

# TOWN MANAGER'S WEEKLY REPORT



## UPCOMING MEETINGS & EVENTS ...

- ✓ **Informational Session:** Capital Improvements – 37 The Circle (Annex) and 39 The Circle (Town Hall), Saturday, September 12<sup>th</sup>, 10:00 AM, Town Hall
- ✓ **Planning Commission:** Wednesday, September 16<sup>th</sup>, 6:00 PM, Town Hall
  1. Public Hearing
    - Revision to § 230-5. Definitions – Home Occupation
  2. Regular Meeting
    - Historic Review – 101 East Market Street (Exterior Renovations)
    - Historic Review – 36 The Circle (Signage & Exterior Painting)
    - Site Plan Review – 20663 Dupont Boulevard (Burger King)
- ✓ **Informational Session:** Capital Improvements – 37 The Circle (Annex) and 39 The Circle (Town Hall), Thursday, September 17<sup>th</sup>, 5:00 PM, Town Hall
- ✓ **Informational Session:** Capital Improvements – 37 The Circle (Annex) and 39 The Circle (Town Hall), Monday, September 21<sup>st</sup>, 6:00 PM, Town Hall
- ✓ **Town Council Meeting:** Wednesday, September 23<sup>rd</sup>, **CANCELLED**
- ✓ **Delaware League of Local Governments:** Thursday, September 24<sup>th</sup>, 6:00 PM, Duncan Center (Dover)

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of September 11<sup>th</sup>, the Town has collected \$821,551 (97%) of the July 2015 Utility Billing (\$849,627)
- As of September 11<sup>th</sup>, the Town has collected \$1,464,752 (97%) of the FY 2016 Tax Billing (\$1,511,679)
- Monthly Key Revenue Items Report (August 2015) – copy attached
- Real Estate Transfer Tax Summary (August 2015)

	August 2015		August 2014	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$14,606	\$103,930	\$15,910	\$74,553

### **Wastewater**

- Lagoon depths: Large Lagoon is 2.50 feet and Small Lagoon is 1.5 feet
- Rebuilt check valve on air blower #1
- Changed 2 flat tires on the irrigation rig on Field 2

# TOWN MANAGER'S WEEKLY REPORT



- Met with Beacon Engineering to get measurements for design of the Del-Tech flow meter

## **Public Works**

- Reading of meters for the October billing was started
- Received 4 new street light heads – donated to the Town
- Placed “Parklet” in front of The Upper Crust
- Completed putting together new park benches

## **Planning**

- Predevelopment Meetings:
  - 140 East Market Street – Potential restaurant
  - 206 East Laurel Street – Indoor soccer
  - 309 North Race Street – Herbal Life
- Shops of College Park – Lot 9 (retail) – Preliminary plan comments received on September 11<sup>th</sup>
- Georgetown Marketplace – Preliminary plan comments provided to applicant on September 8<sup>th</sup>
- Handled several addressing issues
- Tenant fit-out application received for 21 East Market Street

## **Police**

- Significant Incident Reports and Press Releases distributed as prepared
- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Three new recruits will start the Police Academy on Monday, September 14<sup>th</sup>
- We have been awarded \$22,715.79 through the Fund to Combat Violent Crime
- Two officers attended a Leadership Seminar in Dover on September 11<sup>th</sup>

## TOWN MANAGER'S UPDATE ...

- Met with out of town property owner to discuss development plans and availability of water and sewer (Gene Dvornick, Jocelyn Godwin)
- Reviewed first set of Code Enforcement Process changes (Notice of Deficiency) with Code Enforcement Officer (Gene Dvornick, David Hume)
- Discussed with staff alternatives for payment of impact fees (Gene Dvornick, Laura Givens, Jocelyn Godwin)
- Gave interviews regarding referendum and Capital Improvements to both WBOC and WDMT
- Finalized and presented “Proposed Referendum Information for Capital Improvements – 37 & 39 The Circle” at Public Hearing on September 9<sup>th</sup>

# TOWN MANAGER'S WEEKLY REPORT

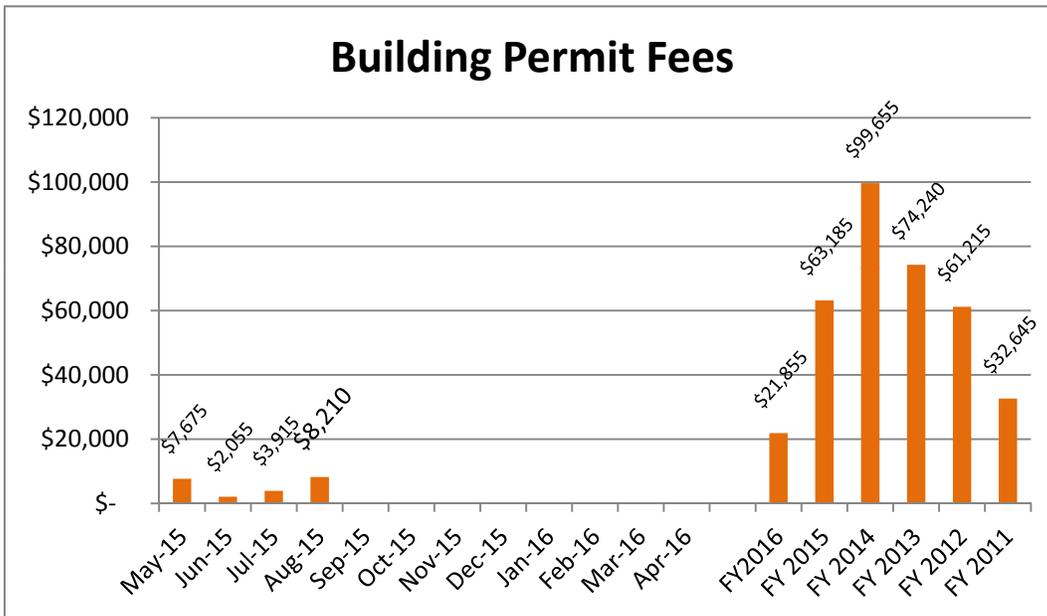
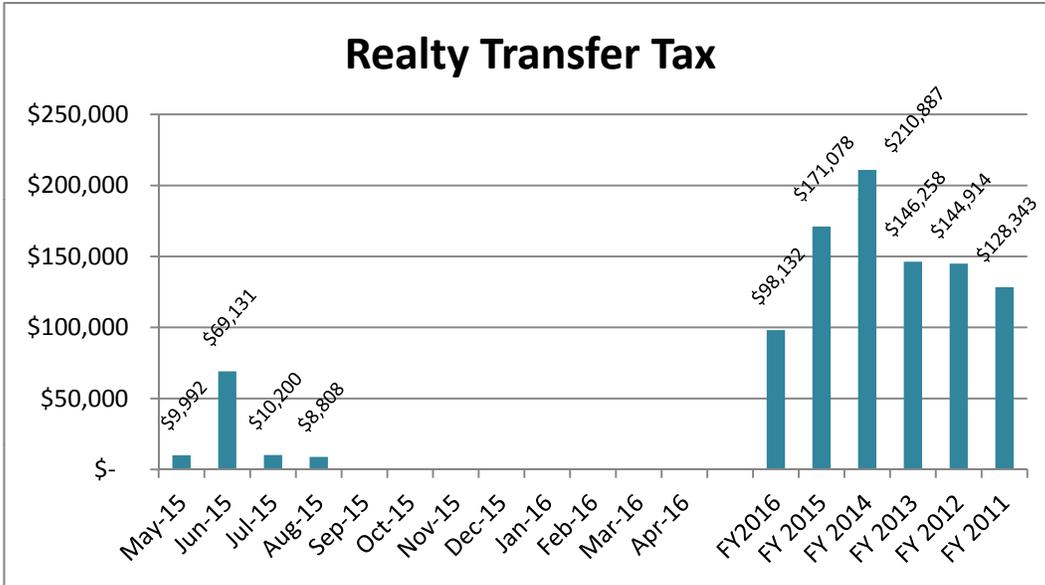


- Addressed zoning questions regarding a non-conforming lot (Gene Dvornick, Jocelyn Godwin)
- Attended City Management Association of Delaware (CMAD) quarterly meeting – Presentation on Delaware Coastal Programs and potential grant opportunities
- Handled handicapped parking concerns voiced by disabled individual
- Attended SCAT Steering Committee (Gene Dvornick, Bill West) – discussion on upcoming issues: Realty Transfer Tax and Legislative agenda for 2016
- Met with Georgetown Chamber of Commerce to review and discuss reimbursement for services provided by Town employees
- Completed FY 2015 NIMS Compliance Audit

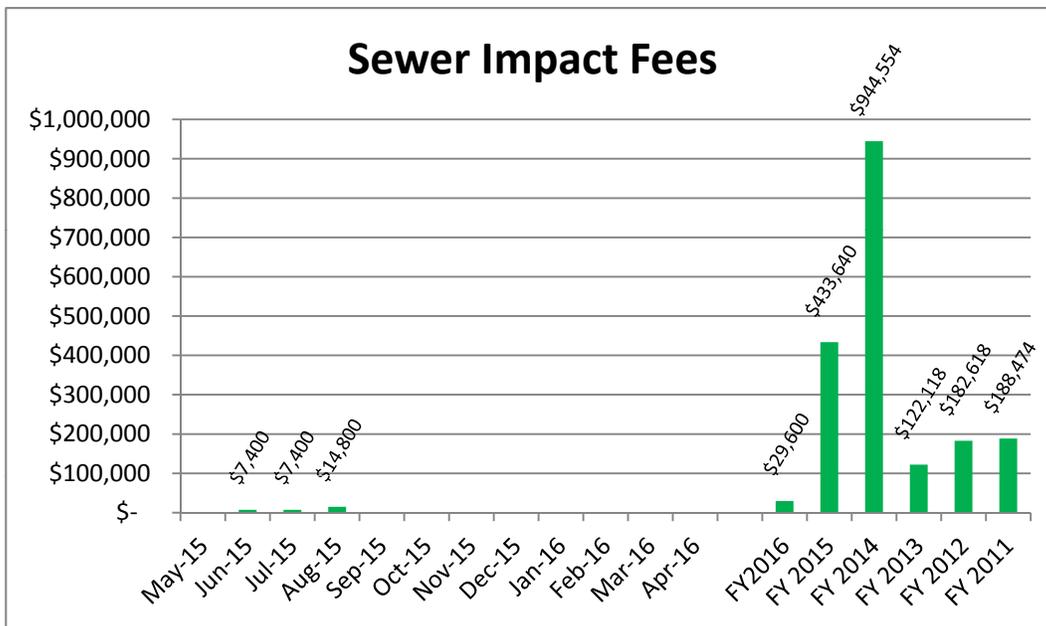
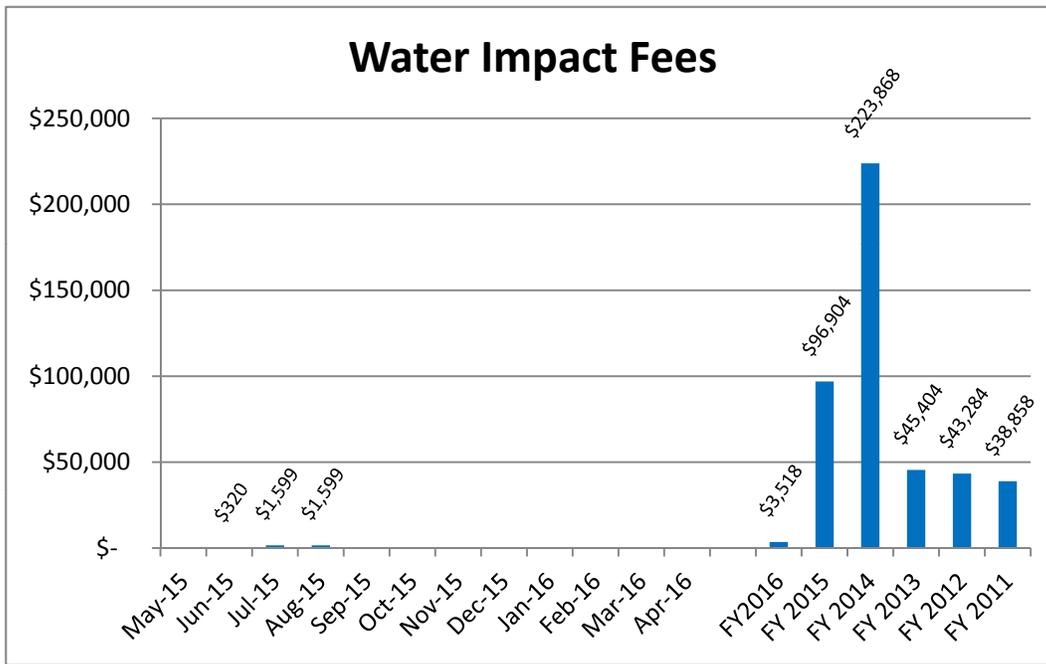


***THIS REPORT AND ANY ATTACHMENTS ARE ONLY BEING SENT  
ELECTRONICALLY UNLESS OTHERWISE REQUESTED***

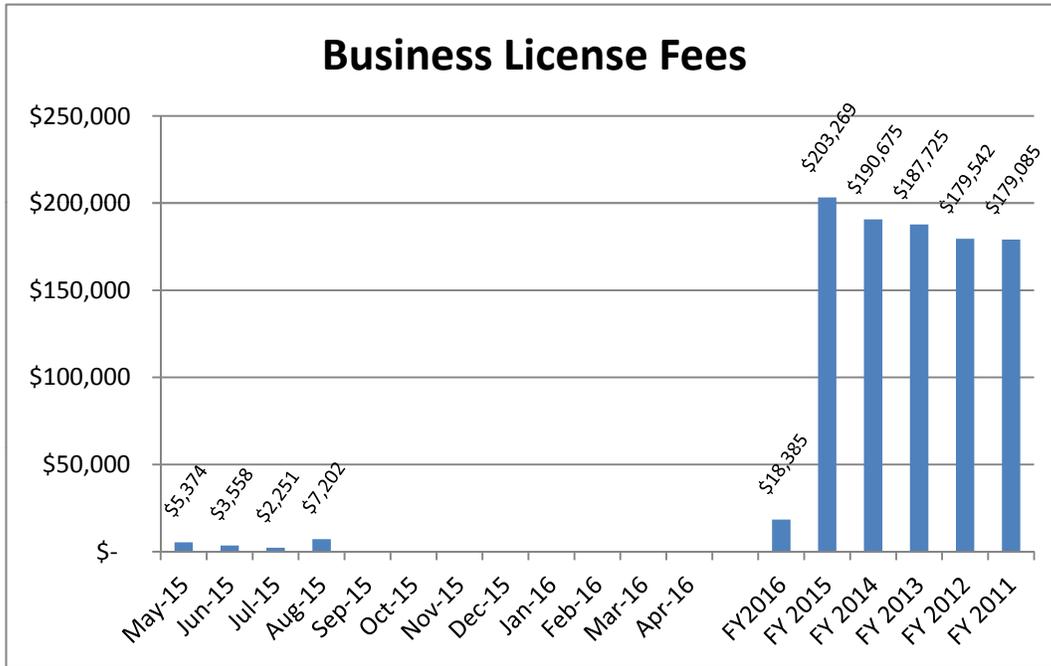
# Key Revenue Items



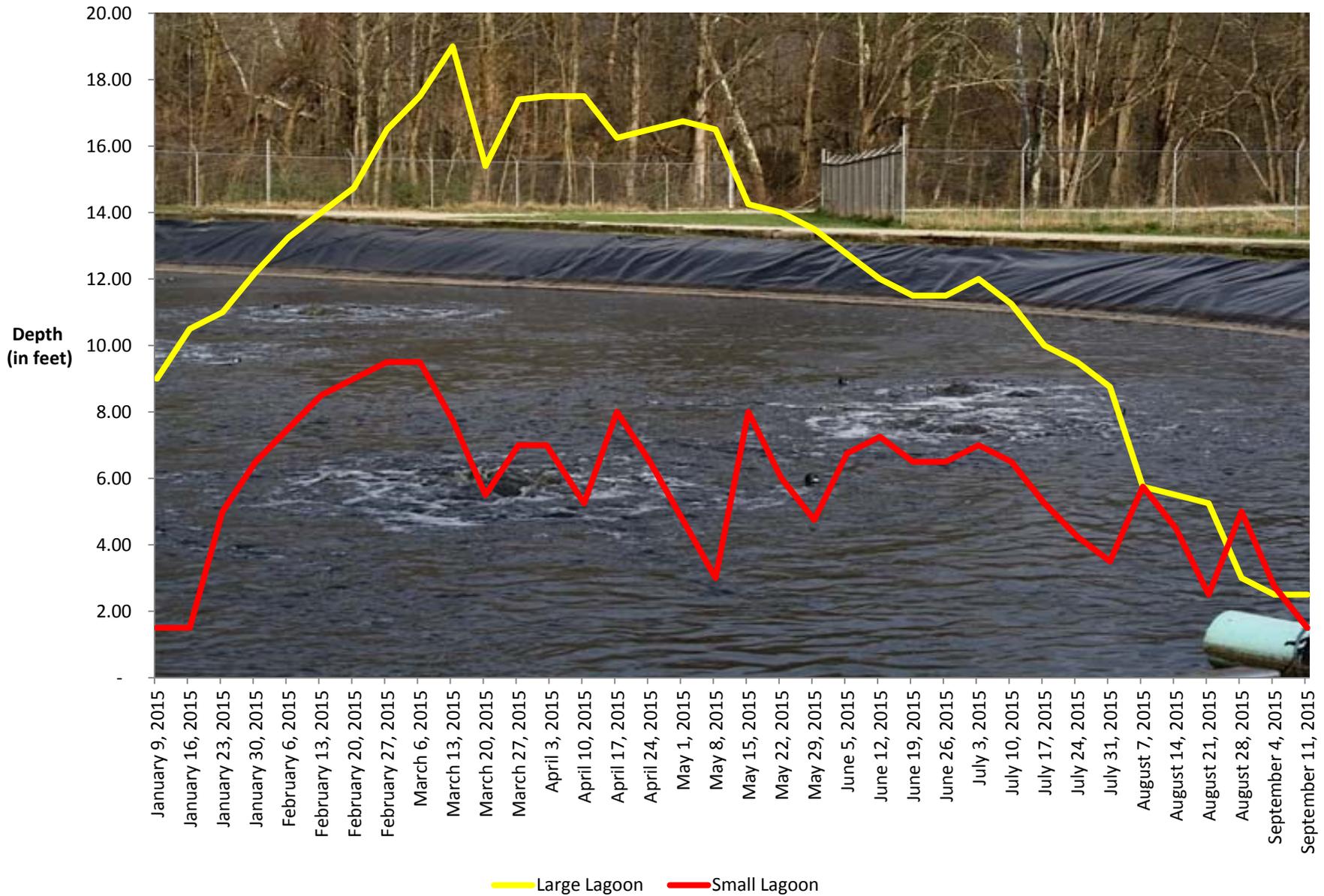
# Key Revenue Items

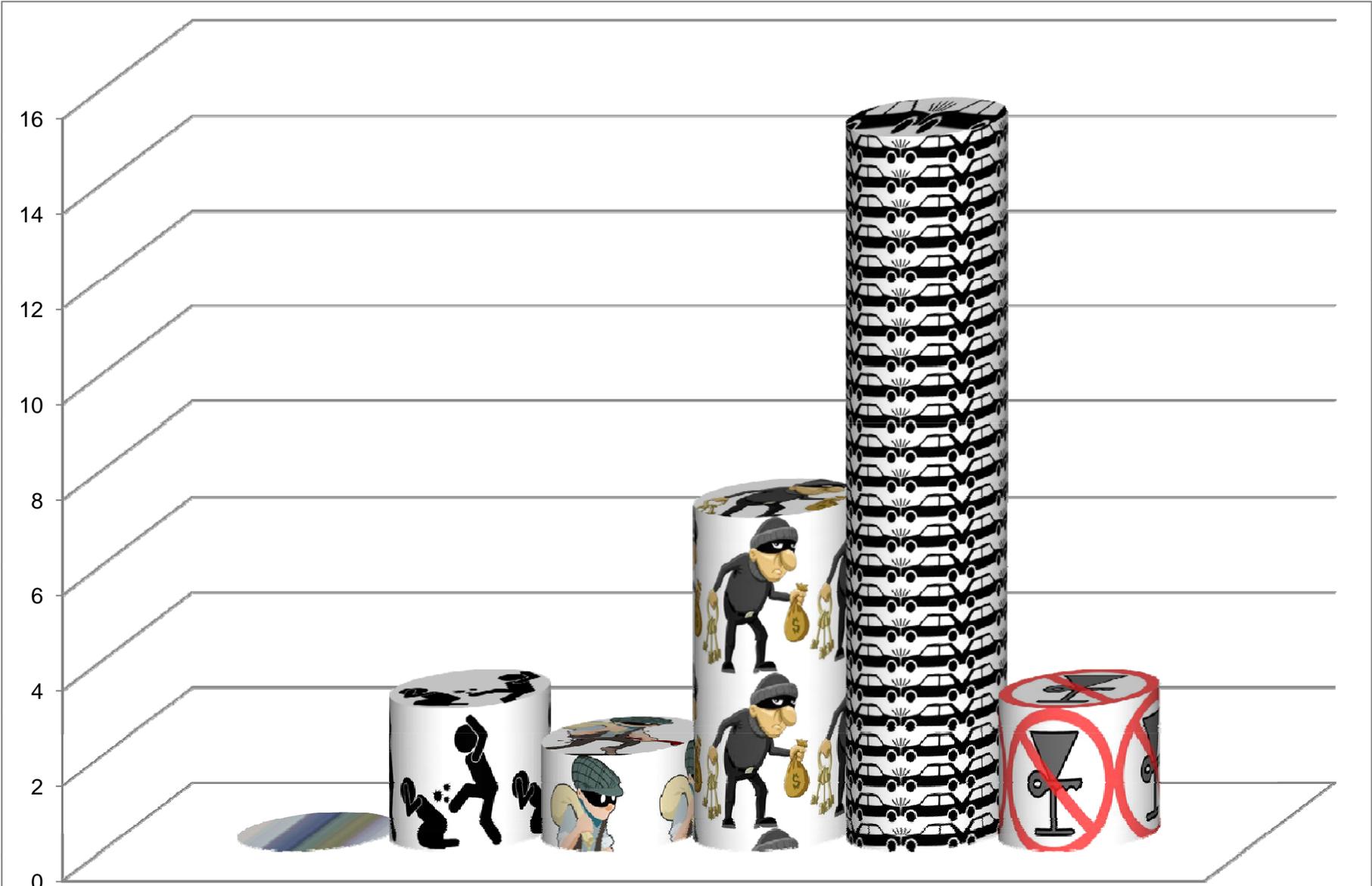


# Key Revenue Items



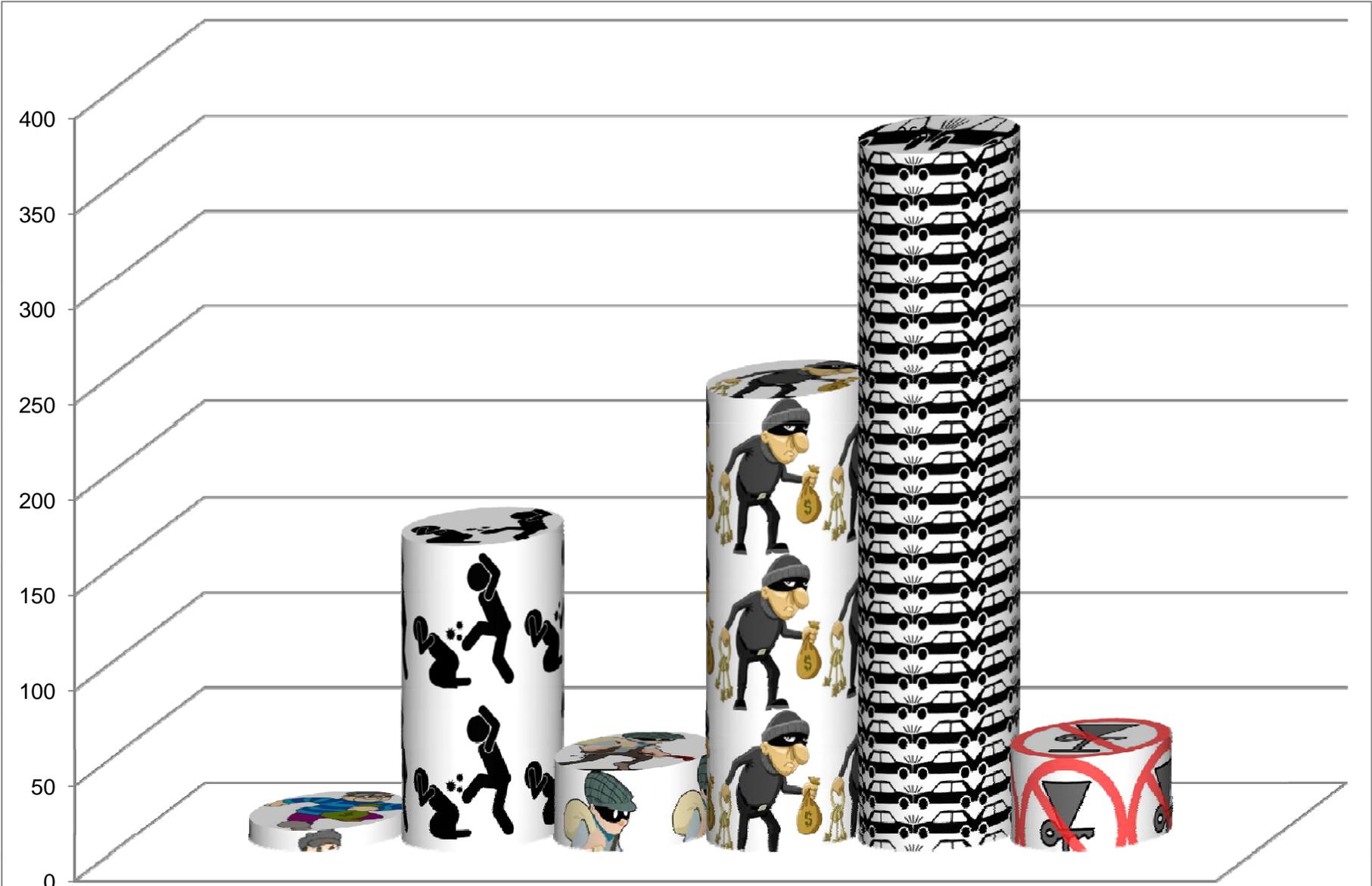
# WWTF Lagoon Depths





Weekly

■ Robbery  
 ■ Assault  
 ■ Buglary  
 ■ Thefts  
 ■ Collision  
 ■ DUI



Year to Date

■ Robbery  
 ■ Assault  
 ■ Burglary  
 ■ Thefts  
 ■ Collision  
 ■ DUI

**PROPOSED  
REFERENDUM  
INFORMATION**

**CAPITAL IMPROVEMENTS  
37 & 39 THE CIRCLE**

**SEPTEMBER 9, 2015**



**TOWN OF  
GEORGETOWN**

**TOPICS**

- Accomplishments
- Problems in Existing Buildings
- Structures
  - 37 The Circle (Annex)
  - 39 The Circle (Town Hall)
- Project Funding
  - Power to Borrow
  - Estimated Cost and Resources
  - Impact on Residents
- Referendum
  - Special Election
  - Sample Ballot
  - Informational Sessions
- Question & Answer

## TOWN OF GEORGETOWN RECENT ACCOMPLISHMENTS

- **Water**
  - Service Line Replacement
  - South Railroad Avenue Wells & Treatment
  - King Street Wells & Treatment
- **Sewer**
  - Sussex Trust Pump Station Abandonment
  - Inflow & Infiltration Project
- **Streets**
  - East Market Street
  - Margaret Street
  - North Race Street
  - West Laurel Street
  - West Pine Street

## ASBESTOS SURVEY FINDINGS

- **Based on the information provided to Harvard Environmental, Inc., coupled with field inspections and laboratory analysis of samples collected, asbestos materials are associated with both structures.**
  - **2% Chrysotile Asbestos**
    - Carpet Mastic, Exterior Building & Window Caulk
  - **5% Chrysotile Asbestos**
    - Glue Dots under Ceiling Tiles
  - **40% Chrysotile Asbestos**
    - Flue Packing

## MOLD SURVEY FINDINGS

- Mold spore concentrations slightly elevated above outdoors
- These molds are common allergens which will cause more serious allergy, asthma and hay-fever type symptoms
- Elevated relative humidity and water problems in the basement are of serious nature given the location of the air handling systems and ductwork

## STRUCTURAL INTEGRITY FINDINGS 39 THE CIRCLE (TOWN HALL)

- First Floor Framing
  - "...severe water damage to several joists in the rear of the building particularly at the two corners (northeast and southeast)."
- Second Floor Framing
  - "...northeast corner, similar to the first floor, there are several joists that are severely deteriorated."

## STRUCTURAL INTEGRITY FINDINGS 39 THE CIRCLE (TOWN HALL)

### ■ Roof Framing

- “The two middle trusses over the front lobby exhibit a significant permanent deflection which is visible from the attic.”
  
- “...significant levels of deterioration of the truss bottom chords at the four corners of the building with the south side being more severe. We also saw deterioration of the first truss inside the west wall along its length at the bottom chord.”

## STRUCTURAL INTEGRITY FINDINGS 39 THE CIRCLE (TOWN HALL)

### SUMMARY:

- Structural Issues (Immediate attention suggested)
  - Roof trusses and purlins affected by years of leaks resulting in significant localized deterioration
  - First and Second floor joists, in the northeast and southeast corners, have been severely damaged by water
- Additional Shoring Needs
  - Northeast corner of second floor
  - Southeast corner of the basement
  - Southeast corner of second floor
- Precautions
  - In the event of snow or ice accumulation on the roof, the building should not be utilized until the roof has been reassessed
- Nonstructural Items – Need of repair/replacement
  - Roofing
  - Mechanical, Electrical, and Plumbing
  - Addressing nonstructural items has an impact on structural repairs

## 37 THE CIRCLE (ANNEX)

- Former First National Bank Building
  - Early 1900's
- Georgetown Fire Company
  - Occupied from 1930 - 1966
- Professional Offices
  - Accountants, Surveyors, Engineers (2005)
- Acquired 2009
  - Currently Utilized for File Storage
- Issues
  - Asbestos, active water leaks, roof, other...
  - Not compliant with ADA requirements

## 1<sup>ST</sup> FLOOR





## EXTERIOR



## 39 THE CIRCLE (TOWN HALL)

- **Constructed in 1918**
- **Deeded to Town in 1965**
  - Current Town Hall (Council Chambers & Offices)
- **Repairs**
  - Energy Efficiency and Conservation Block Grant – 2009
    - New Windows
  - Shoring of First & Second Floor
  - Security & Access System – 2014
- **Issues**
  - Mold, active water leaks, roof, security, other...
  - Not compliant with ADA requirements
  - Not designed for Modern Technology (computers, wiring, etc.)

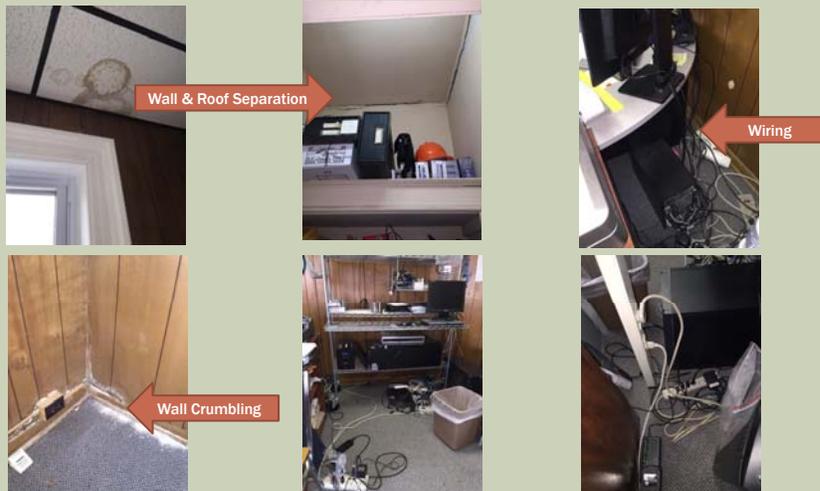


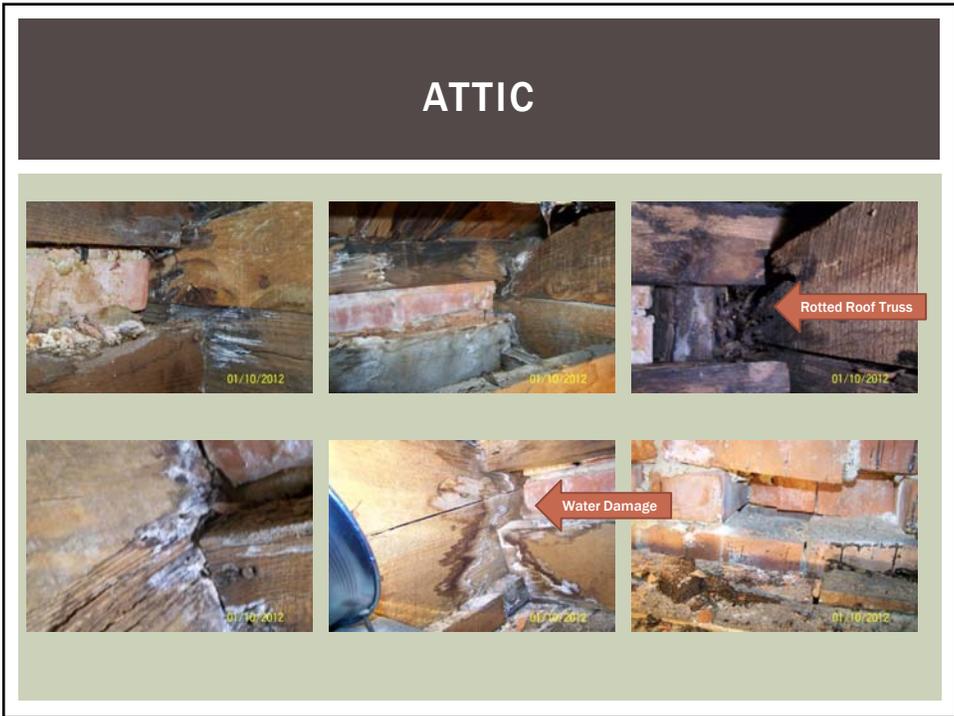


## 1<sup>ST</sup> FLOOR – MANAGER’S OFFICE



## 2<sup>ND</sup> FLOOR – FINANCE/PLANNING





## EXTERIOR



## PLANNED BUILDING USES

### 37 The Circle (Annex)

- Administration
  - Town Manager
  - Town Clerk
- Business Offices
  - Finance
    - Utility & Tax Payments
    - Accounting & HR
  - Planning & Zoning
    - Licensing & Permits
  - Parking Enforcement

### 39 The Circle(Town Hall)

- Monthly Meetings
  - Town Council
  - Planning Commission
  - Board of Adjustment
- Caucus Room
- Mayor/Council Office
- Other Public Meetings

## CHARTER SECTION 5.9 POWER TO BORROW MONEY AND ISSUE BONDS

1. The Town Council by Resolution shall propose to the residents and property owners of the Town that the Town Council proposes to borrow a certain sum of money.
2. Notice of the time and place of the hearing on the Resolution authorizing said loan shall be printed in a newspaper having a general circulation.
3. Second Resolution shall then be passed by the Town Council ordering a Special Election to be held not less than thirty (30) days nor more than sixty (60) days after the said public hearing to borrow the said money
4. At the said Special Election, every bona fide resident of The Town of Georgetown shall have one vote and, in addition, every person, partnership or corporation owning property within the corporate limits of The Town of Georgetown shall also have one vote and the said votes may be cast either in person or by absentee ballot

## PROJECT FUNDING

	Scenario 1	Scenario 2
Total Project Cost – Loan Amount	\$1,925,000.00	\$1,925,000.00
Loan Term	30 Years	40 Years
Interest Rate	3.625%	3.625%
Payments Per Year	4	4
Quarterly Payment	\$26,380.85	\$22,837.38
<b>Annual Cost</b>	<b>\$105,523.40</b>	<b>\$91,349.54</b>

Estimated Based on Best Available Information

## PROJECT FUNDING

- **Annexation Fund**
  - Existing Monies collected to help offset costs associated with expansion of the Town
- **Reserve Fund**
  - Existing Monies set aside to be available in the future
- **Real Estate Transfer Tax**
  - Removal of reliance from the Operating Budget over 4 years
- **Other**
  - Bond Bill (General Assembly)
  - Grants (as appropriate)



## POTENTIAL IMPACT ON RESIDENTS

- **Property Tax Implications**
  - Currently Each \$0.01 increase generates \$4,750
- **Worst Case Scenario**
  - If 100% funded by Property Taxes, increase would be \$0.22/\$100 of Assessed Value
- **Tax Bill Examples:**

Market Value	Assessed Value	Current Taxes	Potential Taxes	Increase
\$ 35,200	\$ 7,050	\$ 223.49	\$ 239.00	\$ 15.51
\$ 109,900	\$ 10,850	\$ 343.95	\$ 367.82	\$ 23.87
\$ 190,000	\$ 13,550	\$ 429.54	\$ 459.35	\$ 29.81
\$ 235,000	\$ 39,500	\$ 1,252.15	\$ 1,339.05	\$ 86.90

## FULL DISCLOSURE

- **Under Town Charter 5.9. Power To Borrow Money And Issue Bonds (a)(11):**
  - *“The faith and credit of The Town of Georgetown shall be deemed to be pledged for the due payment of the bonds and interest thereon issued pursuant to the provisions hereof when the same had been properly executed and delivered for value.”*
- **State of Delaware changes to Real Estate Transfer Tax Formula**
  - *Attempted in July 2015 (148 GA)*
- **Inability to Remove Reliance on RTT from the Operating Budget**

## SPECIAL ELECTION

- Monday, October 12, 2015
- Polls open 12:00 NOON to 7:00 PM
- Town Hall

## SAMPLE BALLOT

Authorizing the Mayor and Town Council of Georgetown to borrow an amount not to exceed \$1,925,000 for the purpose of Capital Improvements at 37 The Circle (Annex) and 39 The Circle (Town Hall).	FOR
	AGAINST

## INFORMATIONAL SESSIONS

- Saturday, September 12, 2015; 10:00 AM; Town Hall
- Thursday, September 17, 2015; 5:00 PM; Town Hall
- Monday, September 21, 2015; 6:00 PM; Town Hall
  
- Residents are welcome to tour Town Hall at anytime during normal business hours
  - Monday – Friday, 8:00 AM to 4:30 PM
  - No Appointment Necessary
  
- Questions:
  - E-mail to: [2015Referendum@georgetowndel.com](mailto:2015Referendum@georgetowndel.com)
  - Questions & Answers Updated each Friday

QUESTION  
&  
ANSWER

<p><b>PROPOSED REFERENDUM INFORMATION</b></p> <p><b>CAPITAL IMPROVEMENTS 37 &amp; 39 THE CIRCLE</b></p> <p><b>SEPTEMBER 9, 2015</b></p>	 <p><b>TOWN OF GEORGETOWN</b></p>
---	--