

# TOWN MANAGER'S WEEKLY REPORT

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## UPCOMING MEETINGS & EVENTS ...

- ✓ **Special Town Council Meeting:** Certification of Candidates, Thursday, April 30, (Electronic Meeting) – 4:00 PM
- ✓ **Town Council Meeting:** Wednesday, May 13, Regular Meeting (Electronic Meeting) – To Be Determined
- ✓ **Planning Commission Meeting:** Wednesday, May 20 – *Tentative*
- ✓ **Town Council Meeting:** Wednesday, May 27, Regular Meeting – To Be Determined
- ✓ **Delaware League of Local Governments:** Cancelled until further notice
- ✓ **Sussex County Association of Towns:** Cancelled until further notice

## UPDATES FROM DEPARTMENTS ...

### **Finance**

- As of April 24, the Town has collected:
  - \$1,603,359 (99%) of the annual property tax billing (\$1,616,317)
  - \$415,316 (42%) of the April quarterly utility billing (\$1,006,491)
    - ✓ Collections still in alignment with prior quarters
- Answered residents calls regarding the April utility billing, payments, and trash
- Participated in FY 2021 Budget Workshop (copy attached)
- Processed Accounts Payable
- Stamped deeds for property transfers

### **Public Works**

- Grass cutting and weed spraying taking place
- Removed downed tree on Elizabeth Street
- Worked on Evidence Road door at police station

### **Police**

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

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## **Construction Coordinator**

- Resolved sewer connection issue on Carey Lane
- Miss Utility Locate Summary (copy attached)

## **Wastewater**

- Lagoon depths: Large Lagoon is 9.00 feet and Small Lagoon is 5.75 feet
- Ran sewer jetter through manhole at Ennis Road and Dupont Boulevard
- Replaced Pump 2 at SCI
- Worked with electric company to restore power at Meadows Pump Station

## **Planning**

- Comprehensive Plan information, gathered by staff, submitted to consultant (KCI) on April 22
- Projects:
  - 206 East Laurel Street – Resubmitted site plan for grocery store on April 23
  - 413 North Bedford Street – Resubmitted site plan for Auto Collision & Repair expansion on April 23
- County Seat RV Resort (Sussex County Project - 22349 Lewes-Georgetown Hwy) went to PLUS on April 22

## TOWN MANAGER'S UPDATE ...

- Participated in several calls with DHSS, DPH, Sussex County, local nonprofits, and Office of the Governor regarding Coronavirus and activities in Sussex County
- Initial contact and planning for FY 2020 Audit held with JUDS (Gene Dvornick, Laura Givens, Olga Holm)
- Worked with DNREC on Facility Investigation access for Former Georgetown Dump Site (DE-1719)
- Responded to concerns regarding closure of local business
- Met with representative of Georgetown Arts & Flowers regarding new planters and plans for planting (Bill Bradley, Gene Dvornick)
- Participated in teleconference call with Governor Carney (Gene Dvornick, Chief Hughes, Bill West)
- Communicated with several businesses to address any concerns or issues and answer questions

# TOWN MANAGER'S WEEKLY REPORT




- Participated in Sussex County Communities (municipalities, State Agencies, local legislators) (Gene Dvornick, Bill West)
- Outlined election timeline, identifying inconsistencies between Town and State Code
- Began initial planning for 2020 Memorial Day Service – Tentative
- Continual updating of Town social media with Coronavirus information (all Staff)
- Worked with Town Solicitor on deeds prepared for Dunbarton Oaks roadway abandonment, Lee Avenue Dedication, and Utility Easements (Gene Dvornick, Laura Givens, Jocelyn Godwin, Jeff Ward)
- Followed up on several code enforcement issues

## CORONAVIRUS (COVID-19)

**WE'RE IN THIS TOGETHER, DELAWARE.**

You can help prevent the spread of COVID-19. Take action, spread awareness.

## SYMPTOMS

FLU		SOURCES: WORLD HEALTH ORG., CENTERS FOR DISEASE CONTROL & PREVENTION	COVID-19	
COMMON	FEVER		COMMON	
COMMON	FATIGUE		SOMETIMES	
COMMON*	COUGH		COMMON*	
NO	SNEEZING		NO	
COMMON	ACHES & PAINS		SOMETIMES	
SOMETIMES	RUNNY/STUFFY NOSE		RARE	
SOMETIMES	SORE THROAT		SOMETIMES	
SOMETIMES**	DIARRHEA		RARE	
COMMON	HEADACHES		SOMETIMES	
NO	SHORTNESS OF BREATH		SOMETIMES	
*USUALLY DRY **FOR CHILDREN		<a href="https://de.gov/coronavirus">de.gov/coronavirus</a>		
		 DELAWARE HEALTH AND SOCIAL SERVICES Division of Public Health		

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## CORONAVIRUS (COVID-19)



**COUGH OR SNEEZE  
INTO YOUR ELBOW**

Do not sneeze into your hand. If  
you use tissue, dispose of it right away.

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

## CORONAVIRUS (COVID-19)



**DO NOT TOUCH  
YOUR FACE**

Do not touch your face,  
eyes, nose, or mouth with  
unwashed hands.



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

## CORONAVIRUS (COVID-19)



**STAY HOME WHEN  
YOU ARE SICK**

Be safe. If you feel sick, stay home.



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

## CORONAVIRUS (COVID-19)



**WASH YOUR HANDS  
FREQUENTLY**

Be sure to wash your hands, including  
the backs and under your nails, for 20  
seconds. Or use alcohol-based  
hand sanitizer.



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

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





# Town of Georgetown

Budget Workshop  
Monday, April 20, 2020

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## 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.

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## Agenda

- Current Economic Realities
- Impact on Town of Georgetown
- Building on Success
- Initial FY 2021 Budget
- Addressing the Deficit
- Considerations
- Next Steps

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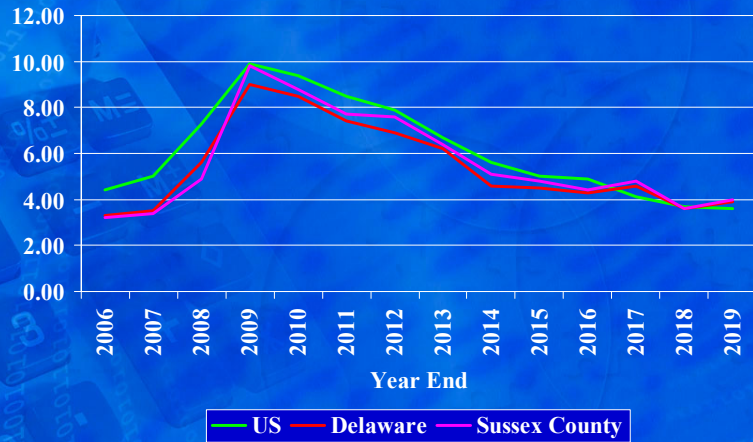
## Consumer Price Index



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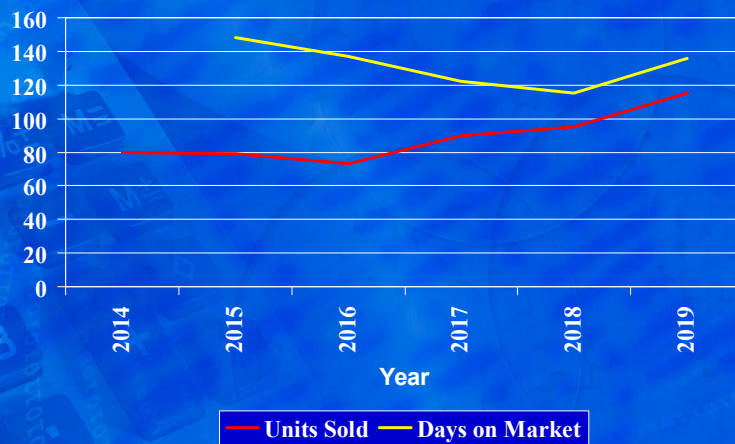


## Unemployment Rate



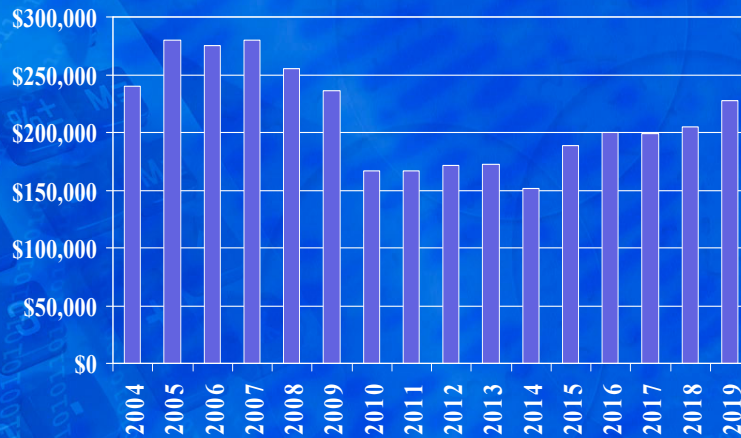
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## Housing Data (*SF Residential*)



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## Median Home Sales Price



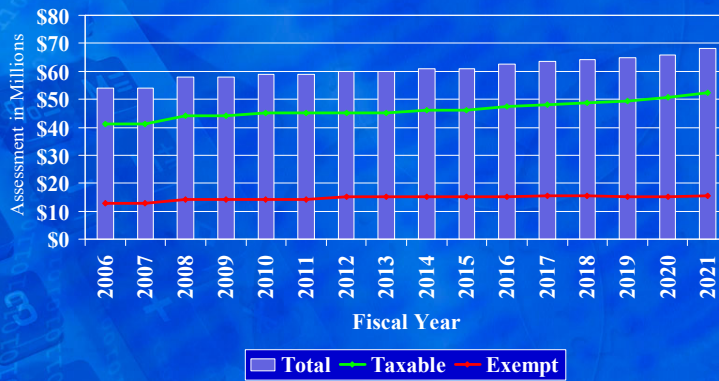
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## Realty Transfer Tax Collected



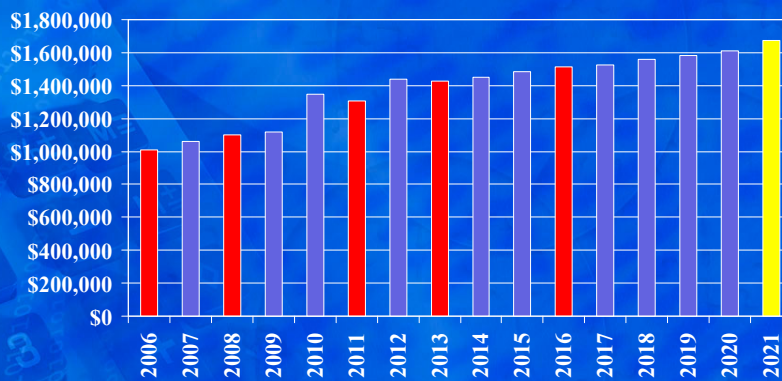
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## Property Assessments



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## Property Tax Billed



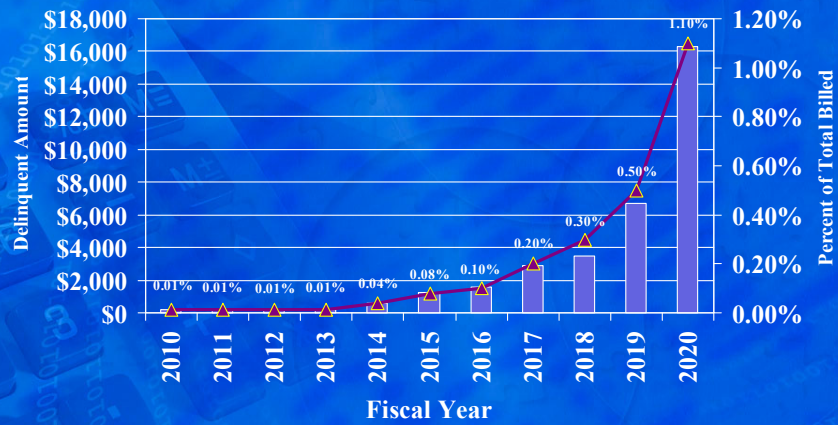
### Tax Increase History

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

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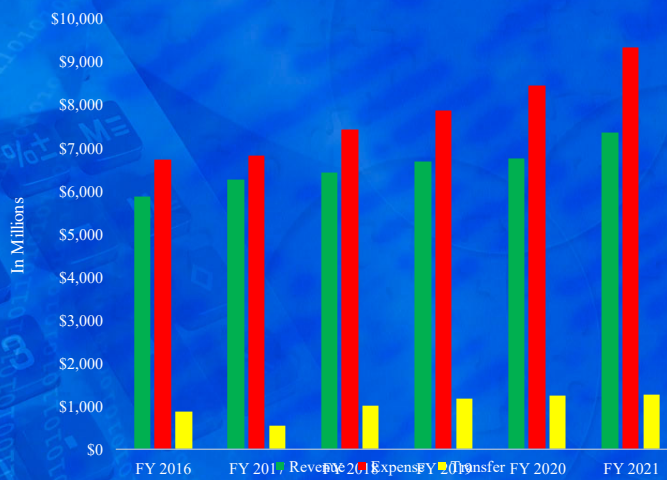


## Delinquent Property Taxes



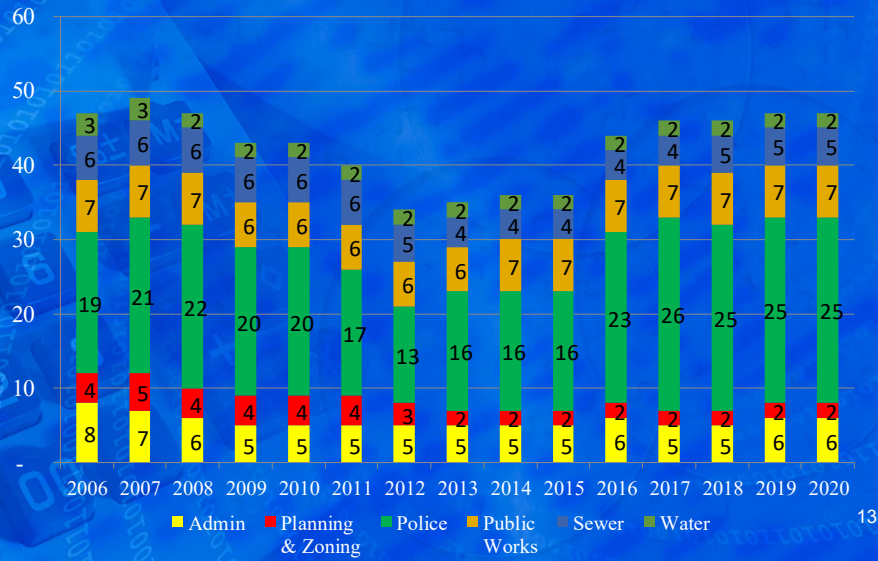
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## Budget History



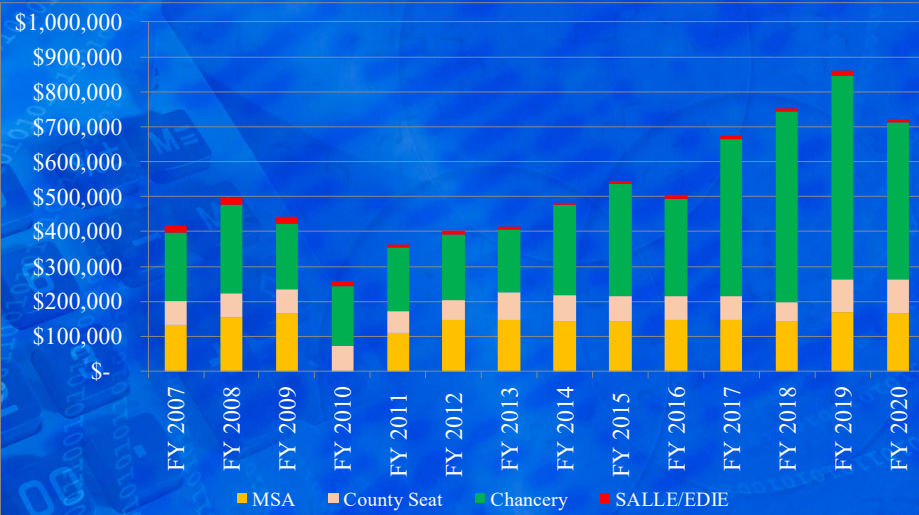
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## Staffing History



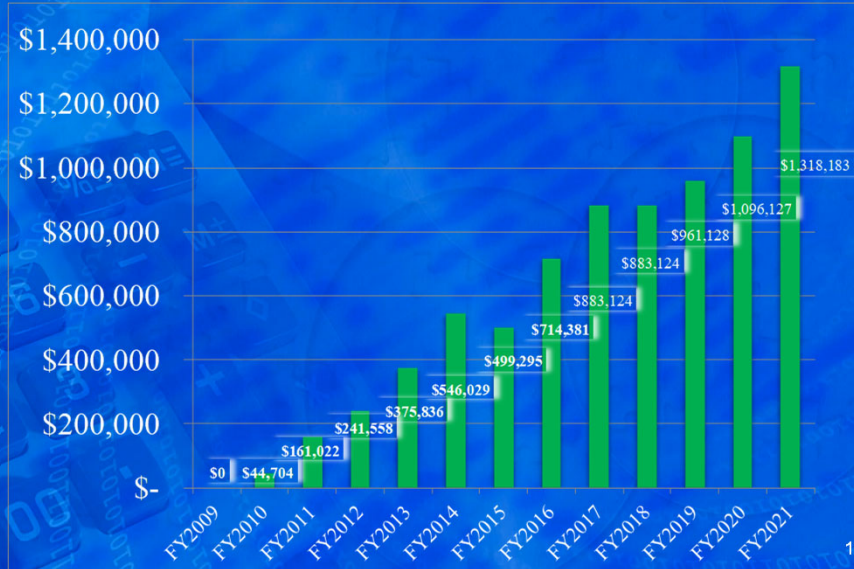
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## State Aid



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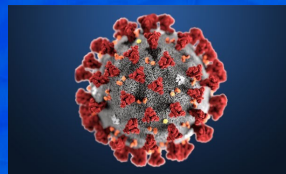
## Realty Transfer Cash Account



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## Coronavirus (COVID-19) Impact

- Revenues – Cash Flow Focus
  - Utility Receipts – tracking closely
  - Accommodations Tax
  - Realty Transfer Tax
  - State Support
  - Federal Support
- Expenses
  - FEMA Reimbursement (up to 75%) – if any is incurred
  - Health and Safety (Sanitization) – As needed
- Unknown
  - Re-Opening Requirements – potential cost impacts



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## Building on Success

- Conservative Revenue Estimates
- Major Project Funding with 100% Principal Forgiveness and 1.3775% Interest Rate
  - Market & Bedford Street Water Main Project
    - Referendum Needed – Re-scheduled
    - Total Project Funding \$1,255,000
- Purchasing Card Rebate
  - Rebate to Date FY20: \$3,725.00 (5% of Purchases)
  - Rebate Since Inception FY08: \$56,127.31

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## Initial FY 2021 Budget

<b>REVENUES</b>	
General Fund Revenues	\$ 3,947,003
Water Revenues	\$ 1,363,500
Wastewater Revenues	\$ 2,058,500
<b>TOTAL REVENUES</b>	<b>\$ 7,369,003</b>
<b>EXPENDITURES</b>	
General Fund Expenses	\$ 5,581,587
Water Fund Expenses	\$ 1,458,015
Wastewater Fund Expenses	\$ 2,293,193
<b>TOTAL EXPENDITURES</b>	<b>\$ 9,332,795</b>
<b>PROJECTED SURPLUS/(DEFICIT)</b>	<b>\$ -1,963,792</b>

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## Significant Items

- Personnel Expense Increase
  - New Positions
    - Police Department
      - (4) New Hire
      - Promotion PFC to S.PFC - Two Officers
    - Public Works
      - Grade 2 Level 3 to Grade 4 Level 1 (Maint I to Maint II)
      - Grade 4 Level 4 to Grade 4 Level 6
      - Grade 6 Level 5 to Grade 6 Level 8
      - Grade 6 Level 7 to Grade 6 Level 8
      - Grade 10 Level 16 to Grade 10 Level 17
      - Grade 10 Level 14 to Grade 10 Level 15

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## Significant Items

- Personnel Expense Increase
  - Administration
    - Cashier-1 step increase
    - Finance (3) Positions- 1 step increase
  - Planning Department
    - Planning Administrator- 1 step increase
    - Planning Assistant-1 step increase
  - Wastewater
    - Grade 2 Level 2 to Grade 4 Level 1 (Maint. I –WWT. I)
    - 4 Positions – 1 Step Increase

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## Significant Items

- Proposed Capital Expenditures
  - Public Works
    - New gate at Maintenance Shop - \$9,000
    - Replace Husqvarna Lawn Mower - \$11,000
  - Water
    - Replace Utility Body Service Truck - \$50,000
    - Replace Roof (King Street) - \$8,000
  - Wastewater
    - New Tractor- \$28,000
    - Easter Seals Spare Pump- \$20,000
  - Police Department
    - Pole Building (50X30) – \$60,000

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## Significant Items

- Potential Legislative Impacts
  - Governor Carney's Proposed Budget
    - Municipal Street Aid Increase
  - Realty Transfer Tax
    - No Change in Allocation
  - PILOT Program
    - Adding City of Newark
  - Other Legislation not yet Introduced
- IRSD Funding for Resource Officer
- Labor Union Negotiations
- Coronavirus – lingering effects

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## Town Indebtedness

- Total Debt: \$9,046,836
  - Water (13.36%)
    - Debt: \$1,208,251
    - Annual Principal Payment: \$451,725
    - Water Impact Account Balance: \$253,040
    - Debt Coverage: 6 months
  - Sewer (65.36%)
    - Debt: \$5,913,585
    - Annual Principal Payment: \$703,170
    - Sewer Impact Account Balance: \$2,193,844
    - Debt Coverage: 3 years
  - Town Hall (21.28%)
    - Balance: \$1,925,000.00
    - Annual Principal Payment: \$42,460

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## Banking Summary

### M & T Bank

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

### WSFS

- Police Savings Account

### Fulton Bank

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

### County Bank

- Annexation
- Fund to Combat Violent Crime
- Equitable Sharing

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## Major Capital Projects

- Continued Street Rehabilitation – North Race Street
  - Municipal Street Aid
  - Community Transportation Funds
- Stevenson Lane Pump Station Repairs
- Sewer Redirection & Water Connection
  - Leverage with Sussex County
- Service Line Replacements
  - Market & Bedford Streets
- DelDOT Projects
  - Gateway East Improvements
  - Arrow Safety Road – Phase I
  - Route 18/404 Grade Separated Intersection

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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

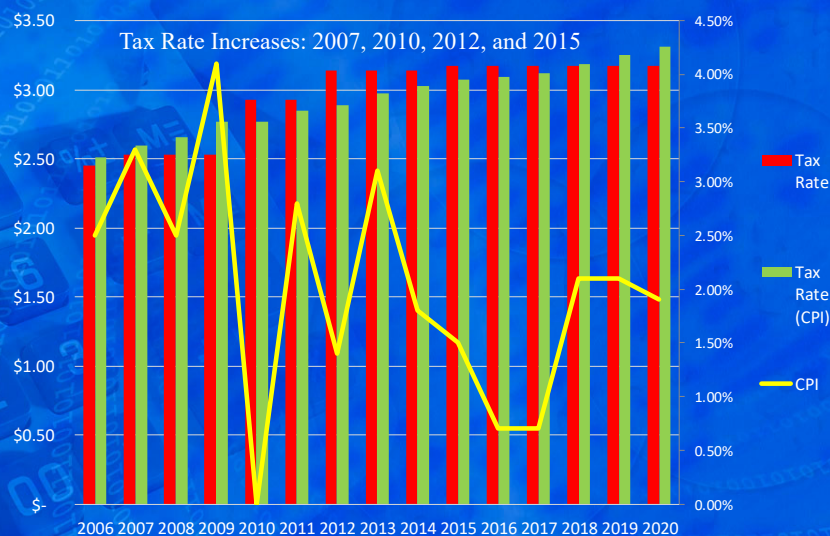
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## Addressing the Deficit

- 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 2022 Budget
- Remove all New Positions
- Hiring Freeze as of 4/1 workforce
- Remove all additional Step increases
  - Except for Wastewater Operator I (License)
- Other Ideas

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## Tax Rate Increase History



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## 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 \$5,087 income

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## Next Steps

- Review and Discuss Line Item Budget Detail
- Review, Discuss, and Agree on Items to Address the Deficit
- Present and Adopt FY 2021 Budget at April 22 Meeting

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The background of the slide is a blue-tinted image of a calculator. The calculator is positioned diagonally, with its keypad visible in the lower-left quadrant. The keypad includes buttons for numbers 0-9, a decimal point, and various mathematical function keys like '+', '-', 'x', '/', '=', and '+/-' (percent sign). The entire image is overlaid with a pattern of white binary code (0s and 1s) that flows across the frame, giving it a digital or technological feel.

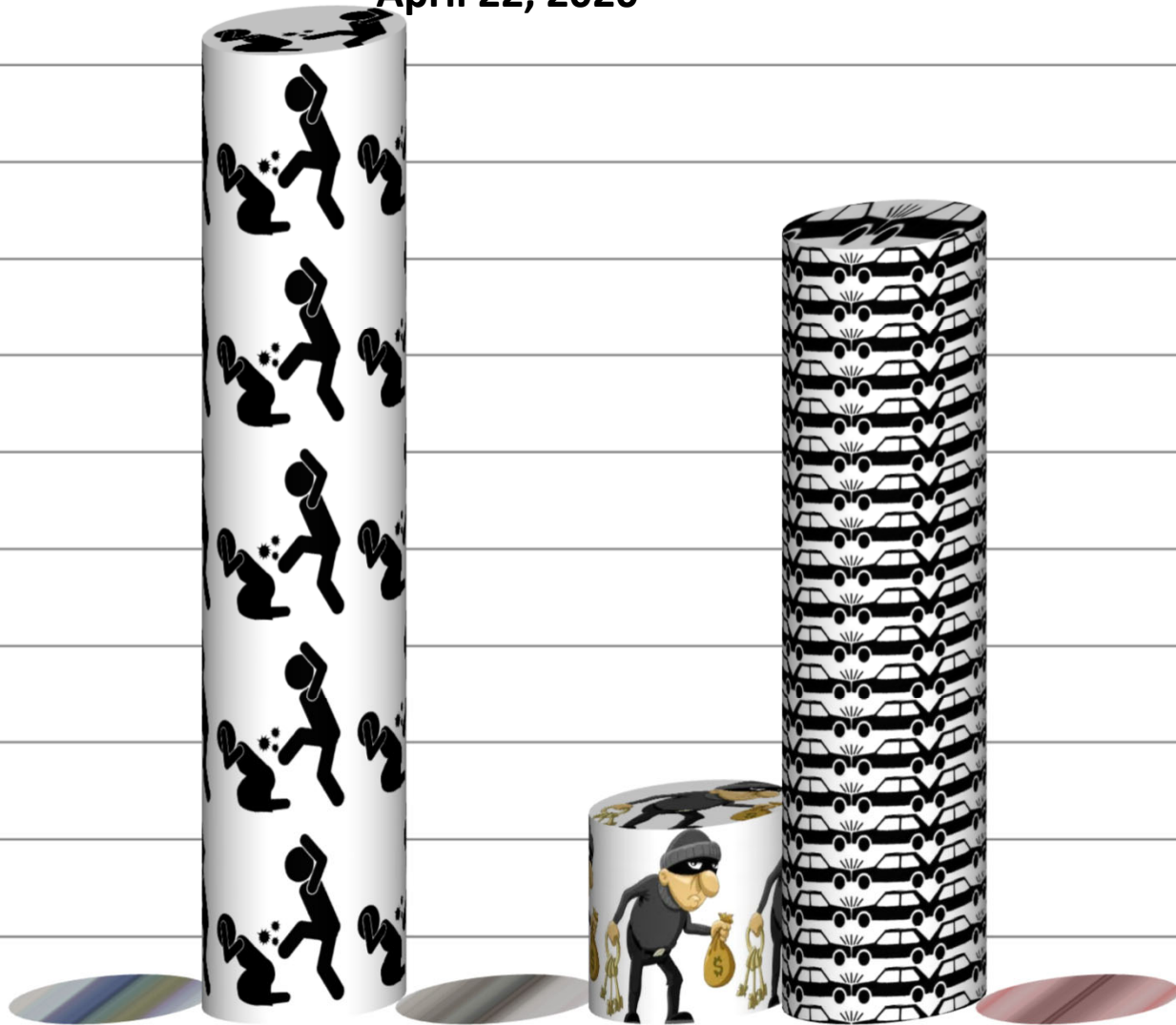
# Town of Georgetown

Budget Workshop  
Monday, April 20, 2020

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April 22, 2020

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4  
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3  
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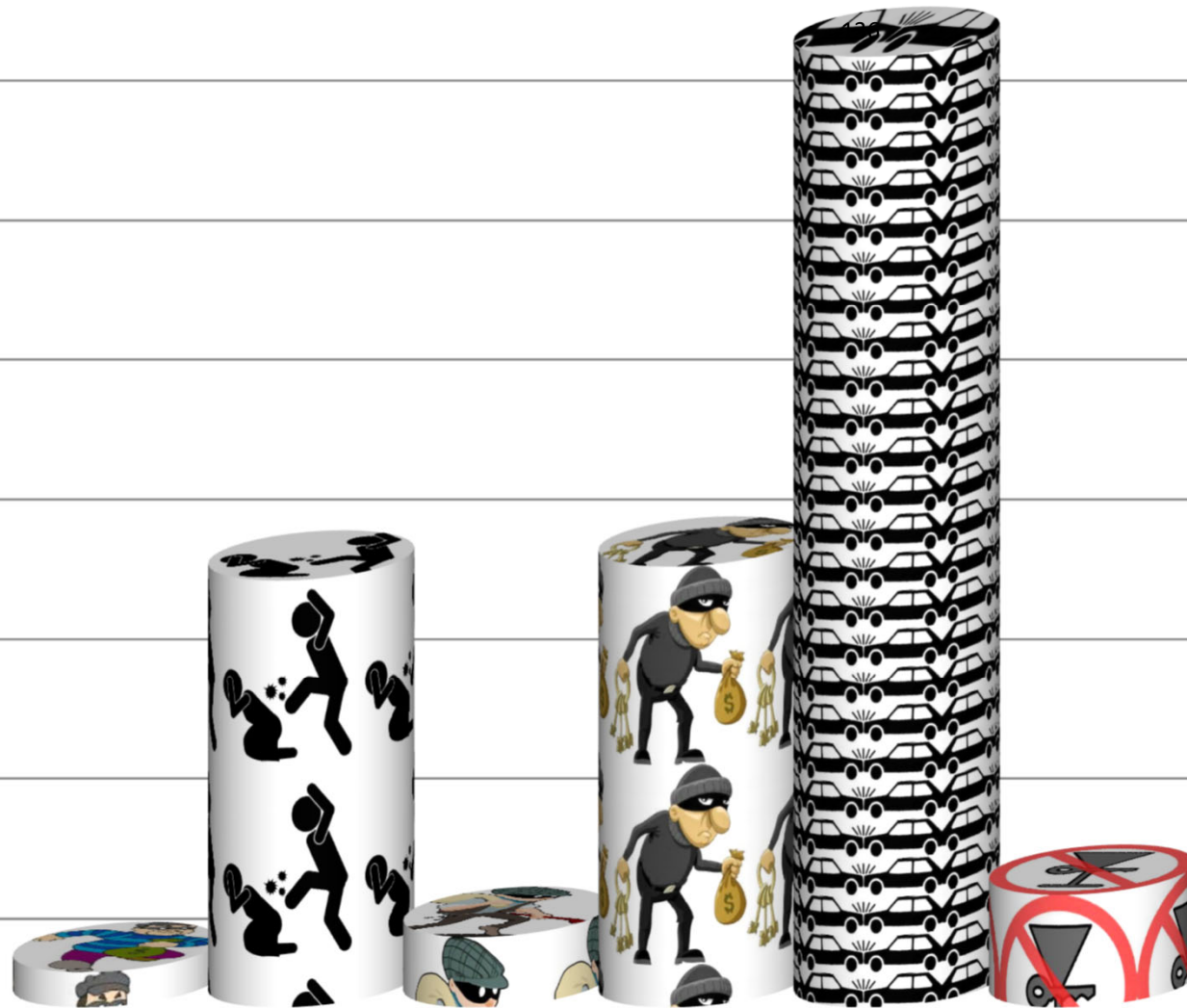


Weekly

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

April 22, 2020

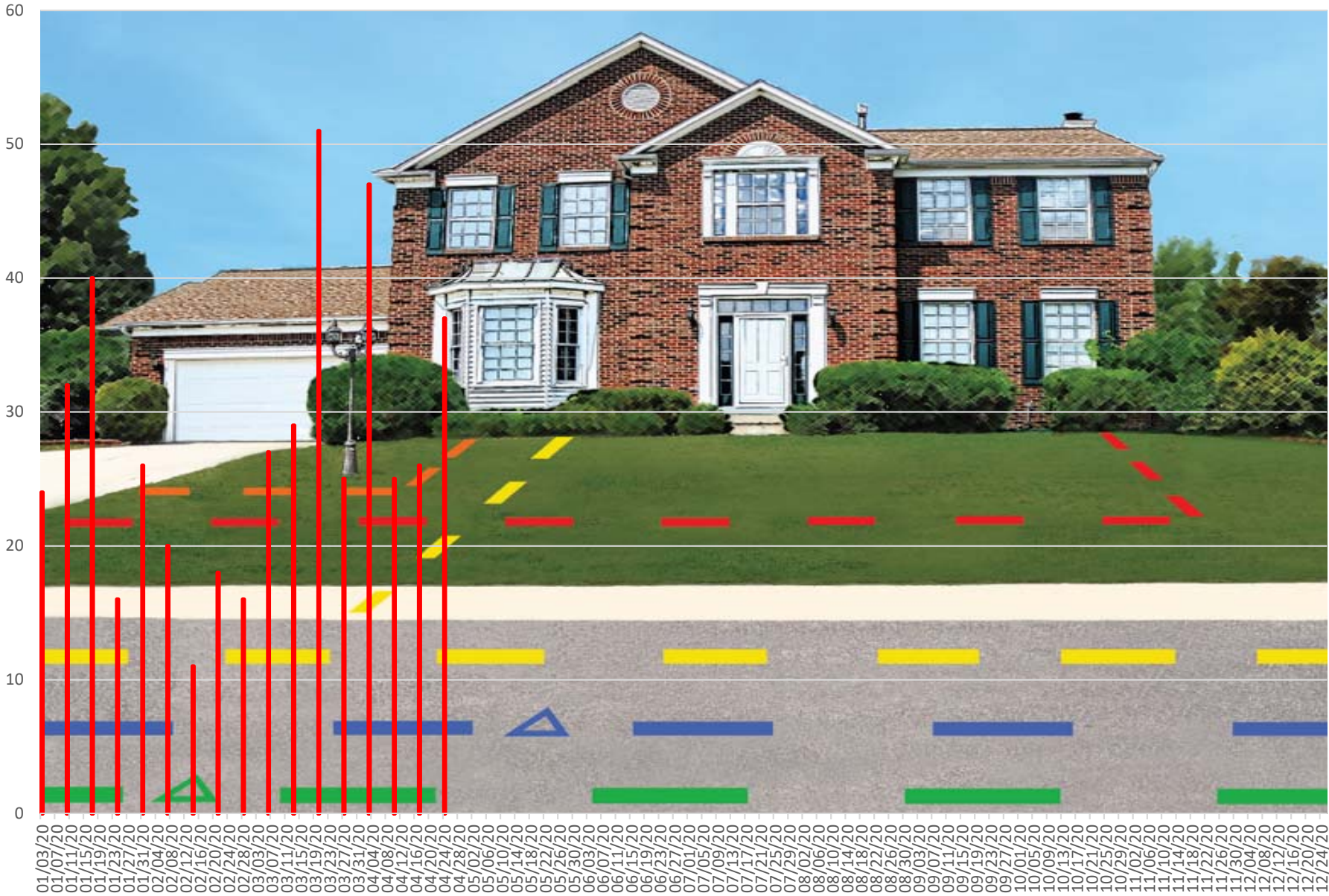
140  
120  
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\*Robbery \*Assault \*Buglary \*Thefts \*Collision \*DUI



Miss Utility Locate Tickets



## WWTF Lagoon Depths

