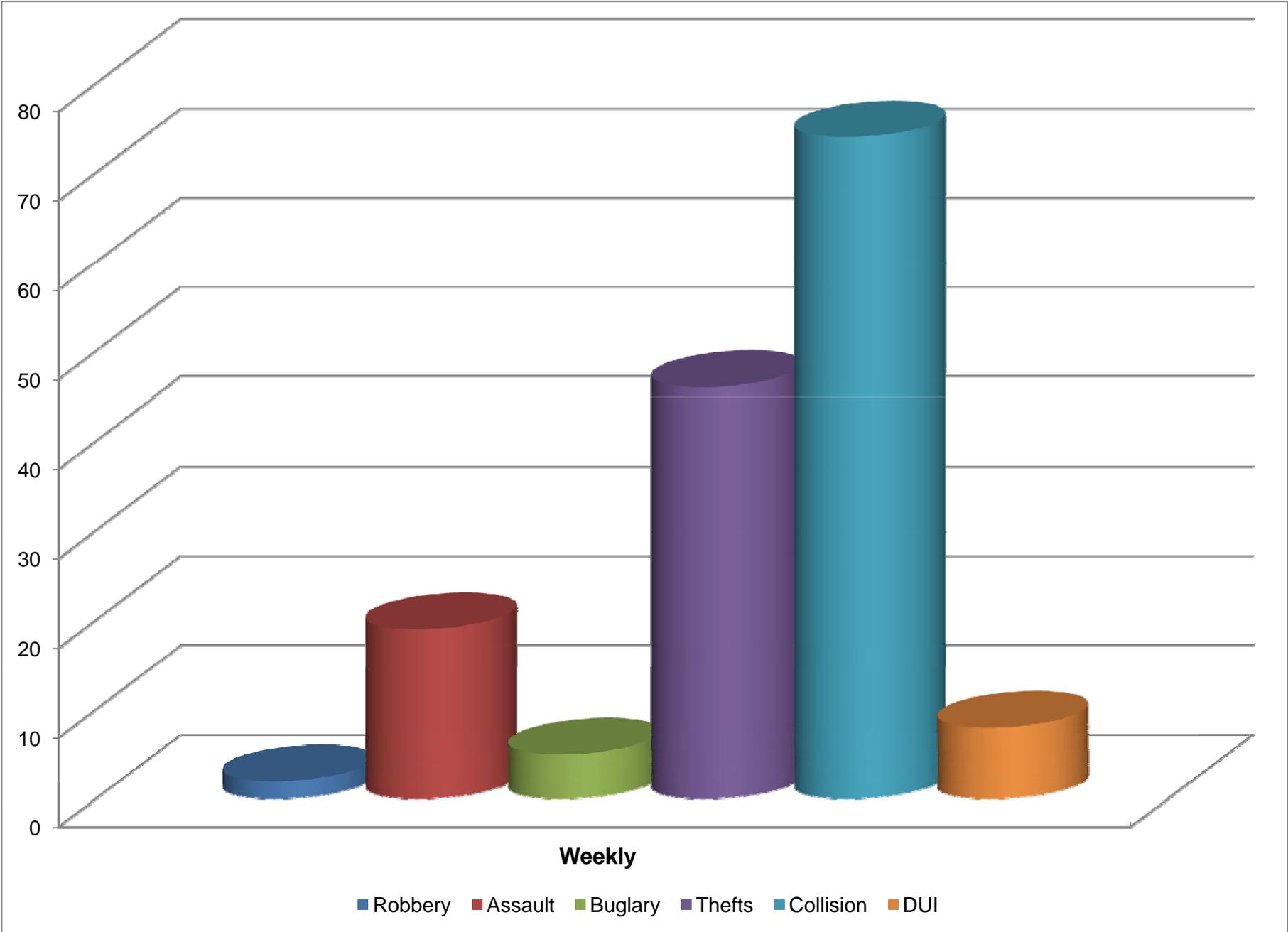
<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	02/01/2015	02/28/2015

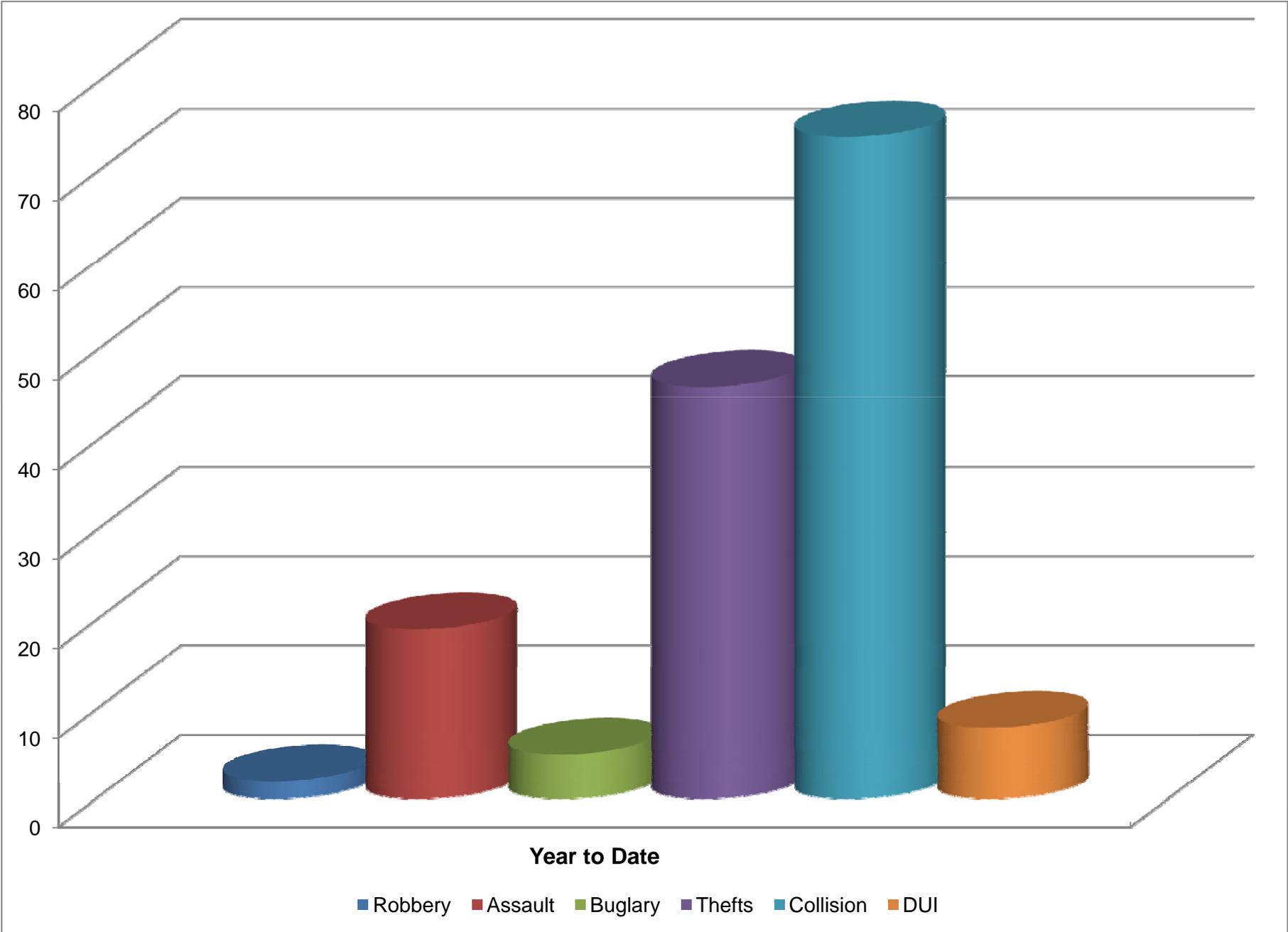
Case Activity:

	<i>Burk, James</i>	<i>Total</i>
New Cases	4	4
Closed Cases	5	5
Open Cases at start of period	2	2
Open Cases at end of period	1	1

Violation Activity

<i>New Violations Cited</i>	<i>Burk, James</i>	<i>Total</i>
Detrimental Objects	1	1
Unremoved snow or ice a nuisance	3	3
Totals	4	4





Town of Georgetown

Budget Workshop
Tuesday, March 3, 2015

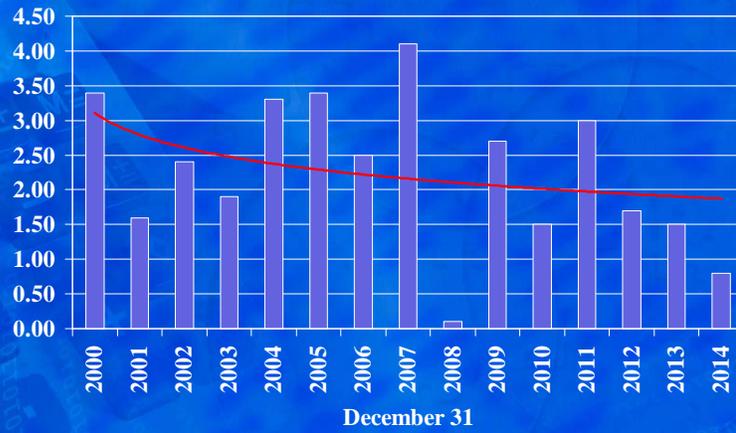
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Agenda

- Current Economic Realities
- Impact on Town of Georgetown
- Building on Success
- Initial FY 2016 Budget
- Addressing the Deficit
- Considerations
- Next Steps

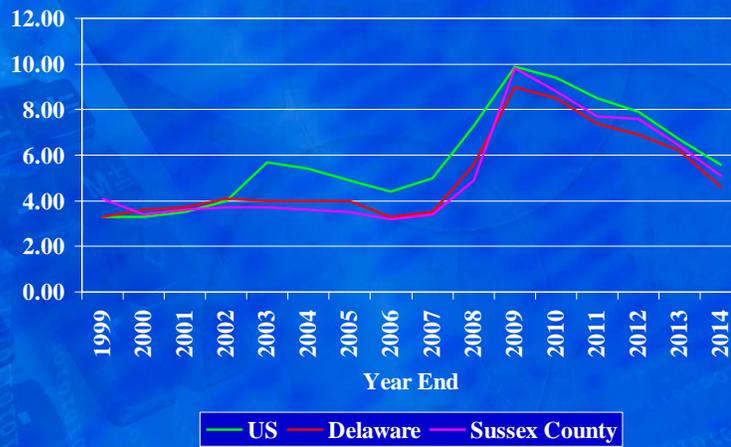
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Consumer Price Index



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Unemployment Rate



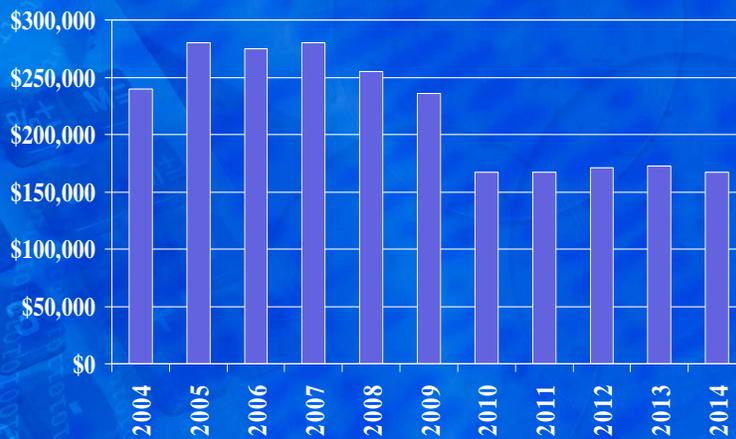
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Housing Data (*SF Residential*)



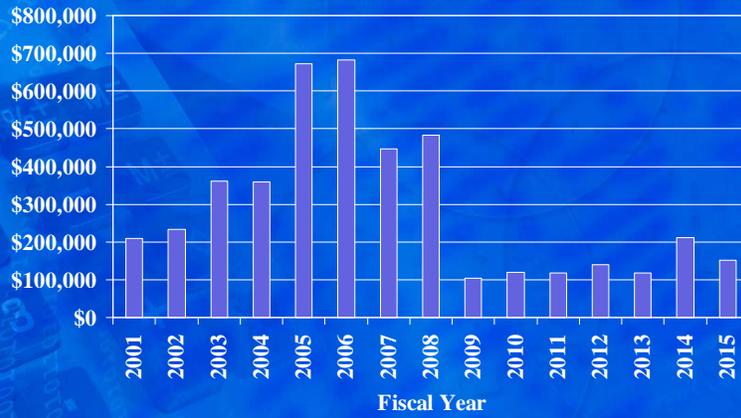
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Median Home Sales Price



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Realty Transfer Tax



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Property Assessments



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Property Tax Billed

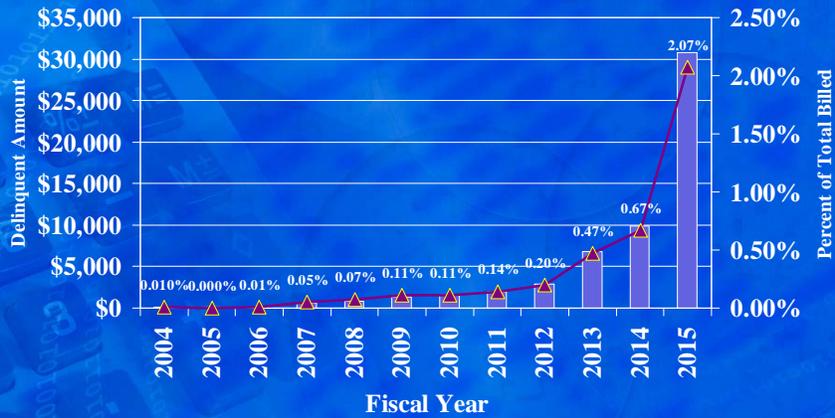


Tax Increase History

2005: \$0.30 Cents
 2007: \$0.08 Cents
 2010: \$0.40 Cents
 2012: \$0.21 Cents
 2015: \$0.03 Cents

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Delinquent Property Taxes



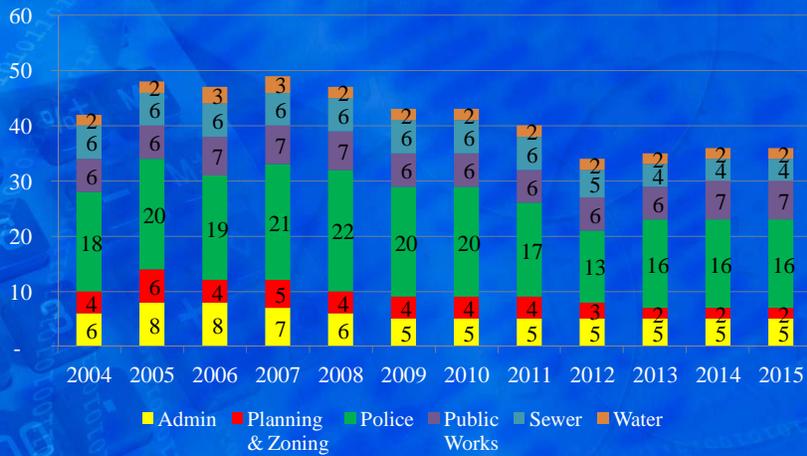
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Budget History

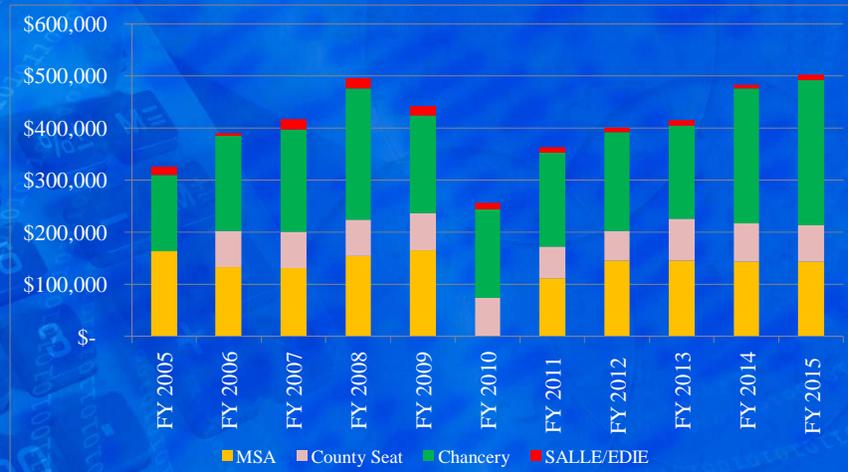
<u>Revenues</u>	<u>FY 2012</u>	<u>FY 2013</u>	<u>FY 2014</u>	<u>FY2015</u>	<u>FY2016</u>
General Fund	\$ 2,752,227	\$ 2,802,664	\$ 2,961,817	\$ 3,031,627	\$ 2,959,005
Water Fund	\$ 1,247,000	\$ 1,212,000	\$ 1,177,000	\$ 1,047,796	\$ 1,088,500
Sewer Fund	\$ 2,000,668	\$ 2,020,000	\$ 1,994,750	\$ 1,810,002	\$ 1,796,000
Total Revenues	\$ 5,999,895	\$ 6,034,664	\$ 6,133,567	\$ 5,889,425	\$5,843,505
Fund Transfer				\$ 478,619	
<u>Expenses</u>					
General Fund	\$ 2,950,416	\$ 3,007,160	\$ 3,131,016	\$ 3,229,431	\$ 3,774,396
Water Fund	\$ 1,130,700	\$ 1,088,061	\$ 1,098,752	\$ 1,139,803	\$ 1,243,811
Sewer Fund	\$ 1,918,779	\$ 1,939,442	\$ 1,903,799	\$ 1,998,810	\$ 1,933,462
Total Expenses	\$ 5,999,895	\$ 6,034,664	\$ 6,133,567	\$6,638,044	\$ 6,951,670
Excess/(Deficit)					(\$ 1,108,165)

Beginning in FY2012 – Debt Service Included in Budgeted Amounts

Staffing History



State Aid



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Real Estate Transfer Tax Account



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Building on Success

- Conservative Revenue Estimates
- Major Project Funding with 100% Principal Forgiveness and 0% Interest Rate
 - South Railroad Avenue Well & Treatment
 - King Street Water Treatment Upgrades
- Purchasing Card Rebate
 - Rebate to Date FY15: \$4,225.00 (5% of Purchases)
 - Rebate Since Inception FY08: \$36,502.31
- Providing Same or Greater Services with Less Staff

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Initial FY 2016 Budget

<u>REVENUES</u>	
General Fund Revenues	\$ 2,959,005
Water Revenues	\$ 1,088,500
Wastewater Revenues	\$ 1,796,000
TOTAL REVENUES	\$ 5,843,505
<u>EXPENDITURES</u>	
General Fund Expenses	\$ 3,774,396
Water Fund Expenses	\$ 1,243,811
Wastewater Fund Expenses	\$ 1,933,462
TOTAL EXPENDITURES	\$ 6,951,670
PROJECTED SURPLUS/(DEFICIT)	\$ (1,108,165)

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Significant Items

- Revenue Reduction
 - Police Fine Revenue
 - CHRP Grant (1 officer)
- Expense Increase
 - Personnel Reclassification
 - Police Department
 - Lieutenant to Captain – One (1) Employee
 - Patrolman First Class to Corporal – Two (2) Employees
 - Staff Increase
 - Town Hall
 - PT Receptionist
 - Police Department
 - New Hires – Three (3) Entry Level Officers
 - New Hire – Police Chief
- Unknown State of Delaware Impacts
 - Municipal Street Aid; Utility (Clean Water, Poles & Wires); County Seat

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Town Indebtedness

- Total Debt: \$12,493,250
 - Water (26.63%)
 - Debt: \$3,327,115
 - Annual Payment: \$365,685 (Principle)
 - Water Impact Account Balance: \$558,603
 - Debt Coverage: 18 months
 - Sewer (73.37%)
 - Debt: \$9,166,135
 - Annual Payment: \$591,713 (Principle)
 - Sewer Impact Account Balance: \$2,025,535
 - Debt Coverage: 3 years 4 months

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Productivity Improvement Opportunities

- Fleetmatics
 - Vehicle tracking and analysis
 - Improved accountability
- FacilityDude™
 - Customer Service, Work Order, and Preventative & Scheduled Maintenance
 - Automated reply and tracking – Paperwork elimination
- Municipal & Financial Services
 - Water and Sewer Rate Model
 - Water and Sewer Capacity Fee Analysis
 - Rate Alternatives
 - Final Report
- Enterprise Fleet Management
 - Professional Management of Vehicle Fleet, Maximizes Vehicle Resale

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Fleet Management

- Maximize resale potential of vehicles
- Known Maintenance Cost
 - Fixed Rate per vehicle per month
 - Preventative and non-preventative maintenance
 - Over time you realize a reduction in maintenance cost.
- Proceeds from resale set aside for future vehicle replacement
- Complete fleet replacement over six years
 - Does not include pursuit vehicles

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Major Capital Projects

- Roadway (MSA)
 - North Race Street
 - West Laurel Street
- Rail Crossing (MSA or RETT)
 - South King Street, Ingramtown Road, and South Railroad Avenue
- Flow Meter (RETT)
 - Delaware Tech Pump Station

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Addressing the Deficit

- Eliminate 2% Spending Cap
 - Erodes ability to set aside funds for “Rainy Day”
- Staffing Alternatives
 - Eliminate Personnel Realignment
 - Lieutenant to Captain (1)
 - Patrolman First Class to Corporal (2)
 - Eliminate PD New Hires – (3)
- Utilize Cash Balances
 - Maybe a one-time fix
 - Difficulty in replacing cash used
 - Impact on FY 2017 Budget
- Other Ideas

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Cash Account Impact

	Sewer Reserve	Emergency Reserve	Municipal Street Aid	Water Reserve	Realty Transfer Tax	Health Care	Annexation	Total
Beg Balance	\$ 2,025,535	\$ 276,779	\$ 698,291	\$ 558,594	\$ 487,081	\$284,733	\$ 219,737	\$ 4,550,750
Health Care Premium (2 months)						(\$ 75,800)		
Debt Service	(\$ 561,773)			(\$ 176,500)				
End Balance	\$ 1,463,762	\$ 276,779	\$ 698,291	\$ 382,094	\$ 487,081	\$ 208,933	\$ 219,737	\$ 3,736,677

Notes:

- Realty Transfer uses governed by State Code

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Important Points to Remember

- Cash is King
 - Importance of building and maintaining reserves
 - Once borrowed, need to replenish doubles
- Deferral Cost More
 - Postponement of tax and rate increases generally results in larger, less palatable increases
 - Need for capital improvements is not decreasing
- Financial Issues
 - Operating Cost increase annually
 - Ability to manage to some degree
 - Some items outside our control
 - Debt Service is concern

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Other Considerations

Continue:

- No Out-of-Town Sewer Service

Non-Budget Impacts:

- Consider Implementation of a Debt Service Fee
 - \$2.35/Utility Account per Quarter
 - \$19,542 – Debt Service Payment South Bedford Street Pump Station

Under Review:

- Review Planning & Zoning Application Fees
 - Implement as soon as practical

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On Going Projects...

- Major Infrastructure Projects:
 - Completed:
 - Spray Disposal Expansion (USDA)
 - Service Line Replacement (DWSRF)
 - Meter Replacement (DWSRF)
 - Margaret Street Improvements (CDBG) – Phase I, II, and III
 - South Railroad Avenue Wells & Treatment (DWSRF)
 - In Process:
 - Inflow & Infiltration (USDA – Loan & Grant)
 - In Design:
 - King Street Treatment Improvements (DWSRF)

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On the Horizon...

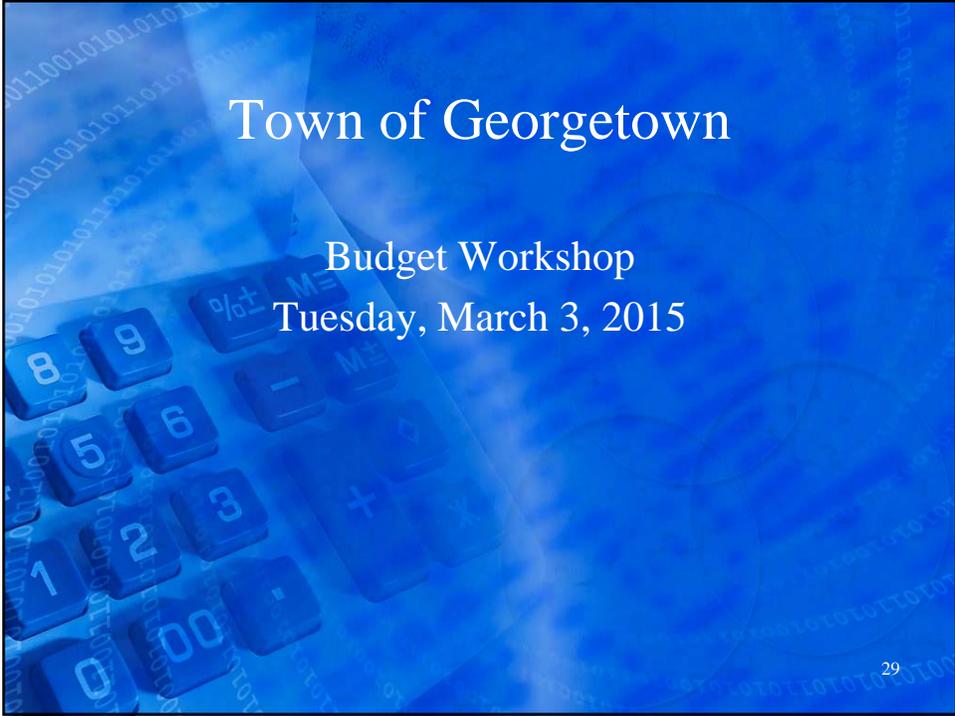
- Infrastructure
 - Pump Station Rehabilitation
- Bargaining Unit
 - New Contract Negotiations
- Major Building Projects
 - Town Hall & Annex (37 & 39 The Circle)
- Property Decisions
 - 123 West Market Street

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Next Steps

- Agree on Items to Address the Deficit
- Prepare and Present a Balanced FY 2016 Budget
- Adopt Budget
 - March 25, 2015 Meeting

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Town of Georgetown

Budget Workshop
Tuesday, March 3, 2015