

TOWN MANAGER'S WEEKLY REPORT



UPCOMING MEETINGS & EVENTS ...

- ✓ **Planning Commission:** Wednesday, April 18, 6:00 PM, Town Hall
 1. Amendment to Approved RPC site plan – The Oaks of Georgetown
- ✓ **Delaware League of Local Governments Day:** Thursday, April 19, 11:00 AM, Legislative Hall, Dover
- ✓ **Town Council Meeting:** Friday, April 20, 5:01 PM, Certification of Candidates, Town Hall
- ✓ **Town Council Meeting:** Wednesday, April 25, 7:00 PM, Regular Meeting, Town Hall
- ✓ **Delaware League of Local Governments:** Thursday, April 26, 5:30 PM, Duncan Center (Dover)

UPDATES FROM DEPARTMENTS ...

Finance

- On April 2, mailed the April Utility Billing (\$916,175) – Due date is May 8
- As of April 13, the Town has collected \$1,538,861 (99%) of the FY 2018 Property Tax billing (\$1,556,860)
- Attended the FY 2019 Budget Workshop (Kristen Dabrowski, Gene Dvornick, Laura Givens, Olga Holm)
- Attended the Annex & Town Hall Construction Progress Meeting on April 10th (Gene Dvornick, Laura Givens, Jeff Ward)
- Helped at the SCAT Legislative Breakfast on April 13th (Laura Givens, Olga Holm)
- Monthly Key Revenue Items Report (March 2018) – Copy Attached
- Attended Annex & Town Hall Construction Progress Meeting on March 13 (Gene Dvornick, Laura Givens, Jeff Ward)
- Real Estate Transfer Tax Summary (March 2018)

	March 2018		March	
	Month	Year To Date	Month	Year To Date
Transfer Tax Revenue	\$18,008	\$224,185	\$16,888	\$211,790

Police

- Weekly and Year to Date crime statistics (selected crimes) updated (copy attached)
- Code Enforcement Report – March 2018 issued and posted to website (copy attached)
- Departmental Press Releases issued as warranted

TOWN MANAGER'S WEEKLY REPORT



Wastewater

- Lagoon depths: Large Lagoon is 14.25 feet and Small Lagoon is 4.25 feet
- Flushed all laterals in Pettyjohn Woods
- Responded to sewer issue on South Race Street
- Repaired a riser on row 39 at the Town's 80 acre field

Public Works

- VOP assisted with clean-up of trash along roadways
- Completed testing of Circle irrigation
- King Street Water Plant is back in operation
- Installed painted STOP lettering in Village of Cinderberry

Planning

- Final Site Plan Submission – Georgetown Self Storage (South Bedford Street)
- Building Permit Application received – County Seat Apartments (final building): 16 – 3 bedroom, 2 – 2 bedroom, and 1 – 1 bedroom
- Site Plan Submission – Georgetown Village Business Park (behind Georgetown Plaza)
 - 7,000 SF restaurant
 - 13,520 SF retail
- Building Permit Summary (March 2018)

Building Activity	March 2018	February 2018	March 2017
Permits Issued	19	18	30
Value of Improvements	\$858,282	\$349,206	\$17,951,237
Permit Revenue	\$4,687	\$2,049	\$90,306

TOWN MANAGER'S UPDATE ...

- Work on Annex Building – 37 The Circle continues (see attached photos)
 - ✓ Elevator Inspection (State) completed
 - ✓ Fire Marshal Inspection completed
 - ✓ Substantial Completion as of April 12
 - ✓ Architect's punch list prepared and being addressed
- Made contact with Division of Historical and Cultural Affairs regarding relocation of Town Clock to Old Courthouse property

TOWN MANAGER'S WEEKLY REPORT



- Followed up with Dunbarton Apartments management police press releases
- Finalized and presented Fiscal Year 2019 Budget Workshop (Bill Bradley, Kristen Dabrowski, Gene Dvornick, Laura Givens, Jocelyn Godwin, Olga Holm, RL Hughes, Rebecca Johnson-Dennis, Chris Lecates, Eric Rust, Bill West) 2018 Mosquito Control Agreement with DNREC
- Attended Annex & Town Hall Construction Progress Meeting on March 13 (Gene Dvornick, Laura Givens, Jeff Ward)
- Attended DFIT Quarterly Trustee Meeting
- Met with representatives of Delmarva Power to discuss additional lighting fixtures along West North Street – currently preparing designs for three (3) additional LED light poles and fixtures
- Attended and presented at 2018 SCAT Legislative Breakfast (Gene Dvornick, Chris Lecates, Bill West)
- Met with representatives of DelDOT Traffic regarding pedestrian actuation devices at the intersection of West Market Street and Margaret Street/Sussex Central Drive
- Attended Economic Development Roundtable discussion with Governor Carney – facilitated by Representative Briggs-King (Gene Dvornick, Bill West)
- Followed up on several Code Enforcement concerns



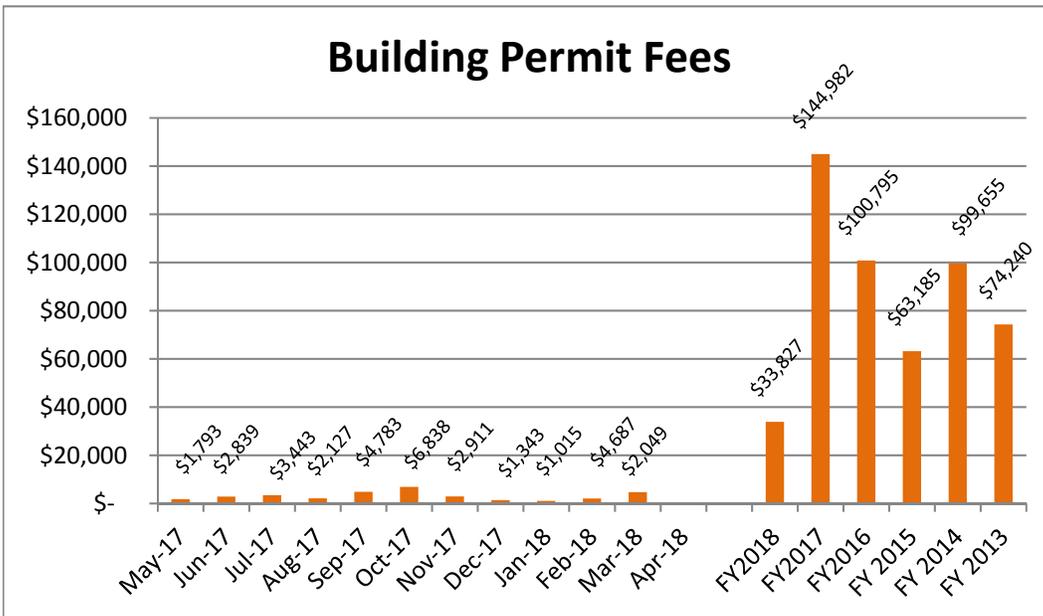
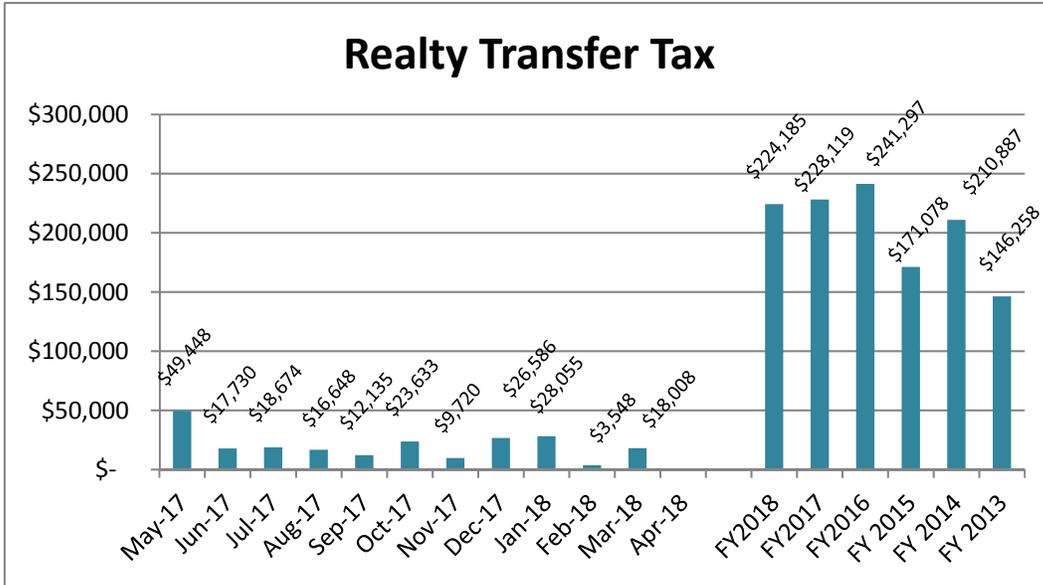
Governor Carney addresses
Economic Development in Sussex County

TOWN MANAGER'S
WEEKLY REPORT

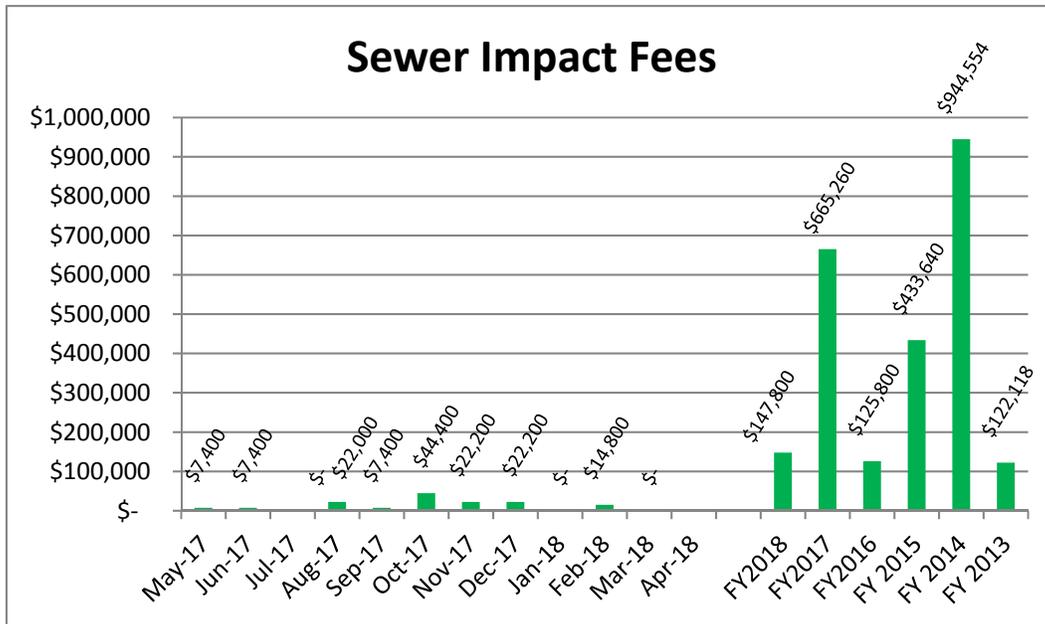
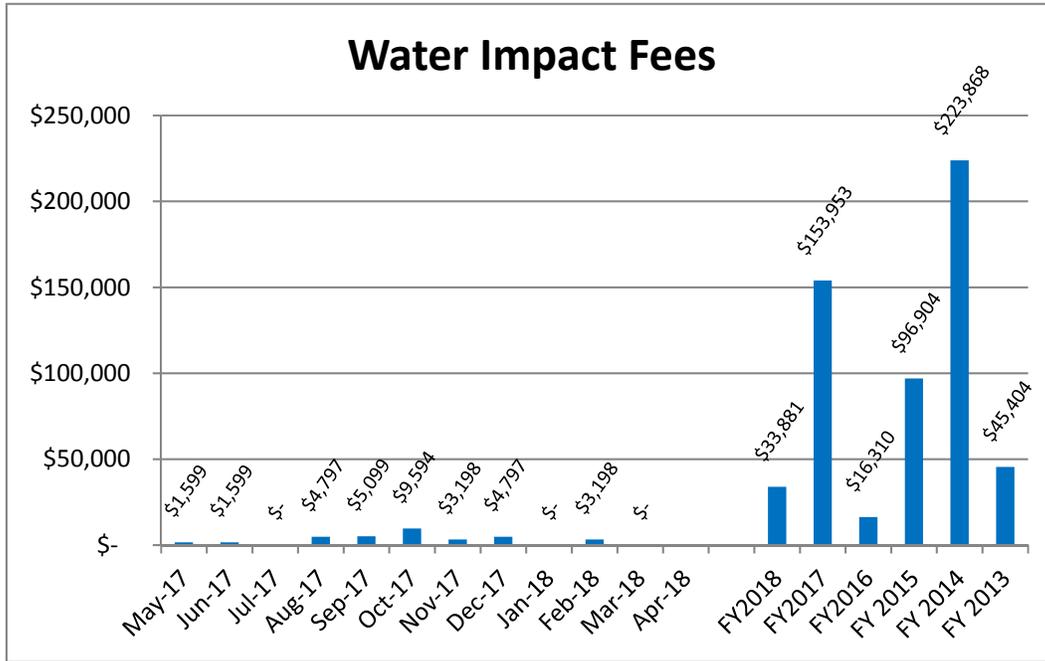


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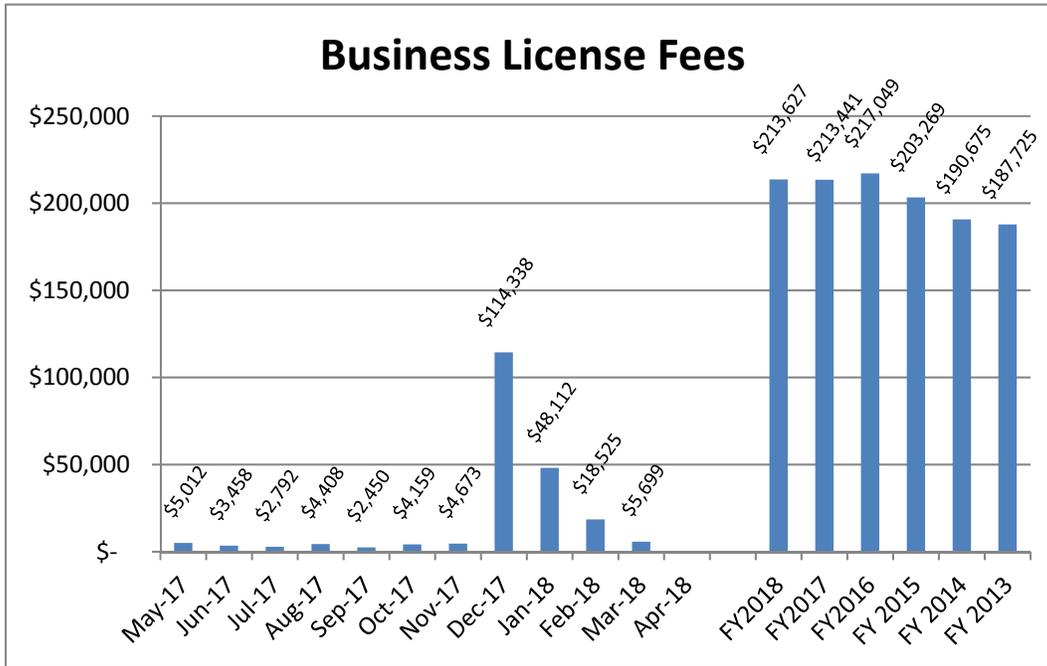
Key Revenue Items



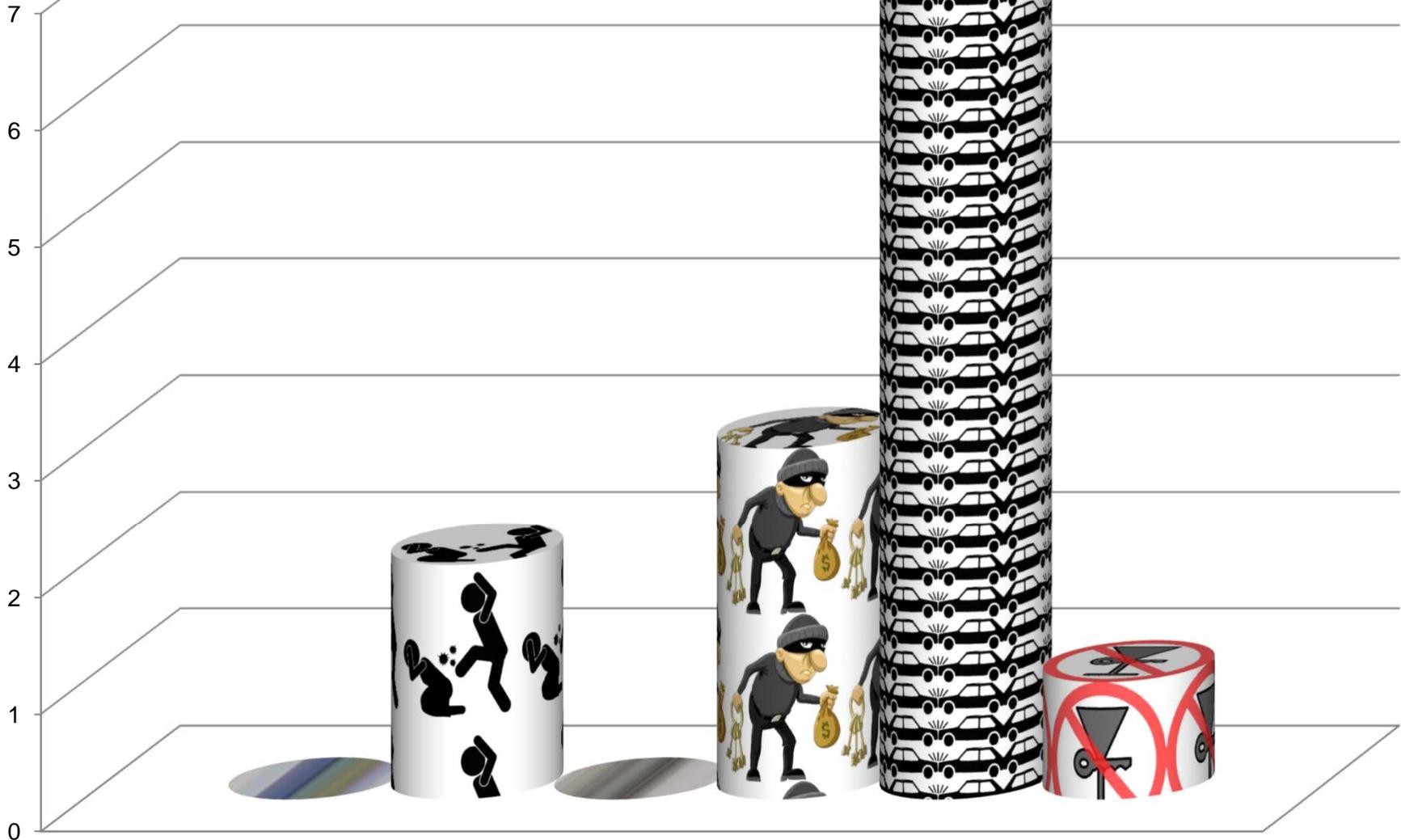
Key Revenue Items



Key Revenue Items



April 11, 2018

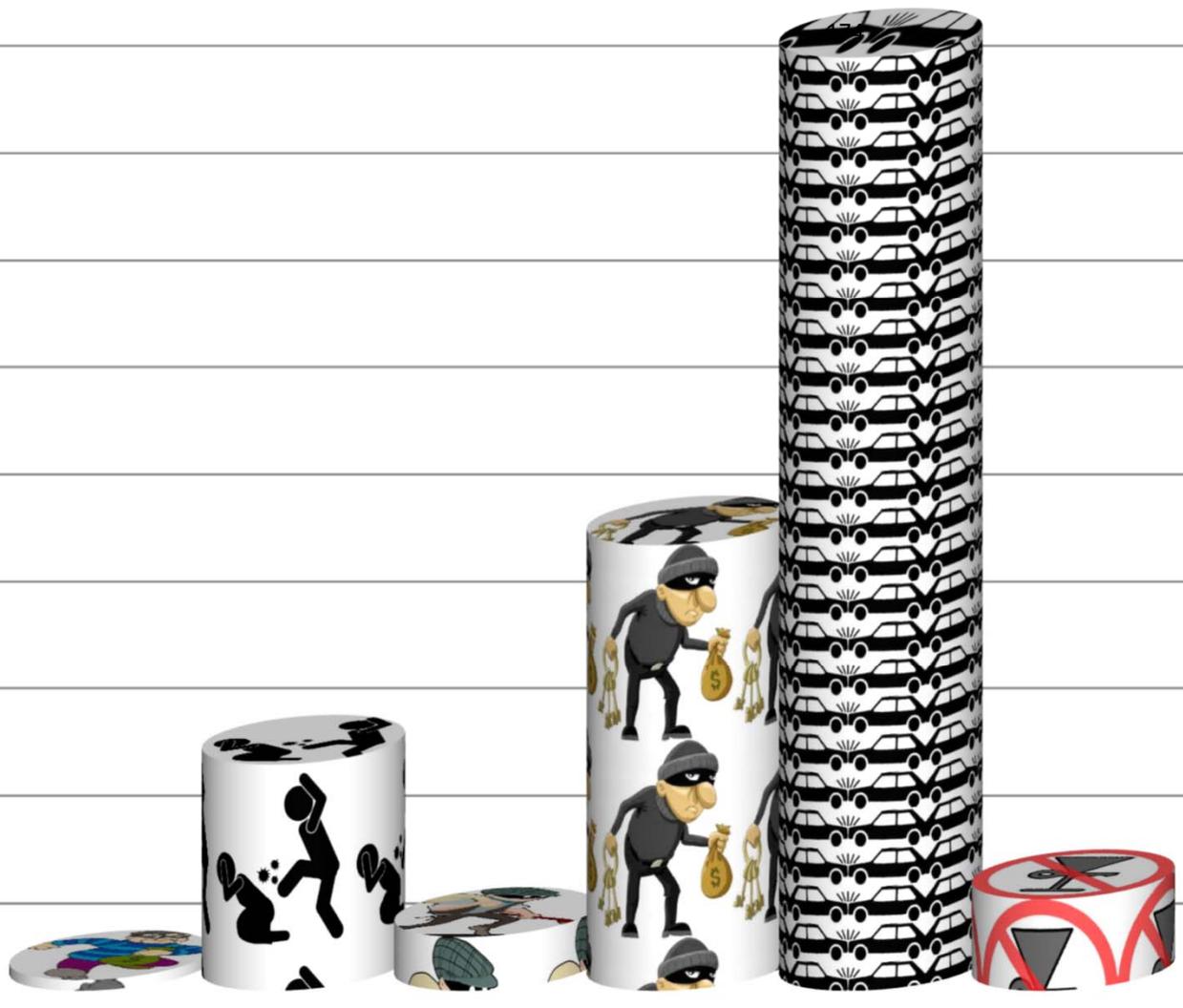


Weekly

👤 Robbery 🗡️ Assault 🏠 Buglary 🚗 Thefts 🚗 Collision 🚗 DUI

April 11, 2018

180
160
140
120
100
80
60
40
20
0



Year to Date

Robbery Assault Buglary Thefts Collision DUI



Code Enforcement Activity Report

Report Criteria:

Location Type	Location Field	Date From	To
Ward	All	03/01/2018	03/31/2018

Case Activity:

	Dvornick, Gene	Picarello, Michael	Total
New Cases		98	98
Closed Cases	1	83	84
Open Cases at start of period	3	65	68
Open Cases at end of period	2	80	82

Violation Activity

New Violations Cited	Dvornick, Gene	Picarello, Michael	Total
Accessory Structures		4	4
Addressing of buildings		1	1
Animals not allowed to be kept		1	1
Building use and construction to comply with this chapter		1	1
Condemnation		4	4
Correction of defective electrical system.		2	2
Depositing garbage prohibited		16	16
Detrimental Objects		39	39
Exterior Structures		8	8
Exterior Surfaces		2	2
Growth of weeds		1	1
Holiday Lighting		5	5
Insect and rat harborage		1	1
Maintenance of trees and other vegetation.		3	3
Parking - Certain other parking prohibited		1	1
Parking and occupancy of trailers		2	2
Parking Area Standards		1	1
Rental/Business License		5	5
Roofs		1	1
Stairs & Porches		1	1
Trash, Collection		25	25
Truck parking prohibited in residential zones.		1	1
Vehicles abandoned on public property		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		17	17
Violations and penalties (Zoning)		1	1
Windows and doors to be weathertight.		1	1
Windows, Doors & Frames		7	7
Yard Waste		2	2
Totals		154	154



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	1	03/01/2018	03/31/2018

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		9	9
Closed Cases		9	9
Open Cases at start of period	1	17	18
Open Cases at end of period	1	17	18

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Depositing garbage prohibited		1	1
Detrimental Objects		6	6
Exterior Structures		1	1
Exterior Surfaces		1	1
Holiday Lighting		1	1
Insect and rat harborage		1	1
Rental/Business License		1	1
Trash, Collection		2	2
Vehicles wrecked, dismantled, inoperable or unregistered on private property		3	3
Windows and doors to be weathertight.		1	1
Windows, Doors & Frames		1	1
Totals		19	19



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	2	03/01/2018	03/31/2018

Case Activity:

	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
New Cases		58	58
Closed Cases	1	44	45
Open Cases at start of period	2	26	28
Open Cases at end of period	1	40	41

Violation Activity

<i>New Violations Cited</i>	<i>Dvornick, Gene</i>	<i>Picarello, Michael</i>	<i>Total</i>
Animals not allowed to be kept		1	1
Depositing garbage prohibited		6	6
Detrimental Objects		21	21
Exterior Structures		7	7
Growth of weeds		1	1
Holiday Lighting		4	4
Maintenance of trees and other vegetation.		3	3
Parking - Certain other parking prohibited		1	1
Parking and occupancy of trailers		1	1
Parking Area Standards		1	1
Rental/Business License		3	3
Roofs		1	1
Stairs & Porches		1	1
Trash, Collection		17	17
Vehicles abandoned on public property		1	1
Vehicles wrecked, dismantled, inoperable or unregistered on private property		10	10
Violations and penalties (Zoning)		1	1
Windows, Doors & Frames		5	5
Yard Waste		2	2
Totals		87	87



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	3	03/01/2018	03/31/2018

Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	26	26
Closed Cases	25	25
Open Cases at start of period	19	19
Open Cases at end of period	20	20

Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Accessory Structures	4	4
Addressing of buildings	1	1
Building use and construction to comply with this chapter	1	1
Condemnation	2	2
Correction of defective electrical system.	2	2
Depositing garbage prohibited	9	9
Detrimental Objects	12	12
Exterior Surfaces	1	1
Rental/Business License	1	1
Trash, Collection	5	5
Vehicles wrecked, dismantled, inoperable or unregistered on private property	4	4
Windows, Doors & Frames	1	1
Totals	43	43



Code Enforcement Activity Report

Report Criteria:

<i>Location Type</i>	<i>Location Field</i>	<i>Date From</i>	<i>To</i>
Ward	4	03/01/2018	03/31/2018

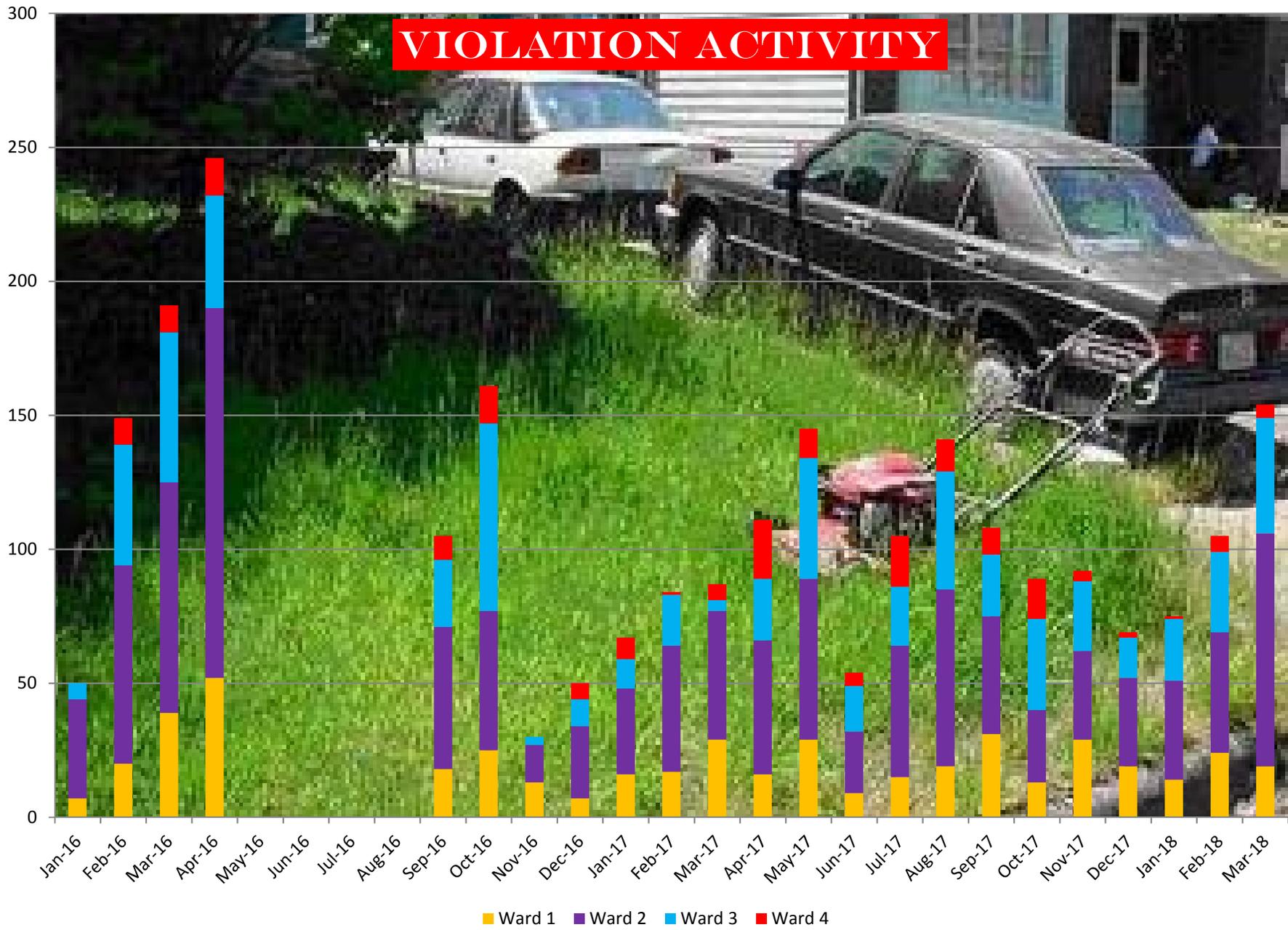
Case Activity:

	<i>Picarello, Michael</i>	<i>Total</i>
New Cases	5	5
Closed Cases	5	5
Open Cases at start of period	3	3
Open Cases at end of period	3	3

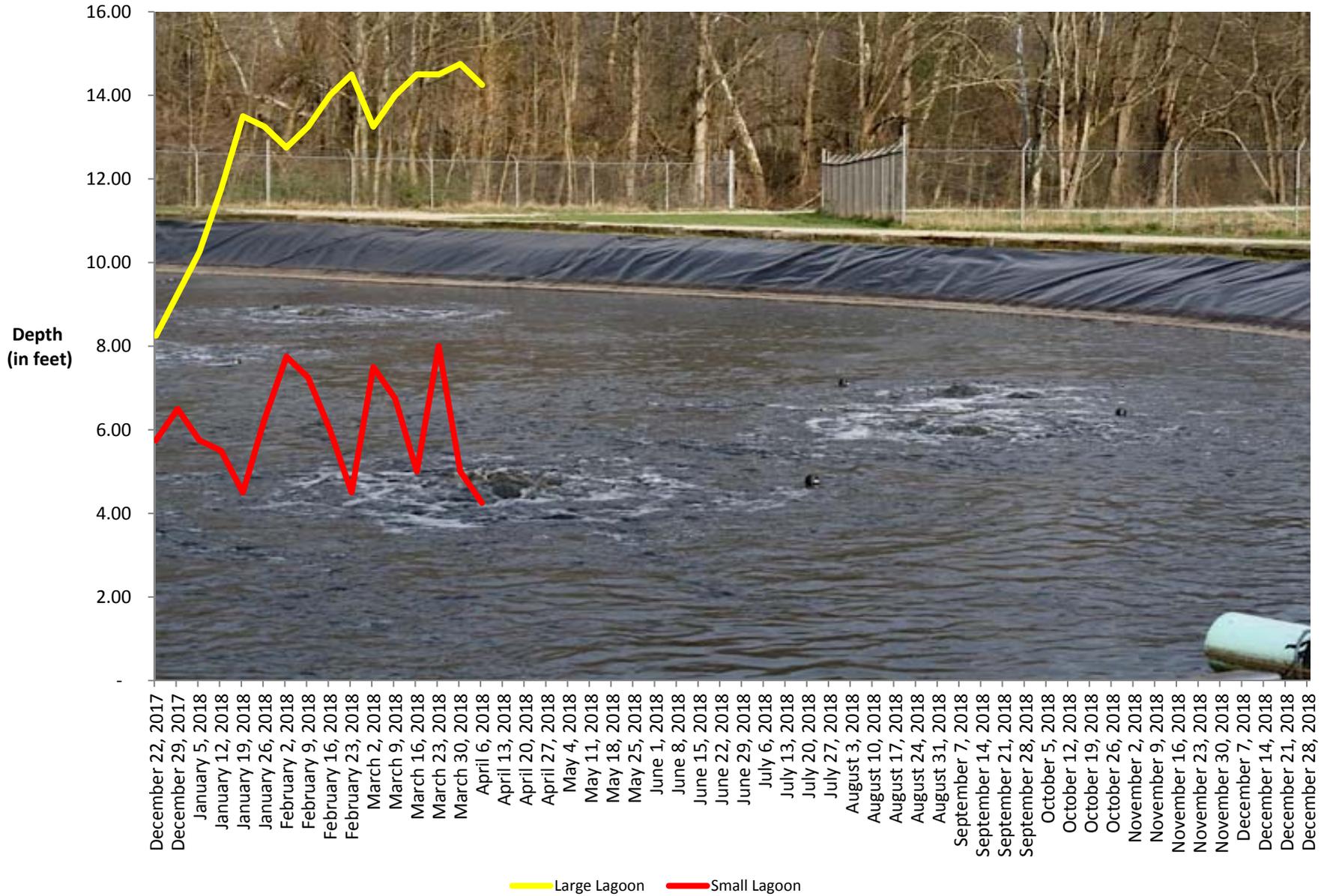
Violation Activity

<i>New Violations Cited</i>	<i>Picarello, Michael</i>	<i>Total</i>
Condemnation	2	2
Parking and occupancy of trailers	1	1
Trash, Collection	1	1
Truck parking prohibited in residential zones.	1	1
Totals	5	5

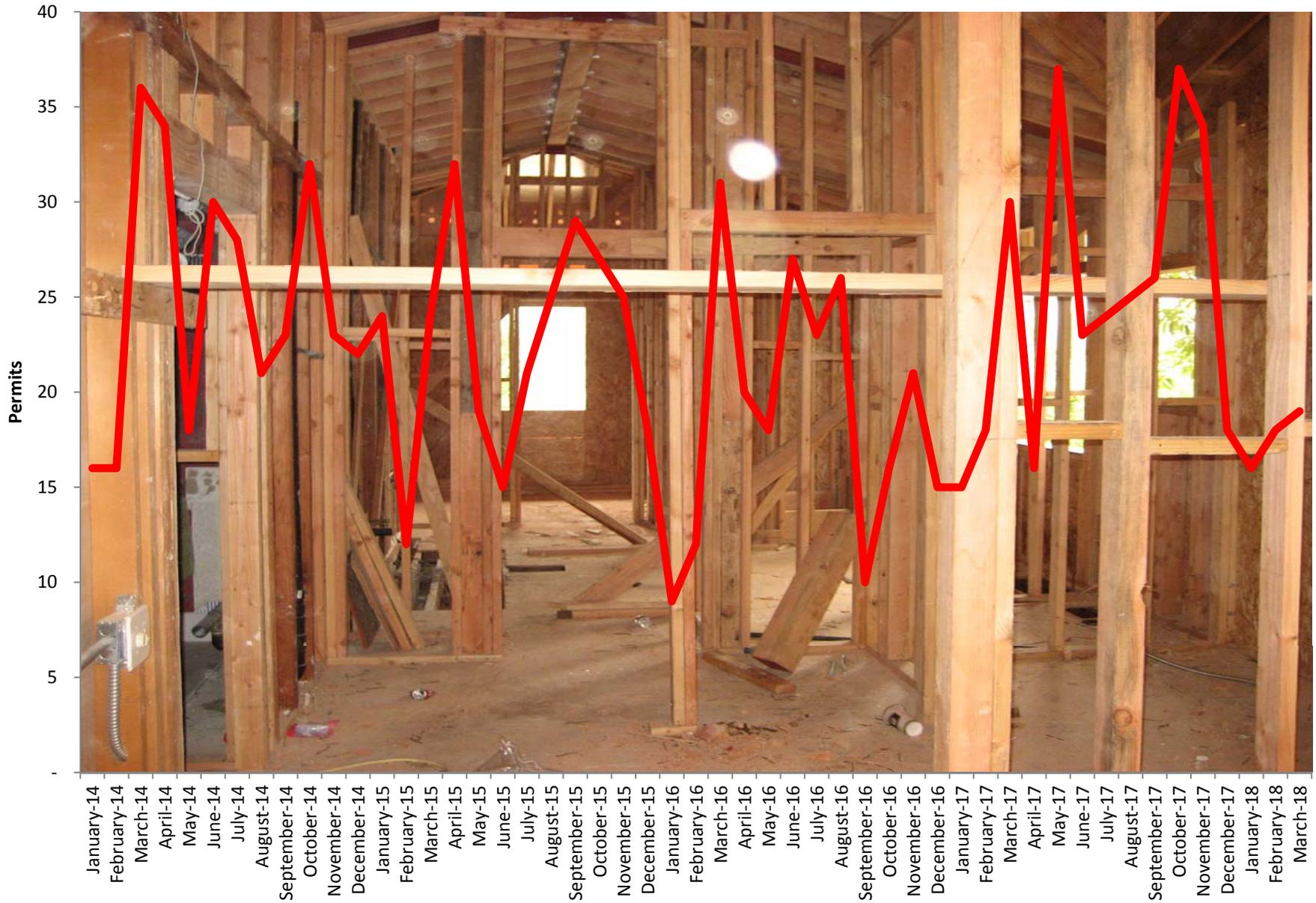
VIOLATION ACTIVITY



WWTF Lagoon Depths



Building Permit Activity







EXIT

FIRE EXTINGUISHER



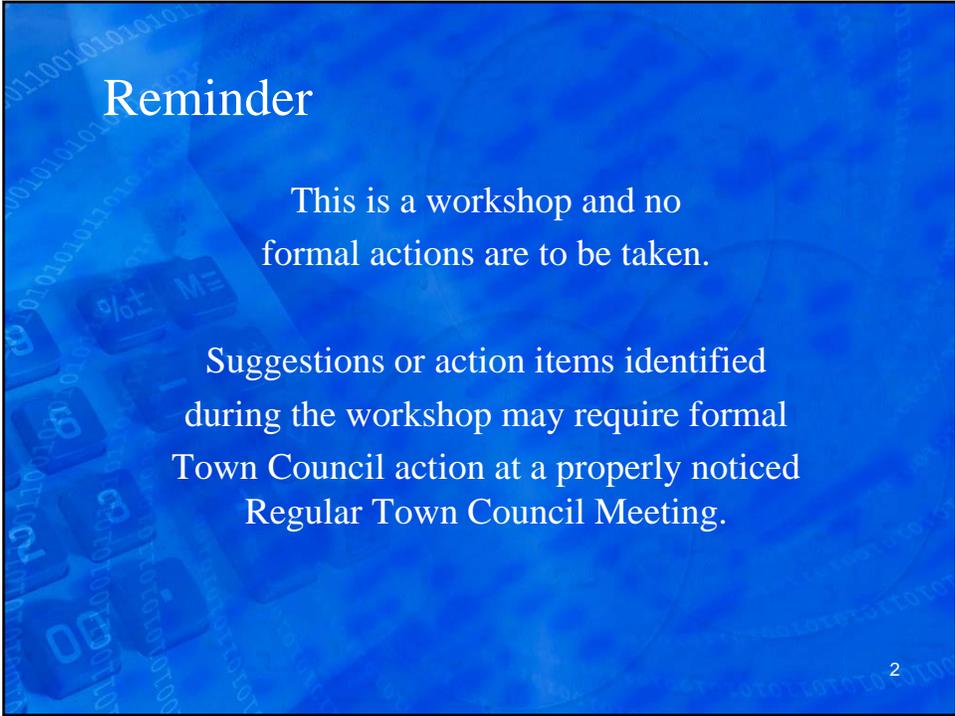




Town of Georgetown

Budget Workshop
Monday, April 9, 2018

1



Reminder

This is a workshop and no formal actions are to be taken.

Suggestions or action items identified during the workshop may require formal Town Council action at a properly noticed Regular Town Council Meeting.

2

Agenda

- Current Economic Realities
- Impact on Town of Georgetown
- Building on Success
- Initial FY 2019 Budget
- Addressing the Deficit
- Considerations
- Next Steps

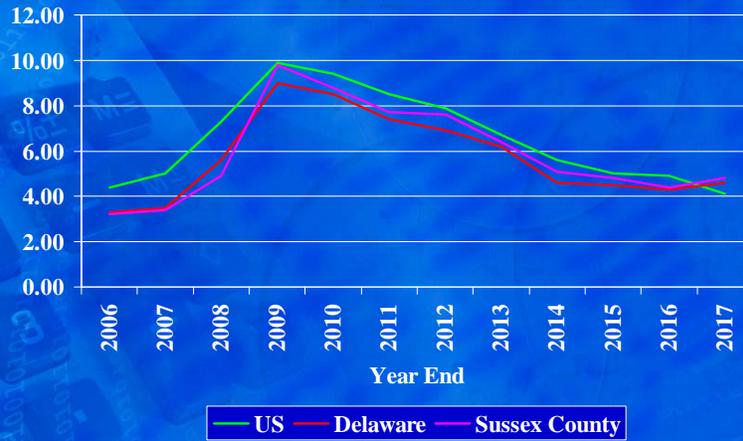
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Consumer Price Index



4

Unemployment Rate



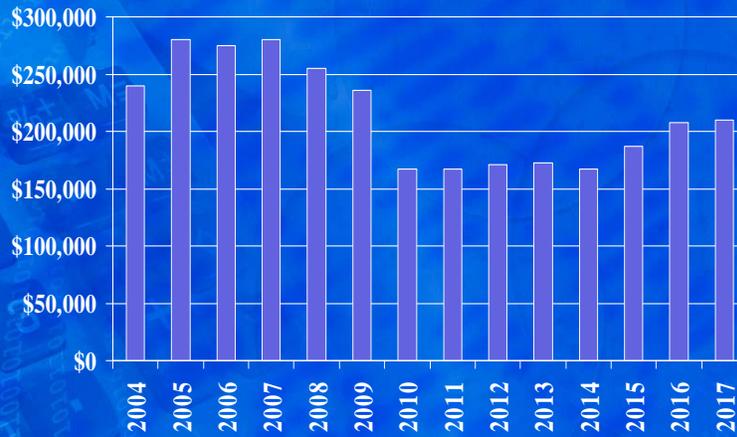
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Housing Data (*SF Residential*)



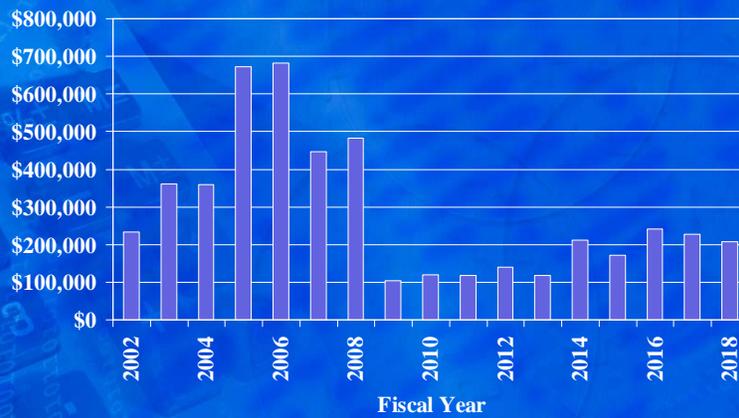
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Median Home Sales Price



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Realty Transfer Tax



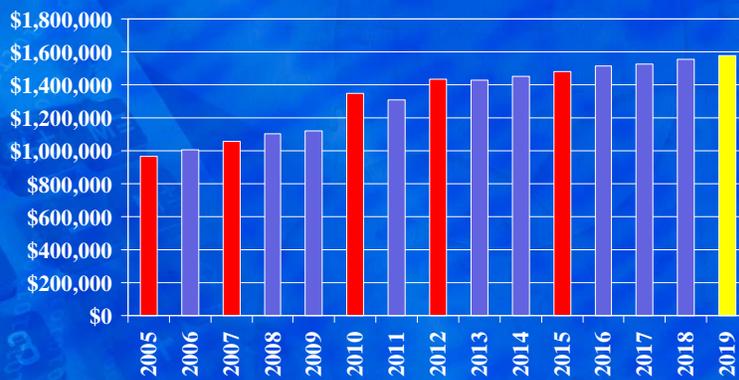
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Property Assessments



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Property Tax Billed

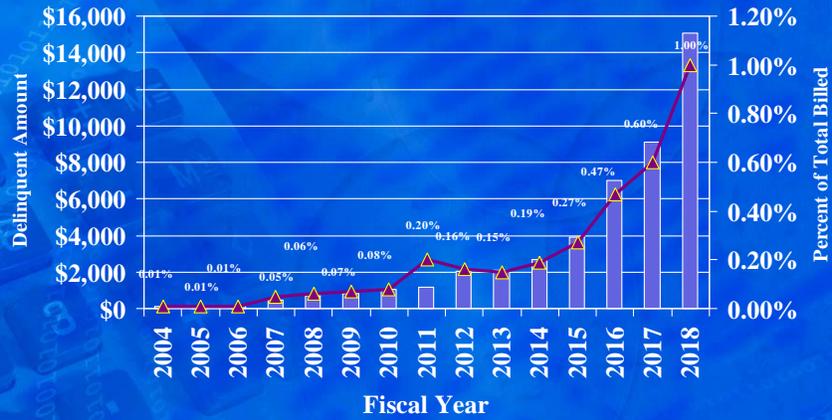


Tax Increase History

- 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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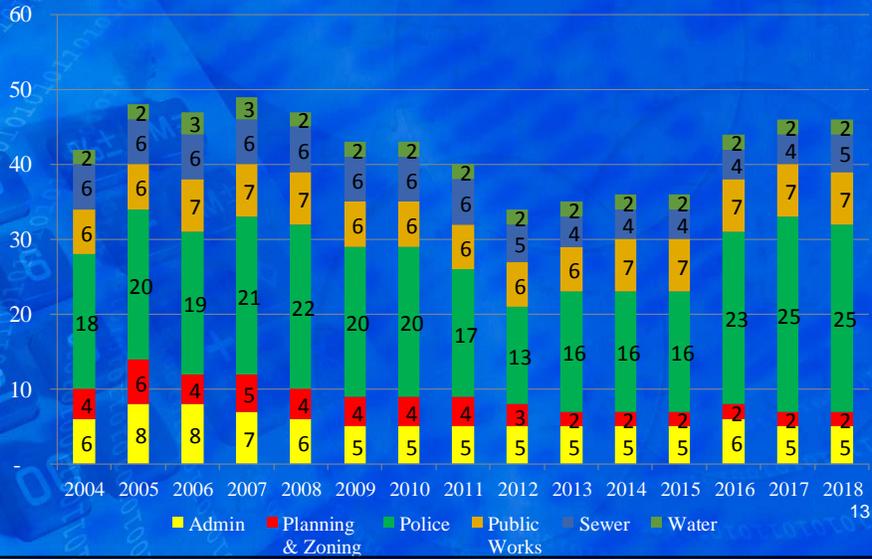
Budget History

<u>Revenues</u>	<u>FY2015</u>	<u>FY2016</u>	<u>FY2017</u>	<u>FY2018</u>	<u>FY2019</u>
General Fund	\$ 3,031,627	\$ 2,969,005	\$ 3,153,171	\$ 3,245,814	\$ 3,423,247
Water Fund	\$ 1,047,796	\$ 1,088,500	\$ 1,279,025	\$ 1,279,025	\$ 1,288,500
Sewer Fund	\$ 1,810,002	\$ 1,815,543	\$ 1,846,000	\$ 1,896,500	\$ 1,923,500
Total Revenues	\$ 5,889,425	\$ 5,873,048	\$ 6,278,196	\$ 6,421,339	\$ 6,635,247
Fund Transfer	\$ 478,619	\$ 870,656	\$ 535,379	\$ 1,005,428	
<u>Expenses</u>					
General Fund	\$ 3,229,431	\$ 3,666,213	\$ 3,752,482	\$ 3,938,178	\$ 4,394,705
Water Fund	\$ 1,139,803	\$ 1,188,927	\$ 1,176,416	\$ 1,310,082	\$ 1,652,957
Sewer Fund	\$ 1,998,810	\$ 1,888,564	\$ 1,884,677	\$ 2,178,508	\$ 2,027,742
Total Expenses	\$ 6,638,044	\$ 6,743,704	\$ 6,813,575	\$ 7,426,767	\$ 8,075,403
Excess/(Deficit)					(\$ 1,440,156)

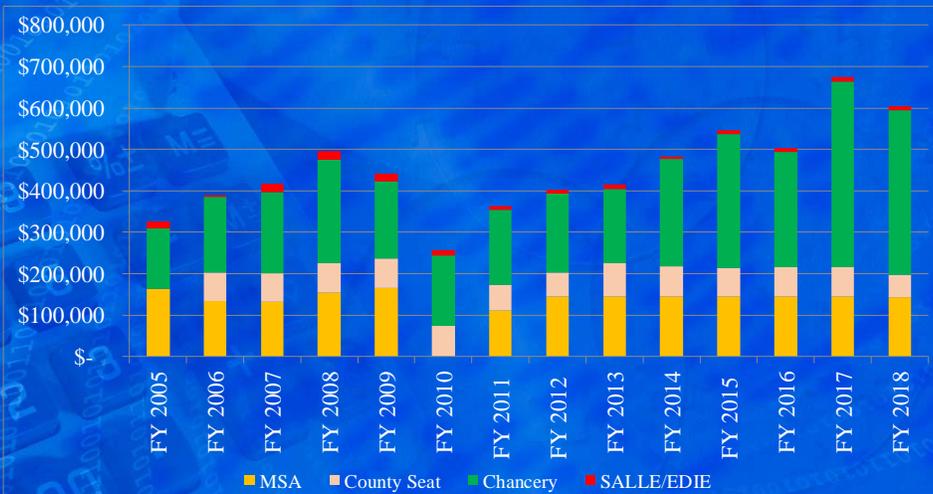
Debt Service Included in Budgeted Amounts

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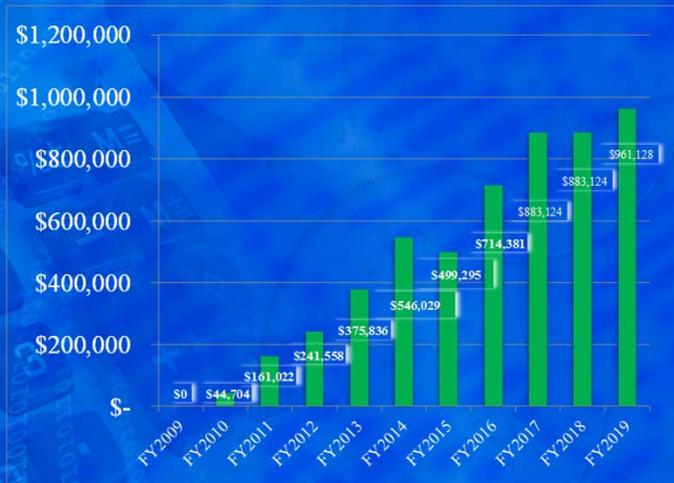
Staffing History



State Aid



Realty Transfer Cash Account



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Structural Budget Deficit

- “Purzycki proposes tax hike, staffing cuts in Wilmington”
- “Ocean View proposing to double property taxes”
- “New Castle County Executive Matt Meyer proposes budget with property, sewer tax increases”



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Building on Success

- Conservative Revenue Estimates
- Major Project Funding with 100% Principal Forgiveness and 0% Interest Rate
 - King Street Water Treatment Upgrades
 - Secured an additional \$500,000 Principal Forgiveness and 0% Interest
 - Total Project Funding \$3,800,000
- Purchasing Card Rebate
 - Rebate to Date FY18: \$3,700.00 (5% of Purchases)
 - Rebate Since Inception FY08: \$48,277.31

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Initial FY 2019 Budget

REVENUES	
General Fund Revenues	\$ 3,423,247
Water Revenues	\$ 1,288,500
Wastewater Revenues	\$ 1,923,500
TOTAL REVENUES	\$ 6,635,247
EXPENDITURES	
General Fund Expenses	\$ 4,394,705
Water Fund Expenses	\$ 1,652,957
Wastewater Fund Expenses	\$ 2,027,742
TOTAL EXPENDITURES	\$ 8,075,403
PROJECTED SURPLUS/(DEFICIT)	\$ 1,440,156

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Significant Items

- Expense Increase
 - New Positions
 - Police Department
 - New Hire in March 2019
 - Personnel Reclassification
 - Police Department
 - Promotion to Sergeant– Three (3) Employees - \$ 29,944.75
 - Promotion to Sr. PFC – Three (3) Employees - \$ 19,820.17
 - Personnel Vacancies (Included in Budget)
 - Public Works
 - Summer Help – Two (2) Part Time
 - Town Hall
 - Cashier/Receptionist – Part-Time

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Significant Items

- Proposed Capital Expenditures
 - Public Works
 - Replace (65) 2' Water Meters – \$121,000
 - Purchase Mini Excavator - \$50,000
 - Wastewater
 - Purchase Gator - \$10,000
 - Purchase new vehicle through Enterprise - \$6,600

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Significant Items

- Potential Legislative Impacts
 - Governor Carney’s Proposed Budget
 - No reductions to Municipal Street Aid
 - No changes to allocation of Realty Transfer Tax
 - Subject to review by Joint Finance Committee
 - Other Legislation not yet Introduced
- IRSD Funding for Resource Officer

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Town Indebtedness

- Total Debt: \$10,272,229
 - Water (20.96%)
 - Debt: \$2,153,060
 - Annual Payment: \$506,872.80 (Principal)
 - Water Impact Account Balance: \$406,665.35
 - Debt Coverage: 18 months
 - Sewer (71.25%)
 - Debt: \$7,319,371
 - Annual Payment: \$728,366.66 (Principal)
 - Sewer Impact Account Balance: \$1,971,523
 - Debt Coverage: 2 years 4 months
 - Town Hall (7.79%)
 - Balance: \$799,799
 - Interim Financing to be converted to Permanent Debt

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Banking Summary

M & T Bank

- Drug Strike Force
- SALLE
- Health Care Plan
- Realty Transfer
- Sewer & Water Impact
- Payroll
- Water & Sewer Depreciation
- Operating Account

WSFS

- Police Savings Account

Fulton Bank

- Municipal Street Aid
- Police Pension
- Project Escrow Account
- La Red Escrow
- College Park
- Reserve Account

County Bank

- Annexation
- Police Grant
- Fund to Combat Violent Crime
- Equitable Sharing

PNC Bank

- Interim Financing

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Major Capital Projects

- King Street Water Treatment Plant Upgrade
 - Completion in Early Summer
- Town Hall 37 & 39 The Circle
 - Completion of 37 The Circle – Spring 2018
 - Completion of 39 The Circle – Fall 2018
- Continued Street Rehabilitation
 - South Race Street
 - Lee Avenue (Reimbursement)
- Easter Seals Pump Station Flow Meter
 - DNREC Requirement

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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

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Infrastructure Projects...

- Completed:
 - South Railroad Avenue Wells & Treatment (DWSRF)
 - Burger King Drive Rehabilitation
 - Bramhall Street Rehabilitation
- In Process:
 - Street Improvements
 - South King Street
 - Lee Avenue (Reimbursement Project)
 - King Street Treatment Improvements (DWSRF)
 - 37 & 39 The Circle (USDA - CF)
- Pending:
 - South Race Street

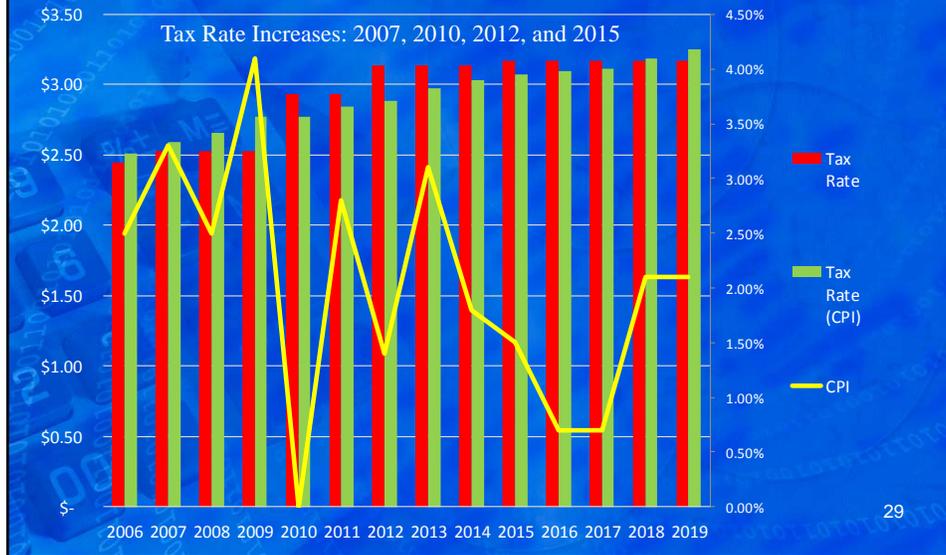
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Addressing the Deficit

- Eliminate 2% Spending Cap
 - Erodes ability to set aside funds for “Rainy Day”
 - Since inception – 1% in 2013
- Utilize Cash Balances
 - Maybe a one-time fix
 - Difficulty in replacing cash used
 - Impact on FY 2020 Budget
- Other Ideas
 - Reassessment (Cost vs Benefit)
 - Public Safety Fee (Non-Profits)
 - Accommodations Tax

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Tax Rate Increase History



Tax Rate Increase History

- Consider Annual Increase
 - Avoid Negative Press Impacts
 - Minimized Magnitude of Increase
- Easier for Residents to Adjust
 - Smaller incremental increases
- Eliminates “Catch Up” after two to three years of higher costs
- Every one cent increase, generates \$4,963 income

Next Steps

- Review and Discuss Line Item Budget Detail
- Review, Discuss, and Agree on Items to Address the Deficit
- Prepare and Present a Balanced FY 2019 Budget
- Adopt FY 2019 Budget Resolution at April 11 Meeting

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Town of Georgetown

Budget Workshop
Monday, April 9, 2018

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Sussex County Association of Towns

2018 Legislative Breakfast
April 13, 2017



Our Organization

- Composed of the 25 municipalities in Delaware's southernmost county
- Fostering:
 - Discussion,
 - Networking,
 - Information sharing, and
 - Positive political action
- Goal of enhancing self-sufficiency of home rule government



Our Activities

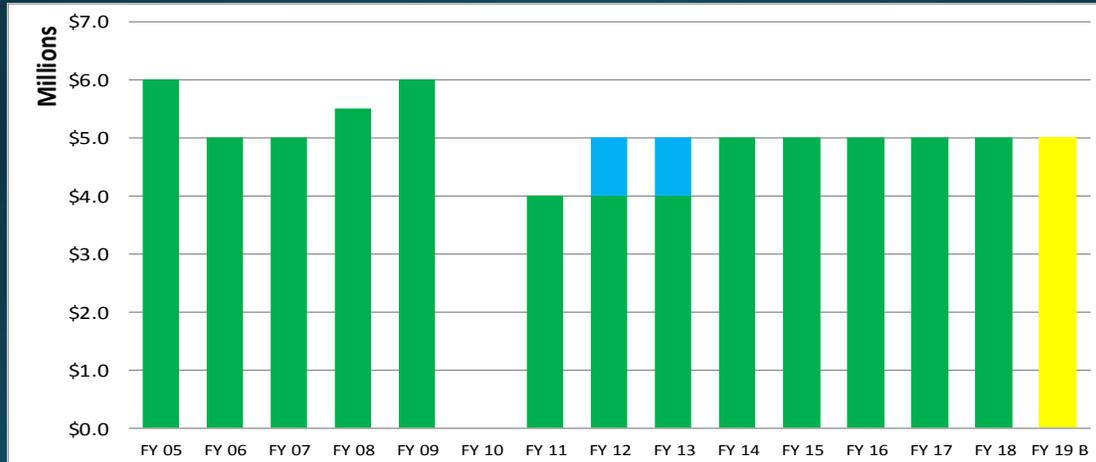
- Meet monthly to discuss common issues affecting municipalities
- Follow legislation in the Delaware General Assembly and prioritizes matters for the annual legislative agenda
- Encourage better communication among member municipalities, as well as with lawmakers, policy-makers, and other stakeholders
- Take an active role in promoting awareness and education of municipalities and the challenges they face

Transportation

Hal Godwin, Town Manager
Town of Greenwood



Municipal Street Aid



- Still impacted by reductions initiated in Fiscal Year 2006 and 2010

Municipal Street Aid

- Appreciate the Governor's Recommend Budget including:
 - Municipal Street Aid at \$5,000,000
 - Community Transportation Funds at \$17,680,000
- This is critical funding to all municipalities used to improve our roadway infrastructure
- Encourage support for an additional \$1,000,000 in funding should the State have additional revenues available

Revenue

Kristy Rogers, Town Manager
Town of Milton



Realty Transfer Tax

- Critical source of funding for public safety, economic development, public works, capital projects, infrastructure projects, and debt reduction
- SCAT continues to support the current RTT formula
 - 3 percent levy split equally (1.5 percent each) between State and local jurisdiction
 - 1 percent levy to the State (HB 279, 148 GA)
- Encourage opposition to HB 297 unless additional recurring revenue sources are identified to offset any changes

Economic Development

Gene Dvornick, Town Manager

Town of Georgetown



Key Focus Areas

- Ensure a skilled and talented workforce
- Good business environment
- Opportunities for existing employers to grow

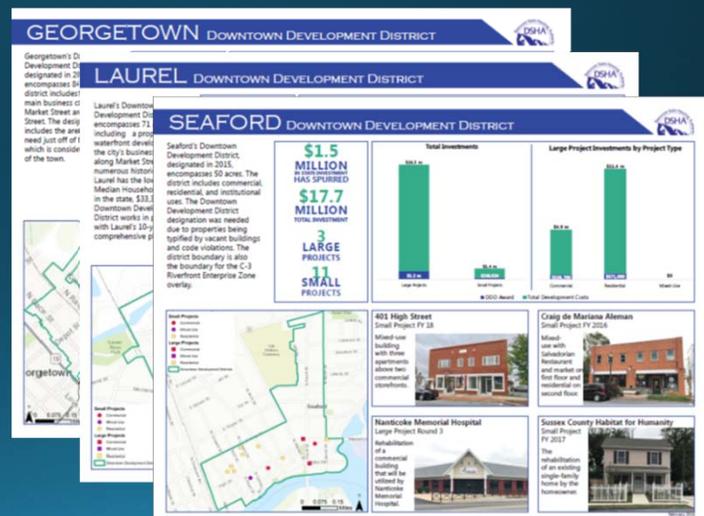


Downtown Development Districts

- Support the Governor's Recommended \$8,500,000 for Urban Redevelopment to encourage investment in designated Downtown Development Districts
- Statewide investment of \$21 million has leveraged \$371.5 million in private investment
- Since inception for every \$1.00 from the State - \$17.66 private investment is realized

Sussex County Impact

- Georgetown (2016)
 - State \$485 thousand
 - Private \$2.3 million
- Laurel (2016)
 - State \$411 thousand
 - Private \$2.0 million
- Seaford (2015)
 - State \$1.5 million
 - Private \$16.2 million



Coastal Issues

Ted Becker, Mayor

City of Lewes

Tony Pratt

Former Shoreline & Waterway Administrator
(DNREC)



Coastal Concerns

- Seven (7) coastal communities have organized as ACT to address the following concerns:
 - beach replenishment
 - preservation of coastal ecosystems
 - maintenance of navigable waterways
 - tidal flooding/sea level rise
- Impact on DE Tourism a 3.3 Billion portion of the DE economy in 2016



Funding Opportunity

- Tidal storm flooding and erosion is a constant threat along the coast
- Through a great partnership with the US Army Corps of Engineers we have vastly improved our defenses against flooding along the beaches
- The Corps now offers an opportunity to tackle flooding in the Inland bays and along the DE Bay shore
- Local match for the Feasibility Study is needed



Other Items

Terry Tieman, Town Manager
Town of Fenwick Island



Specific Legislation

- SCAT Supports
 - HB 63 – Absentee Ballot Voting
 - HB 293 – Prevailing Wage Reform
 - HB 341 – Waiting Period on Voting on Appropriation Bills
 - HB 399 – Constitutional Amendment for Equal Rights
 - HS 1 for HB 198 – Alcoholic Beverages (Farmer’s Market & Ag Themed Events)
- SCAT Opposes
 - HB 357 – Municipal Limitations on Sex Offenders
 - SB 170 – Minimum Wage Increases
- Other
 - County and Municipal Accommodation Tax (if introduced)

Closing Remarks

- ✓ Communication among State lawmakers, County officials and municipal leaders is important when considering legislation and issues
- ✓ SCAT appreciates the long history of strong communication, relationships with our legislators, particularly when bills could affect Sussex municipalities
- ✓ As always, SCAT appreciates all that our legislators do to make Delaware, Sussex County, and our municipalities a great place to live and do business

Special Thanks and Good Luck to...

Senator
Gary Simpson



Representative
Harvey Kenton



Thank You!

Sussex County Association of Towns

2018 Legislative Breakfast

April 13, 2017

