LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE

A G E N D A

February 28, 2011 - 6:00 P.M. - Council Chambers - City Hall - City of Dover

Public comments are welcomed on any item and will be permitted at appropriate times. When possible, please notify the City Clerk (736-7008 or e-mail at CityClerk@dover.de.us) should you wish to be recognized.

AGENDA ADDITIONS/DELETIONS

1. Review and Recommendation - Filling Critical Positions

2. Latest Estimate (LE) for Fiscal Year 2011 Budget

3. Proposed Ordinance #2011-07 Amending Chapter 46 Fire Prevention and Protection, Article III - Fire Codes, Section 46-126 - Fire Prevention Permit

4. Review of Hospitality and Civic Function Policy

5. Adjournment by 7:00 P.M.

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

Memorandum

Office of the City Manager
PO Box 475
Dover, DE 19903
Phone: (302) 736-7005
FAX: (302) 736-7002
E-mail tdeprima@dover.de.us

To: **Legislative, Finance and Administration Committee**

From: **Anthony J. DePrima, ICMA-CM, AICP**
City Manager

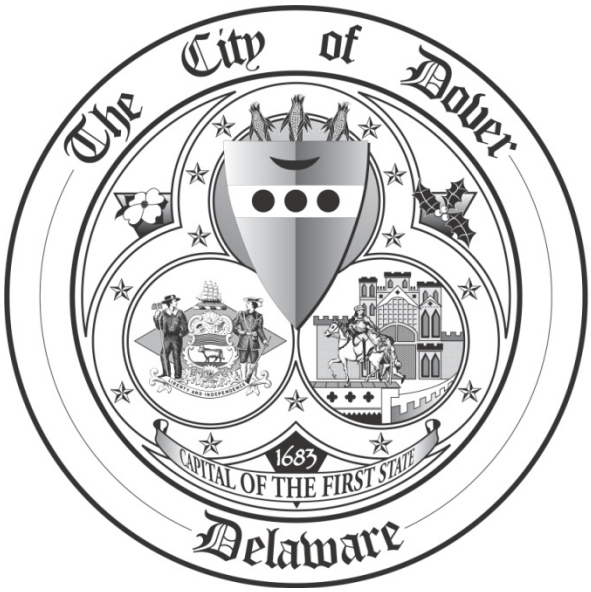
Date: **February 22, 2011**

Subject: **2011 Latest Estimate and Joint LF&A and SA&T recommendations regarding police staffing and programs.**

The Latest Estimate being presented tonight was prepared before the February 17, 2011 recommendations of the Joint LF&A and SA&T Committee regarding police staffing and programs. It would not be appropriate to include those recommendations until acted on by City Council. The City Council will be acting on the Joint LF&A and SA&T recommendations on February 28th.

The Joint Committee recommended that two additional officers be sent to the spring police academy class, and that a onetime $40,000 Police Chief's Discretionary Fund be established. As I indicated at the Joint meeting those expenses can be covered by savings in this year's budget as reflected in the Latest Estimate. In fact, no further adjustment would be necessary in the proposed police salary budget because we were just informed that the police academy class has moved to mid April. The cost of four officers in a mid April class is about the same as the budget for two officers in a February class which was originally approved by City Council. No further adjustments will be needed to the Latest Estimate for the additional two officers. The additional $40,000 is well covered in the $751,000 being added to the General Fund Balance.

Assuming the City Council will approve the recommendation of the Joint Committee at its February 28th meeting, the Latest Estimate will be amended before the first reading of the budget ordinances associated with the latest estimate budget amendments.



Latest Estimate
Fiscal Year 2010-2011 Budget

February 2011

Prepared by: City Manager's Office

INTRODUCTION

The purpose of this report is to give City Council the latest estimate of our Fiscal Year 2010- 2011 Budget, factoring in some of the known changes that have occurred since the budget was approved in July. Some of the major changes are as follows: an increase to Transfer Tax revenue estimates; decreases to Trash Revenues; revised revenues and expenses for Power Supply and Generation that positively impact the Electric Fund. These and other known changes are detailed in this report. Changes in revenue, as reported to Council in the December Quarterly Revenue Report, are included in this Latest Estimate, as well as changes made by PACE to our Electric Utility Forecast.

Also detailed in this report is the impact of hiring freeze reductions and vacant positions, which include reductions in benefits.

Fund Balances

The General Fund balance is projected to exceed the financial policy minimum level criteria. The estimated fund balance is equal to approximately 10.3 percent of revenues or $3.7 million. It is projected to be $829,245 over the required minimum amount.

The Water and Wastewater Fund balance is projected, in aggregate, to fall $7,376 below the minimum fund balance requirement of eight percent. Water is 35 percent ($1.4 million in excess) of revenues and Wastewater is 43 percent ($1.3 million in excess) of revenues. The Kent County Sewer Adjustment balance is not in compliance and currently has a $1.8 million deficit.

The Electric Fund balance is in compliance with fund balance requirements. The current estimated fund level is 11 percent of revenues. The Electric Fund balance is projected to be $11.2 million, which exceeds the minimum fund balance requirements by $3.2 million.

Revisions

Salaries for all divisions have been adjusted. Calculations were based on year-to-date salary and benefit expenses, as of January 14, 2011. Pay was calculated by using the average pay period expense for the 12.5 pay periods remaining. Unfilled vacant positions were taken out of the salary calculations, so those savings are incorporated into the salary calculations. Positions approved for hire were calculated based on estimated start dates. Other revisions are outlined by fund and division.

GENERAL FUND

Revenues

Prior Year balance increased $1,034 for additional audit adjustments.

Fines, Police revenue and 911 Fee revenue are adjusted up $42,387 and $15,000 respectively, based on current revenue trends.

Investment Income is adjusted downward $108,000. This is reflective of actual experiences in the market, and cash balances.

Permits and Other Licenses are adjusted downward $42,000, to reflect the actual revenue streams.

Miscellaneous revenue is adjusted up $11,500 for Grass Cutting. There is a corresponding increase in grass cutting expense.

Franchise Fees are adjusted upward $34,000 to reflect this year's actual revenue streams.

Trash fees are decreased ($194,511) due to an anticipated decrease in the out-of-city customers. There is a partial decrease in the tonnage charge.

Interfund Service Fees were adjusted downward $48,076, based on allocated department changes.

Police Grants were decreased ($58,350) based on the vacancy in the designated grant officer position. The candidate for this position will enter the police academy in March 2011 and the grant will resume again.

A recreation grant was added ($51,000) to reflect a grant for the Silver Lake Watershed Coordinator. There is a corresponding expense in Parks and Recreation contractual services.

Homeland security grants were added for $188,061. A Homeland Security grant, from FEMA, was added for $172,061. This grant will reimburse the Contingency Fund for Fiscal 2010 snow expenses. Another grant in the amount of $16,000, from Homeland Security, was received for enhancements to City Hall security in the City Manager/Mayor's Office. The corresponding expense is in the Life Safety budget.

Transfer Tax was increased ($750,000). This increase was based on three large receipts in December and January - $633,046, $58,125, and $56,897.

Civil Traffic Penalties are adjusted upward ($70,000) based on actual receipt experience for Fiscal 2011.

Expenses

Unless otherwise indicated, all adjustments to divisions are due to adjustments in salary. Calculations were based upon year-to-date salary and benefit expenses as of January 14, 2011. Pay was calculated by using average pay period expense for the 12.5 pay periods remaining. Unfilled vacant positions were taken out of the salary calculations, so those savings are incorporated into the salary calculations. Positions approved for hire were calculated based on estimated start dates.

Tax Assessor – A $69,497 adjustment has been made to cover increased legal expenses regarding assessment appeals and ordinances in the amount of $88,000. The adjustment also reflects a decrease in salary and benefits of $18,503.

Parks & Recreation – An adjustment of $38,157 has been made. This accounts for salary savings of $12,843 and for the expense of the Silver Lake Watershed Coordinator ($51,000). There is a corresponding increase in the grant revenue which covers this expense.

Life Safety – An adjustment has been made in the amount of $15,757. This is to account for salary savings of $243 and the enhanced security system in the City Manager and Mayor's Office ($16,000). This expense is offset by a corresponding grant for $16,000.

Code Enforcement – An adjustment of $18,229 has been made. This adjustment accounts for increased temporary help ($26,132) as approved by Council. This is partially offset by $12,903 in salary savings. The budget is also adjusted for additional grass cutting expense $5,000. Grass cutting revenue has been increased ($11,500) to offset the expense.

Inspections – An adjustment of $65,000 has been made to cover the cost of Council approved demolitions.

Streets – An adjustment of $13,530 has been made. This adjustment accounts for $25,562 in salary and benefits savings. It also accounts for an additional $20,576 for sand and salt costs associated with snow removal and $18,516 for snow plow repairs.

Sanitation – An adjustment downward of $49,505 has been made. This reflects salary and benefit increases for a transferred position from Grounds ($10,281). There are offsetting salary and benefit savings in the Grounds division. The adjustment also includes reduced landfill fees of $59,786. Reduced landfill fees are the result of fewer out-of-city customers and a general decrease in tonnage taken to the landfill. Trash revenue has been reduced to reflect these changes.

City Manager – An adjustment of $17,943 has been made. This adjustment reflects an increase of $6,743 in salary and benefits. These adjustments reflect budget corrections and a change to health insurance coverage for an employee. Legal fees were adjusted upward ($11,200) for insurance deductibles and additional legal services associated with the tax appeals.

Information Technologies – A downward adjustment of $50,885 has been made. This reflects salary and benefits savings of $64,687 and an additional $13,802 to reflect an error in accounting for a prepaid charge.

Finance – A reduction for $22,000 has been made. This reflects reductions in materials, supplies and administrative charges. The largest reduction of $20,600 in contractual services is due to a partial year implementation of the ADP payroll system.

Fleet Maintenance – A reduction of $30,297 has been made. This reflects a reduction of $35,700 in the program expenses for vehicle repairs. This is based on actual repair experience to date. Adjustments have also been made to reflect budget corrections of $5,403 in salary and benefits.

HR – A reduction of $12,500 has been made. This reflects $3,000 savings in salary, benefits and reduced consulting fees of $9,500.

Transfer to Contingency – This transfers funds to the Contingency Reserve from FEMA for $172,061 to reimburse the City for snow expenses last fiscal year.

Uncollectible Reserve is increased $100,000 based upon recommendations from our auditors.

Current Year Balance is adjusted $751,191 to reflect revisions to revenue and expenditures. Fund Balance is estimated to be equal to approximately 10.3 percent of revenues or $3.7 million. It is projected to be $829,000 over the required minimum amount. These excess funds can remain in the fund balance or be used for contributions to reserves where we do not meet reserve requirements such as; Capital Asset Reserve or OPEB contributions. It may be best to wait until the final budget to make these decisions.

General Contingency Fund

A receipt from FEMA for $172,061 was received to reimburse the Contingency Fund for snow expenses from last fiscal year. The General Contingency Fund is in compliance with minimum fund balance requirements.

Governmental Capital Projects Fund

Revenues

Police Grants increased $20,000 due to an FBI grant for improvements to the Public Assembly Room. There will be a corresponding increase in expenses.

Expenses

Grounds decreased $17,158 to reflect vehicle purchase savings.

Police – An adjustment has been made for $7,648. This adjustment reflects a $20,000 increase for improvements to the Public Assembly Room funded by a$20,000 FBI grant. The budget was also decreased $12,352 to reflect vehicle purchase savings.

Streets - reduced $26,579 to reflect vehicle purchase savings.

Sanitation - reduced $33,656 to reflect vehicle purchase savings.

Information Technologies – reduced $5,000 to reflect the postponement of a server purchase. Server was postponed due to the failure of the air conditioning unit in the computer room. Replacement of the unit was $7,000.

Transfer to Community Transportation Fund – $25,000 originally received to pave Susan Place was transferred to the Community Transportation Fund where the work will be charged.

Current Year Balance is adjusted upward $69,745, based on revenue and expense revisions indicated above.

Water/Wastewater

Revenues

Water and Wastewater Fund balances were adjusted by $353 for additional Fiscal Year 2010 audit adjustments. The net effect of the adjustments to the Water/Wastewater fund is zero.

Interest earnings for Water ($8,206) and Wastewater ($10,079) are revised upward. This is reflective of actual experiences in the market and cash balances.

Expenses

Unless otherwise indicated, adjustments to all Electric divisions are due to adjustments in salary. Calculations were based on year-to-date salary and benefit expenses as of January 14, 2011. Pay was calculated by using average pay period expense for the 12.5 pay periods remaining. Unfilled vacant positions were taken out of the salary calculations, so those savings are incorporated into the salary calculations. Positions approved for hire were calculated based upon estimated start dates.

Uncollectible Reserve is increased $71,000 based upon recommendations from our auditors.

Interfund Service Fees were adjusted downward $140,756 to cover changes in allocated divisions and a change to the allocation method of Electric Administration to the Water/Wastewater Fund.

The Water and Wastewater Fund balance is projected, in aggregate, to fall $7,376 below the minimum fund balance requirement of eight percent. Water is 35 percent ($1.4 million in excess) of revenues and Wastewater is 43 percent ($1.3 million in excess) of revenues. The Kent County Sewer Adjustment balance is not in compliance. It is currently experiencing a $1.8 million deficit.

Electric Revenue Fund

Revenue

Direct Sales to Customers increased to coincide with PACE volume projections. The increase of $1.3 million is based on the year-to-date actual and future projections from PACE. Increased expenses for power supply and generation are included in the expense adjustments.

Purchase Power Adjustment credit has been increased by $25,000 based on the year-to-date actual and future projections from PACE.

Utility Tax increased $100,200 to reflect the changes in the PACE volume projections. This is offset by an increase in the Utility Tax expense.

Interfund Service Receipts decreased to reflect changes in allocated divisions and a change to the allocation method of Electric Administration to the Water/Wastewater Fund.

Interest Earnings were adjusted upward $44,600. This is reflective of actual experiences in the market and balances.

Expenses

Unless otherwise indicated, all adjustments to divisions are due to adjustments in salary. Calculations were based on year-to-date salary and benefit expenses as of January 14, 2011. Pay was calculated by using average pay period expenses for the 12.5 pay periods remaining. Unfilled vacant positions were taken out of the salary calculations, so those savings are incorporated into the salary calculations. Positions approved for hire were calculated based on estimated start dates.

Power Supply expenses were adjusted upward by $1.8 million, due to the increased demand for power. Net generation expenses including Plant Operations were adjusted to project a decrease of $1.3 million. This was due to increased PJM credits. Plant Operations are projected to increase $469,000 which is the result of increased power production. Total Power Supply and Generation expenses are adjusted upward $465,563. These adjustments are reflected the January 31, 2011 report from PACE Global Asset Management. This increased expense is offset by the increased sales to customers of approximately $1.4 million.

In Electric Administration, City Building and Maintenance supplies line item was increased $54,750. $24,750 is for work on the heating and air conditioning system at Weydant Hall (5 East Reed Street). The other $30,000 is for increased repair and maintenance at the same location.

$21,430 was added to Consulting Fees for increased legal fees associated with the Ward Transformer case. $279,640 was also added to settle the Ward Transformer case, as approved by Council. Funds were transferred from the Contingency Reserve to cover these expenses.

Utility Tax increased ($100,200) to reflect the changes in the PACE volume projections. The increase in expense is offset by the increase in revenue.

Uncollectible Reserve increased $175,000 based on the recommendations from our auditors.

Interfund Service Fees were adjusted (-$33,445) to reflect changes to allocated divisions.

Debt Service was decreased $468,810, to reflect refinancing of electric revenue bonds.

Transfer to Contingency returns the $301,070 removed from the Contingency Reserve for the Ward Transformer case. The funds were not needed.

Current Year Balance is $1 million, based on the revenue and expense revisions indicated above. The Electric Fund balance is in compliance with policy criteria. The current estimated fund level is 11 percent of the fund balance. It is projected to be $3.2 million in excess of the minimum fund balance requirement.

Electric Contingency Reserve

Revenue

Transfer form Electric Revenue returns the $301,070 removed from the Contingency Reserve for the Ward Transformer case.

Expenses

Carry Forward to next year is adjusted based on the revenue and expense revisions indicated above.

Electric Improvement and Extension Fund

Revenue

The State reimbursement for Wyoming Mill Road ($91,000) has been added. It will cover the cost of the Wyoming Mill Road Project.

Expenses

Electric Engineering increased $91,000, for the Wyoming Mill Road Project.

Community Transportation Improvement Fund

Revenue

Transfer from General Capital Projects increased $25,000 to cover the cost of paving Susan Place.

Expenses

Program Expenses increased $25,000 to cover the cost of paving Susan Place.

GENERAL FUND
CASH RECEIPT SUMMARY

	Information Only 2010-11 BUDGET	Information Only 2010-11 PRIOR ADJMTS	Information Only 2010-11 LATEST EST ADJMTS	2010-11 REVISED
RECEIPTS				
PRIOR YEAR BALANCE	$ 2,277,575	$ 376,953	$ 1,034	$ 2,655,562
FINES AND POLICE REVENUE	536,502	-	42,387	578,889
911 FEE	45,000	-	15,000	60,000
INVESTMENT INCOME	224,000	-	(108,000)	116,000
LIBRARY REVENUES	64,189	-	-	64,189
KENT COUNTY BOOK REIMBURSEMENT	460,000	-	-	460,000
BUSINESS LICENSES	1,523,675	-	-	1,523,675
PERMITS AND OTHER LICENSES	934,000	-	(42,000)	892,000
DEMOLITION REVENUE	-	-	-	-
MISCELLANEOUS CHARGES	54,250	-	11,500	65,750
POLICE EXTRA DUTY	300,000	-	-	300,000
PROPERTY TAXES	10,982,634	-	-	10,982,634
BID REVENUE	52,692	-	-	52,692
RECREATION REVENUE	141,500	-	-	141,500
FRANCHISE FEE	486,000	-	34,000	520,000
TRASH FEES	2,244,511	-	(194,511)	2,050,000
DSWA TRASH FEE REBATE	143,000	-	-	143,000
RENT REVENUE - GARRISON FARM	87,000	-	-	87,000
COURT OF CHANCERY FEES	645,000	-	-	645,000
RECEIPTS SUBTOTAL	**21,201,528**	**376,953**	**(240,590)**	**21,337,891**
INTERFUND SERVICE RECEIPTS				
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	972,889	-	(14,631)	958,258
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,374,945	-	(33,445)	3,341,500
INTERFUND SERVICE RECEIPTS SUBTOTAL	**4,347,834**	**-**	**(48,076)**	**4,299,758**
GRANTS:				
POLICE RELATED	138,350	-	(58,350)	80,000
CAPITAL SCHOOL DISTRICT REVENUE	73,500	-	-	73,500
POLICE PENSION GRANT	620,000	-	-	620,000
RECREATION GRANTS	-	-	51,000	51,000
MISC GRANT REVENUE	-	-	-	-
HOMELAND SECURITY GRANT	-	-	188,061	188,061
SALE OF ASSETS	-	-	-	-
GRANTS SUBTOTAL	**831,850**	**-**	**180,711**	**1,012,561**
TRANSFERS FROM:				
TRANSFER TAX	1,000,000	(350,000)	750,000	1,400,000
MUNICIPAL STREET AID	526,843	-	-	526,843
CIVIL TRAFFIC PENALTIES	930,000	-	70,000	1,000,000
WATER/WASTEWATER	-	-	-	-
ELECTRIC	8,856,000	-	-	8,856,000
PARKLAND RESERVE	-	-	-	-
LIBRARY RESERVE	-	-	-	-
CAPITAL ASSET RESERVE	-	-	-	-
WORKER'S COMP FUND	-	-	-	-
CONTINGENCY FUND				-
TRANSFERS FROM SUBTOTAL	**11,312,843**	**(350,000)**	**820,000**	**11,782,843**
TOTALS	**$ 37,694,055**	**$ 26,953**	**$ 712,045**	**$ 38,433,053**

GENERAL FUND
EXPENSE SUMMARY

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
DEPARTMENT EXPENSES:				
CITY CLERK	$ 287,403	$ -	$ (3,035)	$ 284,368
COUNCIL	130,769	-	-	130,769
TAX ASSESSOR	197,249	-	69,497	266,746
FIRE	709,862	-	(44,130)	665,732
GROUNDS MAINTENANCE	1,055,557	-	(23,668)	1,031,889
LIBRARY	1,126,227	-	(46,711)	1,079,516
RECREATION	778,469	-	38,157	816,626
LIFE SAFETY	501,835	-	15,757	517,592
CODE INFORCEMENT	276,481	300	18,229	295,010
PLANNING	423,193	(300)	-	422,893
INSPECTIONS	494,807	-	65,000	559,807
ECONOMIC DEVELOPMENT	247,488	-	-	247,488
POLICE	12,458,373	-	(222,750)	12,235,623
POLICE EXTRA DUTY	449,516	-	-	449,516
STREETS	802,029	-	13,530	815,559
SANITATION	2,347,344	-	(49,505)	2,297,839
CITY MANAGER	561,572	-	17,943	579,515
INFORMATION TECHNOLOGY	748,214	-	(50,885)	697,329
FINANCE	827,169	-	(22,000)	805,169
PUBLIC SERVICES - ADMINISTRATION	369,752	-	-	369,752
FACILITIES MANAGEMENT	990,757	-	(34,925)	955,832
CENTRAL SERVICES	669,977	-	(13,133)	656,844
FLEET MAINTENANCE	761,929	-	(30,297)	731,632
CUSTOMER SERVICES	869,404	-	4,219	873,623
HUMAN RESOURCES	358,890	-	(12,500)	346,390
MAYOR	88,341	-	-	88,341
DEPARTMENT SUBTOTALS	**28,532,607**	**-**	**(311,207)**	**28,221,400**
OTHER EXPENSES:				
DEBT SERVICE	331,800	-	-	331,800
TRANSFER TO CONTINGENCY	-	-	172,061	172,061
DSWA RECYCLING PROGRAM	-	-	-	-
INSURANCE	600,000	-	-	600,000
RETIREES HEALTH CARE	1,297,509	-	-	1,297,509
RETIREES PAYMENTS	-	-	-	-
PENSION UNFUNDED LIABILITY	995,000	-	-	995,000
POLICE PENSION UNFUNDED LIABILITY	95,000	-	-	95,000
POLICE PENSION FUND	620,000	-	-	620,000
OPEB	-	-	-	-
UNCOLLECTIBLES - TRASH AND OTHER	10,000	-	100,000	110,000
LOSS ON SALE OF ASSET	-	-	-	-
STORM EMERGENCY		-	-	-
STREET LIGHTS	985,000	-	-	985,000
OTHER EXPENSE SUBTOTAL	**4,934,309**	**-**	**272,061**	**5,206,370**
GRANTS				
IT EMERGENCY PREPAREDNESS PLAN	-	-	-	-
GRANTS SUBTOTAL	**-**	-	-	**-**
TRANSFERS				
TRANSFER TO PENSION COLA	-	-	-	-
TRANSFER TO CAPITAL ASSET RESERVE	-	-	-	-
TRANSFER TO CAPITAL FUND - PROJECTS	1,307,839	-	-	1,307,839
TRANSFER TO CAPITAL FUND - RESERVE	-	-	-	-
TRANSFER TO STREET PROGRAM		-	-	-
TRANSFER TO PARKLAND/RECREATION RESERVE		-	-	-
TRANSFER TO LIBRARY RESERVE		-	-	-
TRANSFER TO CDBG FUND	6,000	-	-	6,000
TRANSFER TO VERIZON RESERVE		-	-	-
INVENTORY WRITE OFFS		-	-	-
TRANSFERS SUBTOTAL	**1,313,839**	**-**	**-**	**1,313,839**
CURRENT YEAR BALANCE	**2,913,300**	**26,953**	**751,191**	**3,691,444**
TOTALS	**$ 37,694,055**	**$ 26,953**	**$ 712,045**	**$ 38,433,053**

GENERAL CONTINGENCY FUND
CASH RECEIPTS ESTIMATE/EXPENSE SUMMARY

CASH RECEIPTS ESTIMATE

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
BEGINNING BALANCE	$ 394,871	$ 135,522	$ -	$ 530,393
INTEREST EARNINGS	23,100	-	-	23,100
REIMBURSEMENT FROM DEMA (SNOW EMERGENCY)	-	-	172,061	172,061
TOTALS	**$ 417,971**	**$ 135,522**	**$ 172,061**	**$ 725,554**

EXPENSE SUMMARY

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
TRANSFER TO GENERAL FUND	$ -	$ -	$ -	$ -
TRANSFER TO OPEB	-	-	-	-
TRANSFER TO LIBRARY FUND	-	-	-	-
CARRY FORWARD TO NEXT YEAR	417,971	135,522	172,061	725,554
TOTALS	**$ 417,971**	**$ 135,522**	**$ 172,061**	**$ 725,554**

GOVERNMENTAL CAPITAL PROJECTS FUND

CASH RECEIPTS ESTIMATE

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
BEGINNING BALANCE - PROJECTS	$ 65,479	$ 162,113	$ -	$ 227,592
STATE GRANTS	3,343,520	888,828	-	4,232,348
INTEREST EARNINGS	10,900	-	-	10,900
INCOME FROM SALE OF ASSETS	-	-	-	-
RECREATION GRANTS	-	34,583	-	34,583
POLICE GRANTS	18,000	-	20,000	38,000
HOMELAND SECURITY GRANTS	-	-	-	-
LIBRARY BOND ISSUE/CONTRIBUTIONS	1,000,000	-	-	1,000,000
TRANSFER FROM GENERAL FUND FOR PROJECTS	1,307,839	-	-	1,307,839
TRANSFER FROM PARKLAND RESERVE (JWP CNTR)	-	-	-	-
TRANSFER FROM LIBRARY RESERVE	2,343,519	20,213	-	2,363,732
GIFTS/DONATIONS (RECREATION)	-	-	-	-
PARKLAND RESERVE RECEIPT	-	36,872	-	36,872
TRANSFER FROM CAPITAL ASSET RESERVE	140,000	(140,000)	-	-
				-
TOTALS	**$ 8,229,257**	**$ 1,002,609**	**$ 20,000**	**$ 9,251,866**

EXPENSE SUMMARY

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
DEPARTMENT EXPENSES:				
CITY CLERK	$ -	$ -	$ -	$ -
COUNCIL	-	-	-	-
TAX ASSESSOR	-	-	-	-
FIRE	288,210	(64,510)	-	223,700
GROUNDS MAINTENANCE	63,675	-	(17,158)	46,517
LIBRARY	6,687,039	943,624	-	7,630,663
RECREATION	45,000	36,872	-	81,872
LIFE SAFETY	-	-	-	-
PLANNING	-	-	-	-
INSPECTIONS	-	-	-	-
ECONOMIC DEVELOPMENT	-	-	-	-
POLICE	282,380	53,500	7,648	343,528
STREETS	481,055	-	(26,579)	454,476
SANITATION	246,075	-	(33,656)	212,419
CITY MANAGER	-	-	-	-
INFORMATION TECHNOLOGY	12,000	-	(5,000)	7,000
FINANCE	-	-	-	-
PUBLIC SERVICES - ADMINISTRATION	-	-	-	-
FACILITIES MANAGEMENT	-	-	-	-
CENTRAL SERVICES	-	-	-	-
FLEET MAINTENANCE	-	-	-	-
CUSTOMER SERVICES	-	-	-	-
HUMAN RESOURCES	-	-	-	-
MAYOR	31,500	-	-	31,500
DEPARTMENT SUBTOTAL	**8,136,934**	**969,486**	**(74,745)**	**9,031,675**
TRANSFERS				
TRANSFER TO CAPITAL ASSET RESERVE	-	-	-	-
TRANSFER TO PARKLAND RESERVE	-	-	-	-
TRANSFER TO LIBRARY RESERVE	-	-	-	-
TRANSFER TO GENERAL FUND	-	-	-	-
TRANSFER TO COMMUNITY TRANS. FUND 318	-	-	25,000	25,000
TRANSFER SUBTOTAL	-	-	25,000	25,000
CURRENT YEAR BALANCE	92,323	33,123	69,745	195,191
TOTALS	**$ 8,229,257**	**$ 1,002,609**	**$ 20,000**	**$ 9,251,866**

WATER/WASTEWATER FUND

REVENUES

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
BASE REVENUE:				
PRIOR YEAR BALANCE - WATER	$ 943,545	$ 292,648	$ 353	$ 1,236,546
PRIOR YEAR BALANCE - WASTEWATER	585,053	317,666	-	902,719
PRIOR YEAR BALANCE - KCSA	(1,632,876)	(239,205)	(353)	(1,872,434)
WATER FEES	4,206,700	-	-	4,206,700
WASTEWATER FEES	3,308,300	-	-	3,308,300
WASTEWATER ADJUSTMENT FEES	4,275,600	-	-	4,275,600
WATER TANK SPACE LEASING	299,400	-	-	299,400
SEWER IMPACT FEES	323,000	-	-	323,000
WATER IMPACT FEES	357,000	-	-	357,000
INTEREST - WATER	680	-	8,206	8,886
INTEREST - WASTEWATER	835	-	10,079	10,914
MISCELLANEOUS SERVICE FEE	71,000	-	-	71,000
REVENUE SUBTOTAL	**12,738,237**	**371,109**	**18,285**	**13,127,631**
GRANTS AND REIMBURSEMENTS:				
STATE REIMBURSEMENT	-	-	-	-
GRANT REVENUE	-	-	-	-
GRANTS AND REIMBURSEMENTS SUBTOTAL	**-**	**-**	**-**	**-**
TRANSFERS FROM:				
TRANSFER FROM CAPITAL ASSET RESERVE	-	-	-	-
TRANSFER FROM CONTINGENCY	-	-	-	-
TRANSFERS FROM SUBTOTAL	**-**	**-**	**-**	-
TOTALS	**$ 12,738,237**	**$ 371,109**	**$ 18,285**	**$ 13,127,631**

WATER/WASTEWATER FUND

EXPENSE SUMMARY

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
DIRECT EXPENSES:				
ENGINEERING & INSPECTION	$ 642,878	$ -	$ (70,548)	$ 572,330
WATER CONSTRUCTION	392,561	-	8,362	400,923
WATER DEPARTMENT	412,588	-	(26,692)	385,896
WATER TREATMENT PLANT	1,499,857	-	12,390	1,512,247
WASTEWATER DEPARTMENT	969,762	-	(45,852)	923,910
KENT COUNTY TREATMENT CHARGE	4,235,403	-		4,235,403
DIRECT EXPENDITURE SUBTOTAL	**8,153,049**	**-**	**(122,340)**	**8,030,709**
OTHER EXPENSES:				
DEBT SERVICE - WATER	246,403	-	-	246,403
DEBT SERVICE - WASTEWATER	316,198	-	-	316,198
RETIREES HEALTH CARE	177,427	-	-	177,427
PENSION UNFUNDED LIABILITY	372,000	-	-	372,000
OPEB	-			-
UNCOLLECTIBLES - TRASH AND OTHER	-	-	71,000	71,000
INTRAFUND SERVICE FEES	1,272,331	-	(140,756)	1,131,575
ARBITRAGE PAYMENT 60/40 Water				-
OTHER EXPENSES SUBTOTAL	**2,384,359**	**-**	**(69,756)**	**2,314,603**
TRANSFER TO:				
GENERAL FUND FROM WATER	-	-	-	-
GENERAL FUND FROM WASTEWATER	-	-	-	-
WATER IMP AND EXT	500,000	-	-	500,000
WASTEWATER IMP AND EXT	500,000	-	-	500,000
TRANSFER TO PENSION COLA	-	-	-	-
SEWER IMPACT FEE RESERVE	6,802	-	-	6,802
WATER IMPACT FEE RESERVE	110,597	-	-	110,597
CAPITAL ASSET RESERVE WATER	100,000	-	-	100,000
CAPITAL ASSET RESERVE WASTEWATER	100,000	-	-	100,000
TRANSFER TO SUBTOTAL	**1,317,399**	**-**	**-**	**1,317,399**
CURRENT YEAR BALANCES				
CURRENT YEAR BALANCE WATER	1,348,501	292,648	85,223	1,726,372
CURRENT YEAR BALANCE WASTEWATER	1,127,608	317,666	125,158	1,570,432
CURRENT YEAR BALANCE KCSA	(1,592,679)	(239,205)		(1,831,884)
CURRENT YEAR BALANCE SUBTOTALS	**883,430**	**371,109**	**210,381**	**1,464,920**
TOTALS	**$ 12,738,237**	**$ 371,109**	**$ 18,285**	**$ 13,127,631**

ELECTRIC REVENUE FUND

REVENUES

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
BASE REVENUE:				
PRIOR YEAR BALANCE	$ 12,086,275	$ 1,451,589	$ -	$ 13,537,864
DIRECT SALES TO CUSTOMER	96,595,300	-	1,321,906	97,917,206
PURCHASE POWER ADJUSTMENT	(2,000,000)	-	(25,000)	(2,025,000)
UTILITY TAX	1,864,800	-	100,200	1,965,000
GREEN ENERGY	128,600	-	-	128,600
MISCELLANEOUS REVENUE	891,200	-	-	891,200
RENT REVENUE	186,816	-	-	186,816
EMISSION CREDIT SALES	-	-	-	-
TRANSFER FROM CONTINGENCY	-	301,070	-	301,070
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	299,442	-	(126,125)	173,317
REIMBURSEMENT OF BOND ISSUANCE COST	-	-	-	-
INTEREST EARNINGS	65,700	-	44,600	110,300
TOTALS	**$ 110,118,133**	**$ 1,752,659**	**$ 1,315,581**	**$ 113,186,373**

ELECTRIC REVENUE FUND

EXPENSE SUMMARY

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
EXPENSES:				
POWER SUPPLY	$ 48,059,699	$ -	$ (425,336)	$ 47,634,363
POWER SUPPLY MANAGEMENT	2,280,000	-	41,562	2,321,562
PJM CHARGES - LOAD	11,850,876	-	1,512,556	13,363,432
CAPACITY CHARGES	11,618,223	-	684,169	12,302,392
RATE STABILIZATION CREDIT	-	-		-
SUB-TOTAL POWER SUPPLY	**73,808,798**	**-**	**1,812,951**	**75,621,749**
PLANT OPERATIONS	5,694,315	-	469,000	6,163,315
GENERATIONS FUELS	297,820	-	2,947,157	3,244,977
PJM CREDITS	(720,797)	-	(4,832,607)	(5,553,404)
CAPACITY CREDITS	(11,488,785)	-	69,062	(11,419,723)
GENERATION SUBTOTAL	**(6,217,447)**	**-**	**(1,347,388)**	**(7,564,835)**
POWER SUPPLY & GENERATION SUBTOTAL	**67,591,351**	**-**	**465,563**	**68,056,914**
DIRECT EXPENDITURES				
TRANSMISSION/DISTRIBUTION	3,206,515	-	(159,371)	3,047,144
ELECTRICAL ENGINEERING	1,842,903	-	(87,898)	1,755,005
ADMINISTRATION	609,169	301,070	54,750	964,989
METER READING	222,908	-	(13,253)	209,655
SYSTEMS OPERATIONS	518,053	-	(25,560)	492,493
UTILITY TAX	1,864,800	-	100,200	1,965,000
DIRECT EXPENDITURE SUBTOTALS	**8,264,348**	**301,070**	**(131,132)**	**8,434,286**
OTHER EXPENSES:				
ALLOW FOR UNCOLLECTIBLES	135,000	-	175,000	310,000
RETIREES HEALTH CARE	639,110	-	-	639,110
PENSION UNFUNDED LIABILITY	833,000	-	-	833,000
OPEB	1,200,000	-	-	1,200,000
GREEN ENERGY PAYMENT TO DEMEC	128,600	-	-	128,600
INTRAFUND SERVICE FEES	3,374,945	-	(33,445)	3,341,500
INTEREST ON DEPOSITS	54,500	-	-	54,500
INVENTORY WRITE OFFS	175,000	-	-	175,000
BOND ISSUANCE COSTS	-	-	-	-
POWER SUPPLY STUDY	-	-	-	-
DEBT SERVICE	4,058,700	-	(468,810)	3,589,890
OTHER EXPENSES SUBTOTAL	**10,598,855**	**-**	**(327,255)**	**10,271,600**
TRANSFER TO:				-
IMPROVEMENT & EXTENSION	3,500,000			3,500,000
GENERAL FUND	8,856,000			8,856,000
TRANSFER TO CONTINGENCY	-		301,070	301,070
TRANSFER TO PENSION COLA	-			-
TRANSFER TO DEPRECIATION RESERVE	1,250,000			1,250,000
TRANSFER FUTURE CAPACITY	-			-
RATE STABILIZATION RESERVE	1,300,000			1,300,000
TRANSFER TO SUBTOTAL	**14,906,000**	**-**	**301,070**	**15,207,070**
CURRENT YEAR BALANCE	**8,757,579**	**1,451,589**	**1,007,335**	**11,216,503**
TOTALS	**$ 110,118,133**	**$ 1,752,659**	**$ 1,315,581**	**$ 113,186,373**

ELECTRIC CONTINGENCY RESERVE ACCOUNT

CASH RECEIPTS ESTIMATE

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
BEGINNING BALANCE	$ 1,039,854	$ (88)	$ -	$ 1,039,766
INTEREST EARNINGS	31,200	-	-	31,200
TRANSFER FROM INSURANCE STABILIZATION	-	-	-	-
TRANSFER FROM ELECTRIC REVENUE	-	-	301,070	301,070
TOTALS	**$ 1,071,054**	**$ (88)**	**$ 301,070**	**$ 1,372,036**

EXPENSE SUMMARY

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
TRANSFER TO ELECTRIC FUND	$ -	$ 279,640	$ -	$ 279,640
TRANSFER TO RATE STABILIZATION FUND	-	-	-	-
CARRY FORWARD TO NEXT YEAR	1,071,054	(279,728)	301,070	1,092,396
TOTALS	**$ 1,071,054**	**$ (88)**	**$ 301,070**	**$ 1,372,036**

ELECTRIC IMPROVEMENT & EXTENSION FUND

CASH RECEIPTS

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
PRIOR YEAR BALANCE	$ 1,688,861	$ 1,740,763	$ -	$ 3,429,624
PRIOR YEAR BALANCE BOND	-	415,585	-	415,585
INTEREST EARNINGS	40,700	-	-	40,700
INTEREST TRUSTEE	-	-	-	-
INCOME FROM SALE OF ASSETS		-	-	-
ELECTRIC NEW SERVICE FEES	-	-	-	-
RECEIPT FROM DEPRECIATION RESERVE	-	-	-	-
RECEIPT FROM FUTURE CAPACITY RESERVE	-	-	-	-
DEMA GRANT	-	-	-	-
STATE REIMBURSEMENT FOR SR1 &SR9	-	-	-	-
STATE REIMBURSEMENT FOR GOVS AVE	-	254,757	-	254,757
STATE REIMBURSEMENT WYOMING MILL RD	-	-	91,000	91,000
STATE GRANTS	-	-	-	-
FEDERAL GRANTS		135,152	-	135,152
INSURANCE CLAIM PROCEEDS	-	280,000	-	280,000
TRANSFER FROM ELECTRIC	3,500,000	-	-	3,500,000
TOTALS	**$ 5,229,561**	**$ 2,826,257**	**$ 91,000**	**$ 8,146,818**

EXPENSE SUMMARY

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
ELECTRIC GENERATION	$ 1,480,068	$ 626,359	$ -	$ 2,106,427
TRANSMISSION AND DISTRIBUTION	739,000	-	-	739,000
ELECTRICAL ENGINEERING	1,390,429	258,866	91,000	1,740,295
ADMINISTRATION	-	-	-	-
METER READING	-	-	-	-
SYSTEMS OPERATIONS	-	-	-	-
TRANSFER TO DEPRECIATION RESERVE		1,000,000	-	1,000,000
CURRENT YEAR BALANCE	1,620,064	941,032	-	2,561,096
CURRENT YEAR BALANCE -BOND	-	-	-	-
TOTALS	**$ 5,229,561**	**$ 2,826,257**	**$ 91,000**	**$ 8,146,818**

COMMUNITY TRANSPORTATION IMPROVEMENT FUND

OPERATING REVENUES

	2010-11 BUDGET	2010/11 PRIOR ADJMTS	2010/11 LATEST EST ADJMTS	2010-11 REVISED
PRIOR YEAR BALANCE	$ 100,913	$ -	$ -	$ 100,913
GRANTS REVENUE	1,000,000	-	-	1,000,000
TRANSFER FROM GENERAL	300,000	-	25,000	325,000
INTEREST INCOME	2,800	-	-	2,800
			-	
TOTALS	**$ 1,403,713**	**$ -**	**$ 25,000**	**$ 1,428,713**

OPERATING EXPENSES

	Information Only 2010-11 BUDGET	Information Only 2010/11 PRIOR ADJMTS	Information Only 2010/11 LATEST EST ADJMTS	2010-11 REVISED
PROGRAM EXPENSES	$ 1,300,000	$ -	$ 25,000	$ 1,325,000
OPERATING TRANSFERS OUT	-	-	-	-
				-
CURRENT YEAR BALANCE	103,713	-	-	103,713
TOTALS	**$ 1,403,713**	**$ -**	**$ 25,000**	**$ 1,428,713**

ADJUSTMENTS BY LINE ITEM

LATEST ESTIMATE FISCAL YEAR 2010-2011

AS OF 02/28/11

Category	Description	Information Only 2010-2011 Budget	Information Only 2010-2011 Adj Bud	Information Only 2010-2011 LE Adjustment	2010-2011 Latest Estimate
GENERAL FUND REVNEUES	BEG BALANCE	2,277,575	2,654,528	1,034	2,655,562
Permits and Other Licenses	TRAILER LICENSES	17,000	17,000	7,000	24,000
	BUILDING PERMITS	425,000	425,000	(50,000)	375,000
	SPRINKLER	25,000	25,000	(7,000)	18,000
	MISCELLANEOUS	25,000	25,000	3,000	28,000
		492,000	**492,000**	**(47,000)**	**445,000**
Permits and Other Licenses	VACANT BUILDING REG	10,000	10,000	5,000	15,000
		10,000	**10,000**	**5,000**	**15,000**
Grants	OTHER FED/STATE GRANTS	-	-	16,000	16,000
	OP TRANS FROM 710 & 712	138,350	138,350	(58,350)	80,000
	RECREATION	-	-	51,000	51,000
	HOMELAND SECURITY GRANTS DEMA	-	-	172,061	172,061
	OPERATING TRANS FROM 714	73,500	73,500	(73,500)	-
		211,850	**211,850**	**107,211**	**319,061**
Fines and Police Revenue	COURT OF COMM PLEAS FINES	80,000	80,000	(25,000)	55,000
	J P COURT FINES	215,000	215,000	5,000	220,000
	POLICE DEPARTMENT FINES	160,000	160,000	30,000	190,000
	POLICE SPECIAL DONATIONS	-	-	14,887	14,887
	BOAT LICENSES	6,500	6,500	(500)	6,000
	MISCELLANEOUS	5,000	5,000	13,000	18,000
	POLICE O/T SERVICE	35,000	35,000	5,000	40,000
	911 FEE REVENUE	45,000	45,000	15,000	60,000
		546,500	**546,500**	**57,387**	**603,887**
Investment Income	FUND INTEREST INCOME	224,000	224,000	(108,000)	116,000
		224,000	**224,000**	**(108,000)**	**116,000**
Transfers From	OPER TSF FROM ERLSP (212)	930,000	930,000	70,000	1,000,000
	OPER TSF FRM TSF TAX(214)	1,000,000	650,000	750,000	1,400,000
		1,930,000	**1,580,000**	**820,000**	**2,400,000**

ADJUSTMENTS BY LINE ITEM					
LATEST ESTIMATE FISCAL YEAR 2010-2011					
AS OF 02/28/11					
Category	**Description**	**Information Only 2010-2011 Budget**	**Information Only 2010-2011 Adj Bud**	**Information Only 2010-2011 LE Adjustment**	**2010-2011 Latest Estimate**
Miscellaneous Charges	FRANCHISE FEES	486,000	486,000	34,000	520,000
	GRASS CUTTING	8,500	8,500	11,500	20,000
	POLICE EXTRA DUTY	300,000	300,000	73,500	373,500
	TRASH REVENUE	2,244,511	2,244,511	(194,511)	2,050,000
		3,039,011	**3,039,011**	**(75,511)**	**2,963,500**
Interfund Service Receipts	WATER/WASTEWATER	972,889	972,889	(16,480)	956,409
	ELECTRIC	3,374,945	3,374,945	(37,724)	3,337,221
		4,347,834	**4,347,834**	**(54,204)**	**4,293,630**
GENERAL FUND REVENUES				**705,917**	

ADJUSTMENTS BY LINE ITEM

LATEST ESTIMATE FISCAL YEAR 2010-2011

AS OF 02/28/11

Category	Description	Information Only 2010-2011 Budget	Information Only 2010-2011 Adj Bud	Information Only 2010-2011 LE Adjustment	2010-2011 Latest Estimate
GENERAL FUND EXPENDITURES					
City Clerk	SALARIES	171,103	171,103	4,445	175,548
	FICA TAXES	12,291	12,291	861	13,152
	HEALTH INSURANCE	42,234	42,234	(3,285)	38,949
	WORKERS COMPENSATION	894	894	36	930
	EDUCATIONAL ASSISTANCE	10,000	10,000	(7,821)	2,179
	PENSION	6,635	6,635	2,729	9,364
		243,157	**243,157**	**(3,035)**	**240,122**
Tax Assessor	SALARIES	125,548	125,548	830	126,378
	TEMPORARY HELP	11,649	11,649	(8,479)	3,170
	FICA TAXES	10,244	10,244	(396)	9,848
	HEALTH INSURANCE	18,158	18,158	(166)	17,992
	L I D INSURANCE	950	950	(389)	561
	WORKERS COMPENSATION	863	863	(100)	763
	EDUCATIONAL ASSISTANCE	10,000	10,000	(10,000)	-
	PENSION	6,764	6,764	197	6,961
	LEGAL EXPENSES	-	-	88,000	88,000
		184,176	**184,176**	**69,497**	**253,673**
Fire	SALARIES	268,610	268,610	(22,472)	246,138
	OVERTIME	38,365	38,365	11,432	49,797
	TEMPORARY HELP	25,070	25,070	(21,343)	3,727
	FICA TAXES	25,418	25,418	(2,551)	22,867
	HEALTH INSURANCE	52,785	52,785	(9,196)	43,589
		410,248	**410,248**	**(44,130)**	**366,118**
Grounds	SALARIES	619,274	619,274	(20,221)	599,053
	OVERTIME	17,000	17,000	17,110	34,110
	FICA TAXES	48,250	48,250	(103)	48,147
	HEALTH INSURANCE	150,022	150,022	(18,413)	131,609
	PENSION	26,486	26,486	(2,041)	24,445
		861,032	**861,032**	**(23,668)**	**837,364**

ADJUSTMENTS BY LINE ITEM

LATEST ESTIMATE FISCAL YEAR 2010-2011

AS OF 02/28/11

Category	Description	Information Only 2010-2011 Budget	Information Only 2010-2011 Adj Bud	Information Only 2010-2011 LE Adjustment	2010-2011 Latest Estimate
Library	SALARIES	715,592	715,592	(18,743)	696,849
	FICA TAXES	53,902	53,902	(991)	52,911
	HEALTH INSURANCE	119,495	119,495	(25,740)	93,755
	L I D INSURANCE	3,792	3,792	200	3,992
	WORKERS COMPENSATION	3,807	3,807	105	3,912
	PENSION	26,916	26,916	(1,542)	25,374
		923,504	**923,504**	**(46,711)**	**876,793**
Parks & Recreation	SALARIES	356,413	356,413	(2,943)	353,470
	TEMPORARY HELP	28,489	28,489	(6,160)	22,329
	FICA TAXES	28,873	28,873	(451)	28,422
	HEALTH INSURANCE	64,267	64,267	(3,289)	60,978
	CONTRACTUAL SERVICES	114,000	114,000	51,000	165,000
		592,042	**592,042**	**38,157**	**630,199**
Life Safety	SALARIES	199,292	199,292	(3,127)	196,165
	OVERTIME	10,000	10,000	-	10,000
	TEMPORARY HELP	-	-	-	-
	FICA TAXES	15,788	15,788	(44)	15,744
	HEALTH INSURANCE	22,687	22,687	2,740	25,427
	L I D INSURANCE	1,072	1,072	113	1,185
	WORKERS COMPENSATION	1,805	1,805	457	2,262
	EDUCATIONAL ASSISTANCE	-	-	-	-
	PENSION	10,705	10,705	(382)	10,323
	SECURITY/SAFETY MATERIALS	15,400	15,400	16,000	31,400
		276,749	**276,749**	**15,757**	**292,506**
Code Enforcement	SALARIES	169,682	169,682	(5,836)	163,846
	TEMPORARY HELP	-	-	24,275	24,275
	FICA TAXES	12,549	12,549	1,656	14,205
	HEALTH INSURANCE	50,377	50,377	(2,855)	47,522
	EDUCATIONAL ASSISTANCE	3,500	3,500	(3,500)	-
	PENSION	7,270	7,270	(511)	6,759
	PROGRAM EXPENSES/SUPPLIES	8,000	8,000	5,000	13,000
		251,378	**251,378**	**18,229**	**269,607**
Inspections	DEMOLITION EXPENSES	50,000	50,000	65,000	115,000
		50,000	**50,000**	**65,000**	**115,000**

ADJUSTMENTS BY LINE ITEM

LATEST ESTIMATE FISCAL YEAR 2010-2011

AS OF 02/28/11

Category	Description	Information Only 2010-2011 Budget	Information Only 2010-2011 Adj Bud	Information Only 2010-2011 LE Adjustment	2010-2011 Latest Estimate
Police - Civilian	SALARIES	1,286,327	1,286,327	(18,890)	1,267,437
	OVERTIME	50,000	50,000	3,578	53,578
	FICA TAXES	102,306	102,306	(1,248)	101,058
	HEALTH INSURANCE	240,605	240,605	(7,036)	233,569
	L I D INSURANCE	7,425	7,425	(115)	7,310
	WORKERS COMPENSATION	8,723	8,723	(1,043)	7,680
	EDUCATIONAL ASSISTANCE	4,200	4,200	(4,200)	-
	PENSION	55,659	55,659	12,724	68,383
		1,755,245	**1,755,245**	**(16,230)**	**1,739,015**
Police - Law Enforcement	SALARIES	6,554,618	6,554,618	(276,769)	6,277,849
	OVERTIME	450,000	450,000	32,402	482,402
	FICA TAXES	484,941	484,941	32,218	517,159
	HEALTH INSURANCE	1,014,227	1,014,227	(20,424)	993,803
	L I D INSURANCE	24,888	24,888	214	25,102
	WORKERS COMPENSATION	347,772	347,772	(18,679)	329,093
	EDUCATIONAL ASSISTANCE	28,100	28,100	4,373	32,473
	PENSION	852,082	852,082	40,145	892,227
		9,756,628	**9,756,628**	**(206,520)**	**9,550,108**
Streets	SALARIES	431,156	431,156	(20,496)	410,660
	FICA TAXES	33,609	33,609	(1,116)	32,493
	HEALTH INSURANCE	99,023	99,023	(3,950)	95,073
	SAND AND SALT	4,000	4,000	20,576	24,576
	MAINT EQUIP REPAIRS/MAIN	24,000	24,000	18,516	42,516
		591,788	**591,788**	**13,530**	**605,318**
Sanitation	SALARIES	449,699	449,699	2,621	452,320
	OVERTIME	18,000	18,000	8,761	26,761
	HEALTH INSURANCE	118,166	118,166	(1,101)	117,065
	CONTRACTUAL SERVICES	1,442,186	1,442,186	(59,786)	1,382,400
		2,028,051	**2,028,051**	**(49,505)**	**1,978,546**
City Manager	SALARIES	347,877	347,877	1,460	349,337
	FICA TAXES	23,214	23,214	2,255	25,469
	HEALTH INSURANCE	38,412	38,412	2,555	40,967
	PENSION	18,626	18,626	473	19,099
	LEGAL EXPENSES	89,000	88,800	11,200	100,000
		517,129	**516,929**	**17,943**	**534,872**

ADJUSTMENTS BY LINE ITEM

LATEST ESTIMATE FISCAL YEAR 2010-2011

AS OF 02/28/11

Category	Description	Information Only 2010-2011 Budget	Information Only 2010-2011 Adj Bud	Information Only 2010-2011 LE Adjustment	2010-2011 Latest Estimate
Information Technologies	SALARIES	380,390	357,890	(57,836)	300,054
	FICA TAXES	25,697	25,697	(2,905)	22,792
	HEALTH INSURANCE	60,316	60,316	(1,427)	58,889
	L I D INSURANCE	2,219	2,219	121	2,340
	WORKERS COMPENSATION	1,826	1,826	64	1,890
	PENSION	16,060	16,060	(2,704)	13,356
	OFF EQUIP/REPAIRS & MAINT	139,279	139,279	13,802	153,081
		486,508	**464,008**	**(50,885)**	**399,321**
Finance	SALARIES	491,495	491,495	(35,000)	456,495
	TEMPORARY HELP	-	-	35,000	35,000
	OFFICE SUPPLIES	2,500	2,500	(500)	2,000
	PRINTING AND DUPLICATING	8,500	8,500	(500)	8,000
	TELEPHONE/FAX	2,000	2,000	(300)	1,700
	ADVERTISEMENT	300	300	(100)	200
	CONTRACTUAL SERVICES	163,600	163,600	(20,600)	143,000
		668,395	**668,395**	**(22,000)**	**646,395**
Facilities Maintenance	SALARIES	587,035	587,035	(22,446)	564,589
	TEMPORARY HELP	24,403	24,403	(4,614)	19,789
	FICA TAXES	46,153	46,153	(1,764)	44,389
	HEALTH INSURANCE	125,921	125,921	(4,931)	120,990
	PENSION	24,642	24,642	(1,170)	23,472
		808,154	**808,154**	**(34,925)**	**773,229**
Central Services	SALARIES	249,821	249,821	3,810	253,631
	FICA TAXES	18,799	18,799	516	19,315
	HEALTH INSURANCE	63,797	63,797	(18,347)	45,450
	WORKERS COMPENSATION	5,431	5,431	1,118	6,549
	PENSION	12,431	12,431	(230)	12,201
		350,279	**350,279**	**(13,133)**	**337,146**

ADJUSTMENTS BY LINE ITEM

LATEST ESTIMATE FISCAL YEAR 2010-2011

AS OF 02/28/11

Category	Description	Information Only 2010-2011 Budget	Information Only 2010-2011 Adj Bud	Information Only 2010-2011 LE Adjustment	2010-2011 Latest Estimate
Fleet Maintenance	SALARIES	264,010	264,010	578	264,588
	OVERTIME	1,500	1,500	4,476	5,976
	FICA	19,879	19,879	486	20,365
	HEALTH INSURANCE	66,226	66,226	(596)	65,630
	WORKMANS COMP.	10,780	10,780	194	10,974
	PENSION	13,444	13,444	265	13,709
	PROGRAM EXPENSES/SUPPLIES	367,700	367,700	(35,700)	332,000
		743,539	**743,539**	**(30,297)**	**713,242**
Customer Service	SALARIES	566,225	566,225	6,460	572,685
	FICA TAXES	42,592	42,592	814	43,406
	HEALTH INSURANCE	132,840	132,840	3,643	136,483
	L I D INSURANCE	3,416	3,416	72	3,488
	WORKERS COMPENSATION	3,002	3,002	31	3,033
	EDUCATIONAL ASSISTANCE	11,000	11,000	(7,616)	3,384
	PENSION	25,397	25,397	815	26,212
		784,472	**784,472**	**4,219**	**788,691**
Human Resources	OVERTIME	1,000	1,000	(1,000)	-
	EDUCATIONAL ASSISTANCE	6,000	6,000	(2,000)	4,000
	CONSULTING FEES	9,500	9,500	(9,500)	-
		16,500	**16,500**	**(12,500)**	**4,000**
Transfer to Contingency	TRANSFER TO CONTINGENCY RES	-	-	172,061	172,061
Uncollectible Reserve	UNCOLLECTIBLES-TRASH&OTHR	10,000	10,000	100,000	110,000
Budget Balance	BUDGET BALANCE	2,913,300	2,940,253	758,865	3,699,118
		2,923,300	**2,950,253**	**1,030,926**	**3,981,179**
GENERAL FUND EXPENDITURES				**719,719**	
GOVERNMENTAL CAPITAL PROJECTS FUND					
GENERAL CAPITAL PROJECTS REVNEUES	OTHER FED/STATE GRANTS	3,361,520	4,250,348	20,000	4,270,348
		3,361,520	**4,250,348**	**20,000**	**4,270,348**
GENERAL CAPITAL PROJECTS REVNEUES				**20,000**	

ADJUSTMENTS BY LINE ITEM

LATEST ESTIMATE FISCAL YEAR 2010-2011

AS OF 02/28/11

Category	Description	Information Only 2010-2011 Budget	Information Only 2010-2011 Adj Bud	Information Only 2010-2011 LE Adjustment	2010-2011 Latest Estimate
GENERAL CAPITAL PROJECTS EXPENDITURES					
Grounds	TRUCKS - PURCHASE	54,575	54,328	(17,158)	37,170
		54,575	**54,328**	**(17,158)**	**37,170**
Police	AUTOMOBILES - PURCHASE	282,380	282,380	(12,352)	270,028
	CONSTRUCTION - PURCHASE	-	-	20,000	20,000
		282,380	**282,380**	**7,648**	**290,028**
Streets	TRUCKS - PURCHASE	131,055	131,055	(26,579)	104,476
		131,055	**131,055**	**(26,579)**	**104,476**
Sanitation	TRUCKS - PURCHASE	246,075	246,075	(33,656)	212,419
		246,075	**246,075**	**(33,656)**	**212,419**
Information Technologies	COMPUTER HARDWARE/CAPITAL	12,000	5,000	(5,000)	-
		12,000	**5,000**	**(5,000)**	**-**
Budget Balance	BUDGET BALANCE	92,323	125,446	69,745	195,191
Trns to Comm Trans Fund	TRF TO COMM TRANS FUND	-	-	25,000	25,000
		92,323	**125,446**	**94,745**	**220,191**
GENERAL CAPITAL PROJECTS EXPENDITURES				**20,000**	

ADJUSTMENTS BY LINE ITEM

LATEST ESTIMATE FISCAL YEAR 2010-2011

AS OF 02/28/11

Category	Description	Information Only 2010-2011 Budget	Information Only 2010-2011 Adj Bud	Information Only 2010-2011 LE Adjustment	2010-2011 Latest Estimate
WATER/WASTEWATER FUND REVNEUES					
Beginning Balances	BEG BALANCE	943,545	1,236,193	353	1,236,546
	BEG BAL WASTEWATER	585,053	902,719	(353)	902,366
		1,528,598	**2,138,912**	**-**	**2,138,912**
Interest	FUND INTEREST INCOME	1,515	1,515	18,285	19,800
		1,515	**1,515**	**18,285**	**19,800**
WATER/WASTEWATER REVNEUES				**18,285**	
WATER/WASTEWATER FUND EXPENSES					
Engineering	SALARIES	427,574	427,574	(60,599)	366,975
	FICA TAXES	31,821	31,821	(3,943)	27,878
	HEALTH INSURANCE	75,434	75,434	(4,579)	70,855
	L I D INSURANCE	2,597	2,597	(299)	2,298
	WORKERS COMPENSATION	3,660	3,660	712	4,372
	PENSION	17,716	17,716	(1,840)	15,876
		558,802	**558,802**	**(70,548)**	**488,254**
Construction	SALARIES	235,622	235,622	1,449	237,071
	OVERTIME	5,000	5,000	5,391	10,391
	FICA TAXES	17,231	17,231	1,283	18,514
	HEALTH INSURANCE	65,279	65,279	(768)	64,511
	WORKERS COMPENSATION	8,303	8,303	981	9,284
	PENSION	8,959	8,959	26	8,985
		340,394	**340,394**	**8,362**	**348,756**
Water	SALARIES	177,153	177,153	(21,584)	155,569
	OVERTIME	3,500	3,500	6,486	9,986
	FICA TAXES	13,248	13,248	(750)	12,498
	HEALTH INSURANCE	59,217	59,217	(10,320)	48,897
	L I D INSURANCE	1,039	1,039	40	1,079
	WORKERS COMPENSATION	4,221	4,221	162	4,383
	PENSION	7,659	7,659	(726)	6,933
		266,037	**266,037**	**(26,692)**	**239,345**

ADJUSTMENTS BY LINE ITEM

LATEST ESTIMATE FISCAL YEAR 2010-2011

AS OF 02/28/11

Category	Description	Information Only 2010-2011 Budget	Information Only 2010-2011 Adj Bud	Information Only 2010-2011 LE Adjustment	2010-2011 Latest Estimate
Wastewater	SALARIES	411,700	411,700	(28,255)	383,445
	OVERTIME	57,500	57,500	(23,016)	34,484
	FICA TAXES	30,961	30,961	671	31,632
	HEALTH INSURANCE	105,851	105,851	3,148	108,999
	L I D INSURANCE	2,042	2,042	40	2,082
	WORKERS COMPENSATION	16,525	16,525	433	16,958
	PENSION	17,529	17,529	1,127	18,656
		642,108	**642,108**	**(45,852)**	**596,256**
Water Treatment Plant	HEALTH INSURANCE	114,403	114,403	11,476	125,879
	PENSION	19,989	19,989	914	20,903
		134,392	**134,392**	**12,390**	**146,782**
Budget Balance	BUDGET BALANCE	1,348,501	1,641,149	85,223	1,726,372
Bud Bal Wastewater	BUDGET BAL WASTEWATER	1,127,608	1,445,274	127,007	1,572,281
Uncollectible Reserve	TR TO UNCOLLECTIBLE RESRV	-	-	71,000	71,000
Interfund Service Fee	INTERFUND SERVICE FEE	1,272,331	1,272,331	(142,605)	1,129,726
		3,748,440	**4,358,754**	**140,625**	**4,499,379**
WATER/WASTEWATER FUND EXPENSES				**18,285**	

ADJUSTMENTS BY LINE ITEM

LATEST ESTIMATE FISCAL YEAR 2010-2011

AS OF 02/28/11

Category	Description	Information Only 2010-2011 Budget	Information Only 2010-2011 Adj Bud	Information Only 2010-2011 LE Adjustment	2010-2011 Latest Estimate
ELECTRIC FUND REVENUES					
Interest Earnings	FUND INTEREST INCOME	65,700	65,700	44,600	110,300
		65,700	**65,700**	**44,600**	**110,300**
Power Cost Adj	FUEL/WASTE-WATER ADJUST	(2,000,000)	(2,000,000)	(25,000)	(2,025,000)
Direct Sales to Cust	DIRECT SALES TO CUSTOMERS	29,143,500	29,143,500	1,321,906	30,465,406
Utility Tax	STATE UTILITY TAX	1,864,800	1,864,800	100,200	1,965,000
		29,008,300	**29,008,300**	**1,397,106**	**30,405,406**
Interfund Service Fees	WATER/WASTEWATER	299,442	299,442	(126,125)	173,317
		299,442	**299,442**	**(126,125)**	**173,317**
ELECTRIC FUND REVENUES				**1,315,581**	
ELECTRIC FUND EXPENSES					
Plant Operations	OVERTIME	179,816	179,816	33,000	212,816
	EDUCATIONAL ASSISTANCE	-	5,000	(5,000)	-
	INCENTIVE ACUMULATOR	287,748	227,748	(3,600)	224,148
	INCENTIVE BURDEN (21.0%)	63,362	53,362	(4,000)	49,362
	BURDEN @ 40%	760,113	760,113	(30,000)	730,113
	MEDICAL SUPPLIES	7,500	7,500	(4,500)	3,000
	COMPUTER SOFTWARE	14,895	14,895	(7,000)	7,895
	WATER/SEWER	38,000	38,000	90,000	128,000
	OPERATOR INSURANCE	381,000	341,000	(25,000)	316,000
	ELECTRICITY	620,000	620,000	448,000	1,068,000
	HEATING OIL/GAS	50,000	50,000	(8,000)	42,000
	TRAINING/CONF/FOOD/TRAVEL	45,494	45,494	(2,000)	43,494
	CONTRACTUAL SERVICES	33,240	73,240	4,000	77,240
	ENVIRONMENT EXPENSES	108,200	108,200	(5,000)	103,200
	OPERATOR INCENTIVE	156,775	126,775	(4,500)	122,275
	HOME OFFICE LABOR	98,340	98,340	(14,000)	84,340
	AUXILLARY SYSTEMS	36,000	36,000	(3,000)	33,000
	BOILER SYSTEMS	30,000	130,000	5,000	135,000
	DCS CONTROL SYSTEM	12,000	12,000	(3,400)	8,600
	COOLING TOWER	6,000	6,000	2,000	8,000
	FUEL OIL/GAS SYSTEMS	4,000	4,000	(2,500)	1,500
	COMBUSTION TURBINE MAINT	12,000	12,000	15,000	27,000
	POWER DISTRIBUTION SYSTEM	12,000	12,000	(3,500)	8,500
	TURBINE GENERATOR SYSTEMS	22,000	22,000	(3,000)	19,000
		2,978,483	**2,983,483**	**469,000**	**3,452,483**

ADJUSTMENTS BY LINE ITEM

LATEST ESTIMATE FISCAL YEAR 2010-2011

AS OF 02/28/11

Category	Description	Information Only 2010-2011 Budget	Information Only 2010-2011 Adj Bud	Information Only 2010-2011 LE Adjustment	2010-2011 Latest Estimate
Power Supply and Generation	OPERATOR/SUPPLY MGMT FEE	2,280,000	2,280,000	41,562	2,321,562
	3RD PARTY HEDGE PURCHASES	48,059,699	48,059,699	(425,336)	47,634,363
	CAPACITY CHARGES	11,618,223	11,618,223	684,169	12,302,392
	CAPACITY CREDITS	(11,488,785)	(11,488,785)	69,062	(11,419,723)
	PJM CHARGES	11,850,876	11,850,876	1,512,556	13,363,432
	PJM CREDITS	(720,797)	(720,797)	(4,832,607)	(5,553,404)
	GAS FUEL	297,820	297,820	2,947,157	3,244,977
		61,897,036	**61,897,036**	**(3,437)**	**61,893,599**
Transmission & Distribution	SALARIES	1,571,677	1,571,677	(133,931)	1,437,746
	OVERTIME	110,074	110,074	15,249	125,323
	FICA TAXES	116,577	116,577	1,387	117,964
	HEALTH INSURANCE	308,554	308,554	(39,307)	269,247
	L I D INSURANCE	6,405	6,405	(23)	6,382
	WORKERS COMPENSATION	64,058	64,058	(668)	63,390
	PENSION	65,806	65,806	(2,078)	63,728
		2,243,151	**2,243,151**	**(159,371)**	**2,083,780**
Engineering	SALARIES	699,407	699,407	(52,219)	647,188
	OVERTIME	47,320	47,320	(38,748)	8,572
	FICA TAXES	52,456	52,456	(2,789)	49,667
	HEALTH INSURANCE	100,514	100,514	3,064	103,578
	WORKERS COMPENSATION	20,429	20,429	2,794	23,223
		920,126	**920,126**	**(87,898)**	**832,228**
Electric Admin	CITY BLDG MAINT SUPPLIES	89,694	89,694	54,750	144,444
		89,694	**89,694**	**54,750**	**144,444**
Meter Reading	SALARIES	127,495	127,495	(3,942)	123,553
	OVERTIME	13,610	13,610	(7,258)	6,352
	FICA TAXES	10,582	10,582	(742)	9,840
	HEALTH INSURANCE	28,646	28,646	(883)	27,763
	WORKERS COMPENSATION	5,699	5,699	(428)	5,271
		186,032	**186,032**	**(13,253)**	**172,779**
Systems Operations	SALARIES	348,978	348,978	(29,980)	318,998
	OVERTIME	61,350	61,350	(4,940)	56,410
	FICA TAXES	25,234	25,234	3,158	28,392
	HEALTH INSURANCE	58,612	58,612	1,481	60,093

ADJUSTMENTS BY LINE ITEM

LATEST ESTIMATE FISCAL YEAR 2010-2011

AS OF 02/28/11

Category	Description	Information Only 2010-2011 Budget	Information Only 2010-2011 Adj Bud	Information Only 2010-2011 LE Adjustment	2010-2011 Latest Estimate
	WORKERS COMPENSATION	6,358	6,358	4,386	10,744
	PENSION	14,867	14,867	335	15,202
		515,399	**515,399**	**(25,560)**	**489,839**
Budget Balance	BUDGET BALANCE	8,757,579	10,209,168	1,007,335	11,216,503
Uncollectible reserve	TR TO UNCOLLECTIBLE RESRV	135,000	135,000	175,000	310,000
Utility Tax Payment	UT TAX PAYMENT TO STATE	1,864,800	1,864,800	100,200	1,965,000
Debt Service	FINANCIAL CHARGES	4,058,700	4,058,700	(468,810)	3,589,890
Interfund Service Fee	INTERFUND SERVICE FEE	3,374,945	3,374,945	(33,445)	3,337,221
Trans. To Contingency	TR TO CONTINGENCY RESERVE	-	-	301,070	301,070
		18,191,024	**19,642,613**	**1,081,350**	**20,719,684**
ELECTRIC FUND EXPENSES	**TOTALS**			**1,315,581**	
ELECTRIC IMPROVEMENT AND EXTENSION FUND REVENUES					
State Reimbursement	OTHER FED/STATE GRANTS	-	389,909	91,000	480,909
		-	**389,909**	**91,000**	**480,909**
ELECTRIC IMPROVEMENT AND EXTENSION FUND EXPENSES					
Wyoming Mill Road Project	DISTRIBUTION UPGRADES	750,511	753,961	91,000	844,961
		750,511	**753,961**	**91,000**	**844,961**
REALTY TRANSFER TAX					
Revenue	REALTY TRANSFER TAX	1,000,000	1,000,000	400,000	1,400,000
Expense	TRANSF TO GEN FUND (110)	1,000,000	1,000,000	400,000	1,400,000
COMMUNITY TRANSPORTATION IMPROVEMENT FUND REVENUE					
Revenue from Gen Cap Proj	REV FROM GEN FUND (110)	300,000	300,000	25,000	325,000
COMMUNITY TRANSPORTATION IMPROVEMENT FUND EXPENSES					
CONSTRUCTION - PURCHASE	CONSTRUCTION - PURCHASE	1,300,000	1,300,000	25,000	1,325,000

ACTION FORM

PROCEEDING: Legislative , Finance & Administration **AGENDA ITEM**:
DEPARTMENT OF ORIGIN: City Manager & Public Services **DATE SUBMITTED**: 02/17/2011
PREPARED BY: Scott Koenig, Public Services Manager; Anthony DePrima, City Manager
SUBJECT: Proposed Ordinance #2011-07 Amending Chapter 46 Fire Prevention and Protection, Article 3 – Fire Codes, Section 46-126 – Fire Prevention Permits and Amendments to Appendix F
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: City Manager, Controller
EXHIBITS: Proposed Ordinance #2011-07 & Amendments to Appendix F
EXPENDITURE REQUIRED: $0 **AMOUNT BUDGETED**: $0 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A
TIMETABLE: As soon as possible.
RECOMMENDED ACTION: Adopt ordinance #2011-07 Amending Chapter 46 Fire Prevention and Protection, Article 3 – Fire Codes, Section 46-126 – Fire Prevention Permits and Amendments to Appendix F.

BACKGROUND AND ANALYSIS

The Delaware State Fire Prevention Regulations require periodic inspections, testing and maintenance of fire alarm signaling, fire suppression, and any other fire protection systems, devices and equipment. These inspections are to be conducted in accordance with the National Fire Protection Association's National Fire Codes and Standards. Annual inspection, testing and maintenance is required for all fire alarm signaling, fire suppression, and any other fire protection systems, devices and equipment installed within the State of Delaware.

Currently, the regulations (Delaware State Fire Prevention Regulation 703, Chapter 9.1.1) require that the Annual Certificate of Inspection and the appropriate fees be forwarded to the State Fire Marshall with the exception of systems that are located in the jurisdiction of a Jurisdictional Assistant State Fire Marshall. In those exceptions, the fees are paid to the appropriate Jurisdictional Assistant State Fire Marshall's office. Dover, Newark, New Castle and Wilmington are considered to have Jurisdictional Assistant State Fire Marshalls. Currently, the City of Wilmington and the City of Newark require the fees to be paid to the municipality. The City of Dover and the City of New Castle do not require the fees.

In an effort to develop new revenue streams, staff proposes the implementation of the fees identified in the Delaware State Fire Prevention Regulations. As such, staff has drafted the proposed amendments to the Dover Code. Staff has estimated that the new fees will capture approximately $50,000 per year in additional revenue.

The proposed fees support the following Critical Success Factors identified in the Strategic Initiatives Section of the Fiscal Year 2010-2011 Annual Operating Budget: Citywide Safety and Cost and Revenue Efficiency.

CITY OF DOVER PROPOSED ORDINANCE #2011-07

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

That Chapter 46 Fire Prevention and Protection, Article III - Fire Codes, Section 46-126 - Fire Prevention Permit, be amended by inserting the text indicated in bold, blue, italics and deleting the text indicated in red strikeout as follows:

Sec. 46-126. Fire prevention permit.

(a) *Required*. It shall be unlawful to construct, enlarge, alter or demolish a fire protection system without obtaining a fire prevention permit.

(b) *Fee*. Each applicant for a fire prevention permit, including, but not limited to, sprinkler systems, fire alarms, hood suppression units, and tank installation, shall pay unto the city a permit fee as provided for in Appendix F - Fees and Fines, before such permit shall be issued.

(c) *Reinspections*. There will be no charge for the first reinspection of a permit. The applicant shall pay a fee for subsequent reinspections as provided for in Appendix F--Fees and Fines.

(d) Fire Signaling System Inspection Fee. For each inspection of a fire alarm signaling system located within the jurisdiction of the City of Dover, and conducted by a licensed company pursuant to Delaware State Fire Prevention Regulations the licensed company shall submit a copy of the certificate of inspection for each fire alarm system to the City of Dover Fire Marshals Office, along with a non-refundable fee as provided ofr in Appendix F - Fees and Fines.

(e) Fire Suppression System Inspection Fee. For each inspection of a fire suppression system located within the jurisdiction of the City of Dover and conducted by a licensed company pursuant to Delaware State Fire Prevention Regulations the licensed company shall submit a copy of the certificate of inspection for each sprinkler riser to the City of Dover Fire Marshals Office, along with a non-refundable fee as provided for in Appendix F - Fees and Fines.

~~(d)~~ ***(f)*** *Doubling of fees*. Fees established in subsection (b) of this section shall be doubled in the event that a permit is applied for after construction has commenced without the permission of the fire marshal. The fire marshal shall waive the doubling of fees in cases where the permit applicant is not a professional contractor and the work is not being done by a professional contractor.

BE IT FURTHER ORDAINED THAT:

Appendix F - Fees and Fines, Chapter 46 - Fire Prevention and Protection, Article III - Fire Codes, be amended by inserting the text indicated in bold, blue, italics, as follows:

Chapter 46 - Fire Prevention and Protection, Article III - Fire Codes
Fees established in subsection (b) of this section shall be doubled in the event that a permit is applied for after construction has commenced without the permission of the fire marshal. The fire marshal shall waive the doubling of fees in cases where the permit applicant is not a professional contractor and the work is not being done by a professional contractor.

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Sec. 46-126	Fire Prevention Permit			
	Subsec. (b)	Fee; Each applicant for a fire prevention permit		$12.00 for each $1,000.00 of costs or multiple thereof of the fire protection system; provided that a minimum fee for each permit shall be $50.00
	Subsec. (c)	Reinspection		
			First reinspection	No charge
			Second reinspection	$25.00
			Third reinspection	$50.00
			Any subsequent reinspection	$100.00
	Subsec. (d)	***Fire Signaling System Inspection Fee***		
			Annual Fee - Five or less buildings per complex	***$25.00 each fire alarm system***
			Annual Fee - More than Five Buildings Per Complex	***$15.00 each fire alarm system up to a maximum of twenty (20) buildings. Maximum fee per complex not to exceed $300.00 for fire alarm systems***
	Subsec. (e)	***Fire Suppression System Inspection Fee***		
			Annual Fee - Five or less buildings per complex	***$25.00 each fire suppression system***
			Annual Fee - More than Five Buildings Per Complex	***$15.00 each fire suppression system up to a maximum of twenty (20) buildings. Maximum fee per complex not to exceed $300.00 for fire suppression***

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		systems
Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.		

ADOPTED: *

SYNOPSIS

Delaware State Fire Prevention regulations require periodic inspections, testing, and maintenance of fire alarm signaling, fire suppression, and any other fire protection systems, devices, and equipment in accordance with the National Fire Protection Association's Fire Codes and Standards. This amendment would enable the City to collect an administration fee for processing the required Certificates of Inspection.

Actions History

February 23, 2011 - Schedule for Consideration by the Legislative, Finance, and Administration Committee

S:\ORDINANCES\2011\Draft\Ordinance 2011-07 Ch. 46, Art. III, Sec. 46-126 - Fire Prevention Permit.wpd

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City of Dover

Office of the Mayor

MEMORANDUM

TO: Legislative, Finance and Administration Committee

FROM: Mayor Carleton E. Carey, Sr.

DATE: February 22, 2011

SUBJECT: Review of Hospitality and Civic Function Policy

I would like the Legislative, Finance, and Administration Committee to review the Hospitality and Civic Function Policy. I believe there are important functions offered by the Central Delaware Chamber of Commerce and Kent County Tourism that are currently not covered under the policy. I feel the fees for these functions should be covered for Council Members to attend.

Please see the list of examples:

1. The Kent County Tourism Annual Awards Dinner
2. The Central Delaware Chamber of Commerce Annual Awards Dinner
3. The Mayors Annual Prayer Breakfast
4. The Governors Annual Prayer Breakfast
5. Kent County Economic Summit

These functions offer a great deal of information for the City of Dover including working relationships that add to our economic benefit.

CITY OF DOVER
HOSPITALITY & CIVIC FUNCTION POLICY

I. PURPOSE

There are occasions when the judicious extension of hospitality in connection with official City of Dover business is in the best interests of the City of Dover, hereinafter referred to as *"City."* There are also occasions where attendance at civic events and functions which are not sponsored by the City are in the best interests of the City, and thus may require attendance. This policy outlines City policy and procedures governing the manner and extent to which the City's employees, public officials, and appointees may extend hospitality while attending civic functions and events.

II. SCOPE

This policy applies to all hospitality and civic function expenses incurred by the City regardless of the source of funding, and to all City employees, public officials and appointees to City Boards, Commissions and Committees.

III. ALLOWABLE EXPENSES AND APPROVAL

A. Allowable Expenses and Occasions

Expenses for hospitality and civic functions must be directly related to, or associated with the conduct of official City business. The occasion must serve a clear City business purpose, with negligible personal benefit derived by the official host or other City employees, public officials, and appointees. In addition, the expenditure of funds for hospitality and civic functions should be cost effective and in accordance with the best use of public funds.

Examples of Prohibited/Restricted Expenses:

- Personal Memberships
- Political Expenses
- Holiday Gatherings for non-City affiliated organizations
- Fundraising

B. Approval of Transactions

When determining whether a hospitality or civic event expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds, and any alternatives that would be equally effective in accomplishing the desired objectives.

C. Payment of Expenses

The Finance Department shall process the payment of hospitality and civic functions expenses upon receipt of the invitation, invoice, or proper support documentation, as determined by Finance, with the signature of the Mayor, a Member of Council, and/or City Manager.

Approved by Council: March 24, 2005