REGULAR COUNCIL MEETING

A G E N D A

April 24, 2006 - 7:30 P.M. - Council Chambers - City Hall - City of Dover

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 P.M.)

INVOCATION BY CHAPLAIN WALLACE DIXON

PLEDGE OF ALLEGIANCE

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

Those items on the Council Agenda which are considered routine and non-controversial shall be marked with an asterisk (*) and will be acted upon by a single roll call vote of the Council. There will be no separate discussion of these items unless a member of Council so requests, in which event the matter shall be removed from the Consent Agenda and considered a separate item.

* 1. Adoption of Minutes - Regular Council Meeting of April 10, 2006

2. Certificate of Recognition - House of Pride

3. Proclamations
   A. Dover High School Boys Lacrosse Week
   B. Proclamation - Arbor Day

4. Presentation - City of Dover Flower Display (Bill Cooper)

5. Annexation/Rezoning Public Hearing/Final Reading - Property located north of but not adjacent to College Road, north of Raymond Street and east of the railroad corridor and Railroad Avenue with the eastern boundary of the subject area being the St. Jones River, consisting of four (4) parcels containing 30.776+/- acres (owned by College Road Management, Inc., Kent Storage Facilities, LLC, and Loralex Company, LLC.)
   A. Annexation Referendum Results (04-13-06): 1 FOR 0 AGAINST
   B. Annexation Resolution
   C. Rezoning Public Hearing and Final Reading of Proposed Ordinance to amend the zoning designation from IG - General Industrial, RS-1 - Single Family Residential, and RMH - Residential Manufactured Home (Kent County) to M - Manufacturing (City of Dover) *The First Reading of the proposed ordinance was accomplished during the Council Meeting of February 13, 2006*

6. Public Hearing - Alley Abandonment - Forrest Avenue and Lincoln Street

* 7. Parks, Recreation, and Community Enhancement Committee Report - April 11, 2006
   A. Discussion - Proposed Ordinance - Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings
   B. Discussion - Vacant Planner Position
   C. Status Report - John W. Pitts Recreation Center

* 8. Monthly Reports - March 2006
   A. Budget Report
   B. City Assessor Report
   C. City Manager's Report
   D. Planning and Inspections Report
   E. Robbins Hose Company No. 1 Report

9. City Manager's Semi-Annual Inspection - Robbins Hose Company

10. Election Results - 2006 Municipal Election

11. Setting of Property Assessment Appeals and Appointment of Assessment Appeals Committee

12. Power Supply and Plant Management Contracts

13. Clarification of Policy for Training and Conference Reimbursement - Explanation of Request for Reimbursement for Attending Organizational Leadership and Behavior Course *(COUNCIL PRESIDENT WILLIAMS)*

14. Annexation/Rezoning Request - First Reading *(Recommended for referral to the Planning Commission on May 15, 2006 and that a Public Hearing be set for June 12, 1006 at 7:30 p.m.)*

    Property located at 1600 North Little Creek Road, containing $2.1240^{+/-}$ acres, owned by Christopher J. and Rebecca R. Raubacher. The present zoning classification is RMH - Residential Manufactured Home and BN - Neighborhood Business (Kent County) and the proposed zoning classification is C-PO - Commercial-Professional Office (City of Dover)

15. Rezoning Request/First Reading *(Recommended for referral to the Planning Commission on May 15, 2006 and that a Public Hearing be set for June 12, 2006 at 7:30 p.m.)*

    A. Property located at 201, 205, and 207 West Division Street, owned by South Smyrna Developers, LLC. These properties are currently zoned C-1A (Limited Commercial Zone) and the proposed zoning is C-2 (Central Commercial)
    B. Property located at 122-128 West Division Street, owned by South Smyrna Developers, LLC. These properties are currently zoned C-1A (Limited Commercial Zone) and the proposed zoning is C-2 (Central Commercial)
    C. A portion of property located on West Denneys Road (ED-05-066.00-01-04.00-00), owned by Denneys Road, LLC. This property is currently zoned R-15 (One Family Residence) and C-1A (Limited Commercial) and the proposed zoning is RM-1 (Medium Density Residential)

16. Council Members Comments

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on April 10, 2006 at 7:36 p.m. with Council President Williams presiding. Council members present were Mr. Carey, Mr. Sadusky, Mrs. Russell, Mr. Slavin, Mr. Ritter, Mr. Hogan, Mr. Salters, and Mr. Ruane.

Council staff members present were Police Chief Horvath, Ms. Russell, Mrs. Mitchell, Fire Chief Bashista, Mr. DePrima, City Solicitor Rodriguez, Mrs. Green, and Mayor Speed.

OPEN FORUM

The Open Forum was held at 7:15 p.m., prior to commencement of the Official Council Meeting. Council President Williams declared the Open Forum in session and reminded those present that Council is not in official session and cannot take formal action.

Ms. Sandy Kinkus, 365 Fiddlers Green, addressed members as Vice-President of the MCWMII Civic Association and relayed concern with the issue of parking of RV's, campers, boats, etc. on residential properties. It is realized that the City is growing and she applauds the enforcement efforts that are taking place throughout the City, for without them, it would take away from the beauty of the City. Realizing that there are many new developments in the City, Ms. Kinkus requested that City officials pay attention to existing neighborhoods and that the quality of life for these residents be maintained.

Mr. Douglas Miller, 313 Post Boulevard, stated that he was representing the residents of the City that own campers, boats, and RV's and asked those in attendance to stand (estimated 20-30 people). He relayed concerns with the 1983 ordinance (Article 6, Section 1), feeling that there are several problems including fairness and discrimination. They felt that the law interferes with the rights of property owners. In their opinion, the law was not established as a result of safety, health, or property value issues, but from personal biases of individuals forcing their will on others. Many of these residents have had campers on their property for several years and some since 1972; therefore, it is apparent that the ordinance has not been uniformly enforced, only selectively. Mr. Miller stated that it appears that only a few neighborhoods have been selected for enforcement of the ordinance, and only recently. The Code Enforcement officials are only providing 30 days for residents to comply with the regulations, which is not a sufficient amount of time. He also noted that the screening requirements are flawed; they are confusing, misleading, and invoke contradictory interpretations. He suggested that consideration should be given to the time of year when a resident is mandated to comply with the screening requirements, explaining that during the winter months, it would be difficult to grow vegetation or construct some type of screening. Mr. Miller suggested that the screening requirements give consideration to the property lot size. He advised members that storage facilities for RV's are inadequate, unsafe, etc. and that there are problems with insurance, financing, and the ability to perform maintenance.

Mrs. Fran Hettinger, 63 Sackarackin Avenue, questioned why City officials would prohibit residents from parking their motor homes, trailers, or boats on their own property, which they pay taxes on. She suggested that members of Council review the ordinance and consider amendments that would relax some of the restraints.

Ms. Barbara Schutz, 1098 Garfield Drive, questioned why 10 years ago, a City inspector required to move her RV from the street. At that time, the inspector suggested that the RV be parked in the rear of her home where no one would be able to see it from the street. Now, City inspectors are requiring her to move it again. Although it is not her desire, due to family illnesses, Ms. Schutz stated that she is not able to fight the issue; therefore, she has elected to part with owning the RV.

Mr. James Fogell, 360 Nimitz Road, advised members that he moved into the City in 1968 and specifically asked, prior to purchasing his home, if there were any restrictions for maintaining a camper or boat. At that time, he was advised that the only requirement is that they be kept back from the front of the house. He has had a camper and boat ever since and questioned how the City can make property owners make changes accordingly.

Ms. Ginny Bessette, 399 Fiddlers Green, stated that she has resided at this location since 1974 and feels that it is a beautiful area of the City. Unfortunately, she stated that this is changing, explaining that the neighborhood is becoming unsightly. It is her desire for the neighborhood to remain beautiful and to preserve their property values. If this requires enforcement of the City Code, then residents should be required to meet these requirements.

Mr. Tony Hummel, 476 Fiddlers Green, stated that he prefers to comply with City rules and regulations. However, it appears that the City has selectively chosen to enforce the parking of campers, trailers, boats, etc. regulations as well as its enforcement in certain neighborhoods. He stated that there are other regulations not being enforced such as the trash pickup, dumping of leaves in parks, and many other ordinances that are not being enforced. It was his opinion that the City is enforcing this regulation in his neighborhood because one of their residents is a member of Council.

Mrs. Sandra Bartsch, 721 S. Halsey Road, advised members that she owns a trailer that houses a very expensive antique automobile, which is located in the rear of the home. When she was looking into the regulations for maintaining such a trailer in 1990, she was advised that as long as none of her neighbors complained, there would be no enforcement. She questioned where the 1983 law was in 1990 when she was advised that she would not have to worry about the situation. To address the concerns of defacement of the neighborhood, Mrs. Bartsch stated that there are other laws that the City should concentrate on that are more detrimental, such as trash, leave collections, abandoned vehicles, dilapidating fencing, etc.

The invocation was given by Chaplain Dixon, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

Mr. Carey moved for approval of the agenda, seconded by Mr. Sadusky and unanimously carried.

Mr. Carey moved for approval of the Consent Agenda, as amended, seconded by Mr. Sadusky and carried by a unanimous roll call vote.

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF MARCH 27, 2006

The Minutes of the Regular Council Meeting of March 27, 2006 were unanimously approved by motion of Mr. Carey, seconded by Mr. Sadusky and bore the written approval of Mayor Speed.

DONATION OF PAINTING - FRANK DEPUTY

Mayor Speed and Mr. DePrima unveiled a painting of "Hotel Richardson, October 1929" donated by the artist, Mr. Frank Deputy. Mayor Speed introduced Mr. Deputy, who is employed by the City of Dover as a heavy equipment operator in the Utility Construction Division. Mayor Speed also presented a painting of the Capital Theater (now known as the Schwartz Center) which was previously donated by Mr. Deputy and has been on display in the Mayor's Office.

Mr. Deputy advised members that he enjoys painting; however, his passion is to recreate historic buildings, housing, etc. from black and white photographs and adding color to them. He noted that this is a beautiful City that currently has and had historical buildings that add character.

ANNUAL REPORT PRESENTATION - PLANNING AND INSPECTIONS

The Planning and Inspections Department submitted their Annual Report to City Council during their Regular Meeting of March 27, 2006. At the request of the Mayor and Council, Mr. Koenig, along with Mrs. Townshend, provided a Power Point Presentation (***Exhibit #1***), depicting highlights of the report.

PROCLAMATION - HOLOCAUST REMEMBRANCE DAY

The City Clerk, Mrs. Green, read the following Proclamation into the record:

WHEREAS, the history of the Holocaust offers an opportunity to reflect on the moral responsibilities of individuals, societies and governments; and

WHEREAS, we should always remember the terrible events of the Holocaust and remain vigilant against, hatred, persecution, and tyranny; and

WHEREAS, we the people of the City of Dover should actively rededicate ourselves to the principles of individual freedom in a just society; and

WHEREAS, the Days of Remembrance have been set aside to remember the victims of the Holocaust and to understand the need for respect of all peoples, no matter their race, religion or ethic group; and

WHEREAS, pursuant to an Act of Congress, on October 7, 1980, the U.S Holocaust Memorial Council designates yearly Days of Remembrance for the victims of the Holocaust.

NOW, THEREFORE, I, STEPHEN R. SPEED, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim April 25, 2006 HOLOCAUST REMEMBRANCE DAY in memory of the victims of the Holocaust, and in honor of the survivors, as well as the rescuers and liberators, and further proclaim that we, as citizens of the City of Dover should strive to overcome intolerance and indifference through learning and remembrance.

RESOLUTION - SPRING CLEAN UP WEEK

By motion of Mr. Salters, seconded by Mr. Hogan, Council unanimously adopted a Resolution for Spring Clean Up Week, which was read into the record by the City Clerk, Mrs. Green, as follows:

WHEREAS, we are fortunate to live in a City so abundantly blessed with natural assets and we have a continuing responsibility for preserving our environment by keeping it clean, healthy, and beautiful; and

WHEREAS, the Annual Old Dover Days celebration, a period set aside to honor the heritage of the City, will be celebrated on May 5 - May 7, 2006; and

WHEREAS, during this celebration we have the opportunity to demonstrate to ourselves, our neighbors, and our visitors, our commitment to a clean and beautiful city.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

1. That the week of April 24 - 28, 2006 is designated as SPRING CLEANUP WEEK in the City of Dover.

2. That all organized and individual segments of our population participate in this noble effort by developing and carrying out imaginative clean-up, paint-up, and fix-up projects which will serve to enhance, restore, or maintain the beauty of all properties in our community.

3. All Spring Cleanup debris should be placed for pickup along with regular household garbage during the week of April 24 - 28, 2006 so that our City will exemplify cleanliness and beauty during the Old Dover Days celebration.

ADOPTED: APRIL 10, 2006

CONSOLIDATED PLAN ADVISORY GROUP REPORT - MARCH 23, 2006

The Consolidated Plan Advisory Group met on March 23, 2006 with Chairman Sadusky presiding.

Review of Grant Applications for Development of Recommendation for 2006 Proposed Community Development Block Grant Projects

During their meeting of March 14, 2006, members were provided a Community Development Block Grant (CDBG) Program Overview and Grant and Program Request for Fiscal Year 2006 which summarized the grant and program requests. The first seven (7) requests were from sub-recipients, which are groups not associated with the City of Dover. The groups listed under the Community Development Office heading are either operated by the City of Dover or operate as a sub-recipient with the City of Dover. It was decided that a special meeting would be held and an orientation would be given defining the Community Development Block Grant, what the goals are, program criteria, funding criteria, and history of past funding and to rank and assign points to each funding request once Mrs. Harvey, Director of Community Development returns. Mr. Ruane suggested that

the funding requests be categorized and that staff identify which are public service, new applicants, and repeat applicants. He also requested a list of the federal requirements prior to making recommendations.

During the committee meeting, Mrs. Harvey presented members with a program overview regarding scope and applicability, Consolidated Plan goals, program design and national objectives, eligible CDBG activities, and history of funding levels. It is required that each activity meet at least one of the three national objectives. Mrs. Harvey advised members that the one objective that is being met by all eligible CDBG activities is to benefit low- and moderate-income persons. She provided a history of funding levels, including CDBG fund allocation and program income, and explained that the program income is for loan and grant repayments that the City receives from the settlement assistance program and housing rehabilitation program from applicants who move or sell their property within the ten (10) year period due to liens that have been applied to the property. The 2006 Anticipated Program Income is from two (2) loans that are outstanding which are Delaware Made and Tolano Anderson.

Mrs. Harvey reviewed the status of Fiscal Year 2005 percent of program funds spent to date by applicants, which started July 2005 and will end June 2006. She also noted that Community Policing is on schedule with their spending, City Building ADA Improvements should have their project completed within the next three weeks, and Microenterprise Assistance received roll over money from last year's funding and have not spent any funds to date but are due a quarterly draw of funds.

Mr. DePrima advised members that the Dover Community Partnership received funds in July 2005 and that since the Partnership is awaiting approval from the State Historic Preservation Office, due to the extensive historic preservation requirements, these funds have not yet been expended. However, he stated that these funds should be expended by the end of September 2006.

Mrs. Harvey noted that RC&D currently has three (3) projects underway and funding should be expended by June 30, 2006. The Housing Rehabilitation Program had some roll over money from last year's funding with rehabs currently underway. She stated that the waiting list started with 23 projects and now is down to 14 due to people moving out of the City, being ineligible for the program, or becoming deceased. She indicated that currently there are six (6) houses that have not completed rehabilitation and that once these are completed, the waiting list will be reopened.

Mrs. Harvey stated that the Homeownership Assistance Program has completely expended their funds. She also noted that NCall provides the counseling and the City of Dover provides the settlement assistance. Mr. DePrima noted that NCall does not receive any funds from the City of Dover. Responding to Mr. Ruane, Mrs. Harvey stated that in order to receive this assistance, a family would need to purchase a home within the City limits, meet the income guidelines designated by the Section 8 Guidelines of HUD, and go thru a counseling session given by NCall. In this fiscal year, eight (8) families have utilized this assistance with six (6) more to be completed by June 2006. If they move within the ten (10) year period, they will be required to repay a certain percentage of the settlement assistance.

Mr. Ruane suggested that a summary regarding the success that has been achieved by this program be given to Council prior to making their recommendation.

Mrs. Russell suggested that members take a tour of the properties being rehabilitated. Mrs. Harvey stated that she will work on implementing that suggestion for next year.

Responding to Mr. Ruane, Mrs. Harvey stated that once the grant allocation has been determined, an ad will appear in the newspaper in January stating that applicants have thirty days to apply for grant funding. At the end of the thirty day period, the first public hearing will be held.

Mrs. Harvey provided members with photos regarding projects that have been completed or are ongoing within the City as well as Sub-Recipient Grant Request Scoring Sheet. She explained how staff determined the score for each applicant in their performance of past grant funding. Members were advised that in scoring the applicants, it is important to take into consideration the City Mission Statement and Critical Mission Factors.

It was suggested that another meeting should be scheduled to discuss how to improve this program.

During the committee meeting, it was suggested that the committee's main focus be on housing, homeowner rehabilitation, and assistance in developing their recommendations.

The committee recommended approval of the following grant and program requests for the FY2006 CDBG Program: 1) Homeownership Assistance Program - $60,000; 2) CDBG Program Administration - $57,825; 3) Community Revitalization Infrastructure - $60,000; 4) Homeowner Rehabilitation Assistance Program - $61,300; 5) First State Resource Conservation and Development Council (RC&D) - $25,000; and Dover Community Partnership, Inc. (DCP) - $25,000.

Mr. Carey noted that the Police Department's request for $25,000 for overtime patrols was not recommended to be granted. Mr. DePrima explained that the $25,000 has been included in next year's budget for overtime patrols for the Police Department.

Mr. Sadusky moved for approval of the committee's recommendation, seconded by Mr. Ruane and carried by a roll call vote of eight (8) yes, and one (1) abstention (Mr. Slavin).

Mr. Slavin explained that he has excused himself from all review of the RC&D application because, as a State Historic Preservation Officer, his office is required to review the project.

Mr. Sadusky moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Ruane and unanimously carried.

UTILITY COMMITTEE REPORT - MARCH 27, 2006

The Utility Committee met on March 27, 2006 with Chairman Carey presiding.

Annexation Request - Property Located at 1040 South State Street, Owned by 1040 Properties, LLC

Members were provided the Petition to Annex and Zone Property for property located at 1040 South State Street, consisting of $.6303^{+/-}$ acres, owned by 1040 Properties, LLC (Lands of Robert Fox).

Staff assured members that the City is capable of providing utilities to the parcel, explaining that the cost-revenue analysis showed a positive cash flow to the City in the amount of approximately $5,650 over ten (10) years. Staff recommended annexation of the property.

The committee recommended adoption of a resolution setting the annexation referendum for property located at 1040 South State Street, consisting of $.6303^{+/-}$ Acres, owned by 1040 Properties, LLC.

By consent agenda, Mr. Carey moved for approval of the committee's recommendation, seconded by Mr. Sadusky and by a unanimous roll call vote, Council adopted the following Resolution:

A RESOLUTION PROPOSING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER AND CALLING FOR A SPECIAL ELECTION TO BE HELD IN THE SAID AREA.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City after a special election of the qualified voters and real estate owners of the territory proposed to be annexed, and

WHEREAS, the Mayor and Council of the City of Dover deem it in the best interest of the City of Dover to include an area located at 1040 S. State Street, which is contiguous to the present City limits, into the limits of the City of Dover and within a zoning classification as recommended by the City of Dover Planning Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

1. That a special election be held for an area located at **1040 S. State Street** situated in East Dover Hundred, Kent County, State of Delaware.

2. That the election be held on the **11th day of May, 2006** commencing at the hours of 11:00 a.m. in the City Hall Annex, 15 E. Loockerman Street, Dover, Delaware, for the purpose of submitting the question of annexation of the above area to those persons entitled to vote thereon.

3. That the election be held and conducted pursuant to the provisions of the Charter of the City of Dover as amended.

4. That this resolution be published in accordance with the City of Dover Charter.

ADOPTED: APRIL 10, 2006

Request for Alley Abandonment - Alley Located Between Forrest Avenue and Lincoln Street, East of Bertrand Drive - Union Missionary Baptist Church, Inc.

Members reviewed a request received from Union Missionary Baptist Church, Inc. for abandonment of a 15-foot alley located between Forrest Street and Lincoln Street, east of Bertrand drive and west of Gibbs Drive. The Planning staff reviewed the request and recommended abandonment with conditions. It was noted that there are multiple property owners adjacent to this alley and that it is unimproved. There is an existing drainage easement for a portion of the alley's length. An overhead electric utility line also transverses the length of the alley. The Electric Department does maintain an existing pole line and will require an easement for the entire length and width of the alley.

Mrs. Townshend advised members that during their meeting of March 20, 2006, the Planning Commission considered the request and heard public testimony from several adjacent property owners who had relayed opposition to the alley abandonment. It was noted that there was no representation of the Union Missionary Baptist Church to address the opposition. The Planning Commission recommended denial of the alley abandonment request.

The committee recommended denial of the request for abandonment, noting that it has been the City's practice to require consensus from adjacent property owners and there has been opposition relayed by the adjacent property owners for abandonment of the alley.

Since the committee meeting, a letter was submitted from Union Missionary Baptist Church requesting that Council move forward with the alley abandonment request. It was their hope to present their plans to the neighbors to elicit their support.

Members were advised that should they wish to pursue the possibility of the abandonment, the City's policy requires a public hearing to be held and provides for Council to adopt a Resolution proposing the abandonment and setting the date of the public hearing. After the public hearing, members of Council would then consider adoption of a Resolution abandoning said alley.

Mrs. Russell stated that since the committee meeting, members received a letter from Union Missionary Baptist Church requesting that Council proceed with the alley abandonment. They are in the process of meeting with adjacent property owners to obtain support and should have a response by the public hearing if scheduled by Council.

Mrs. Russell moved to adopt the Resolution setting a public hearing for April 24, 2006 at 7:30 p.m., seconded by Mr. Slavin.

Mr. Slavin noted that representatives of the Union Missionary Baptist Church were present and felt that it may be beneficial for members of Council to allow them to address this issue.

Mr. Slavin moved to suspend the rules to allow for a representative of the Union Missionary Baptist Church to explain their situation, seconded by Mr. Ritter.

Mr. Ruane relayed concern with allowing comments at this time, noting that there would be an opportunity provided for all parties to speak during the public hearing. To assure fairness, he felt that any public testimony should be deferred until the public hearing. City Solicitor Rodriguez concurred; however, felt that it should be the decision of Council.

Responding to Mrs. Russell, Mr. Salters explained that if a public hearing is scheduled, all parties will have the opportunity to defend their positions before City Council.

On a call for the question by Mr. Ritter, the motion to suspend the rules failed by a roll call vote of five (5) no and four (4) yes (Mrs. Russell, Mr. Slavin, Mr. Ritter, and Council President Williams).

The motion to adopt the Resolution setting a public hearing for April 24, 2006 at 7:30 p.m. for the Alley Abandonment, was carried by a unanimous roll call vote and Council adopted the following Resolution:

A RESOLUTION PROPOSING THE VACATING AND ABANDONMENT OF CERTAIN ALLEYS SITUATED IN THE CITY OF DOVER.

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

Section 1. The Council of the City of Dover favors the vacating and abandoning of the following alleys:

> All that certain piece or parcel of land situated in City of Dover, Kent County, State of Delaware, a public alley running north to south connecting Forrest Street and Lincoln Street and located east of Bertrand Drive and west of Gibbs Drive being 15 feet wide and approximately 458 feet in length, comprising 6,870 square feet, more or less.

Section 2. The Council of the City of Dover will sit on Monday, April 24, 2006, at 7:30 p.m., in the Council Chambers at City Hall, Dover, Delaware, to hear the objections of such residents of the City or owners of the property affected as shall attend, in accordance with the provisions of Section 27 of the Charter of the City of Dover (Chapter 158, Volume 36, Laws of Delaware).

Section 3. The Clerk of Council is hereby directed to post copies of this Resolution in five or more public places in the City of Dover.

ADOPTED: APRIL 10, 2006

DEMEC Renewable Energy Portfolio Contract

Members were reminded that the State of Delaware created a new law entitled "Renewable Energy Portfolio Standards", which requires all electric providers in the State to provide a Green Energy Program to their customers. Starting in 2007, a minimum of 1% of the City's electric supply must be from green energy and this percentage increases to 10% by the year 2019. Dover's Energy RFP requires a green energy provision; however, no specific arrangements have been made at this time.

As an alternative, the law allows the municipal electric systems in Delaware to create a special Green Energy Fund administered by the Delaware Municipal Electric Corporation (DEMEC). Municipalities must contribute at a rate of $0.178 per megawatt hour. For the City, based on 2005 sales, staff anticipates 731,635 Mwh times $0.178, equaling a total of $130,231. The funds collected will be used to provide partial funding for green energy projects requested by our customers, such as solar heating units, fuel cells, and geothermal heating units.

The Green Energy Program can be funded through costs to the customer and/or the City of Dover. Although other municipalities will reflect these monthly charges on the customer's utility bill as a special Green Energy Charge mandated by State Legislature, staff has not concluded how these charges will be funded at this time. Staff recommended that the City Manager be authorized to execute an agreement with DEMEC to participate in the Green Energy Fund.

During the committee meeting, Mr. Pat McCullar, DEMEC, stated that the initial intention was to brief members on the action steps to take to implement this new renewable energy standard that the State is instituting. However, he advised members there has been new legislation that substantially changes the provisions of the renewable energy project and green energy fund. He explained that DEMEC will need to evaluate the effects of this new legislation before providing recommendations for implementation. As a result, members have been requested to defer any action; however, they are urged to move forward with executing the agreement with DEMEC so that they can efficiently implement whatever requirements are approved. Mr. McCullar also suggested that members of DEMEC communicate to their customers that "there will be a new green energy program implemented effective June 1, 2006 with details to follow". Final conditions and terms have not been settled and may not be known for several weeks.

Since the City of Dover has not yet determined how these charges will be funded, Mr. Ruane stated that he would not want it to be perceived that it would obligate the City to some charges that are not budgeted. Responding, Mr. Carey reminded members that the State is mandating that the City provide a Green Energy Program to our customers. Mr. DePrima stated that the funding will be included in the FY2007 City Budget. Staff recommended authorizing the City Manager to execute an agreement with DEMEC to participate in the Green Energy Fund

The committee recommended authorizing the City Manager to execute an agreement with DEMEC to participate in the Green Energy Fund, with the understanding that this action does not specifically obligate City funds.

By consent agenda, Mr. Carey moved for approval of the committee's recommendation, seconded by Mr. Sadusky and carried by a unanimous roll call vote.

Discussion - Electronic Utility Statements for Electronic Draft Customers

A letter was received from Mr. Schaeffer, a utility customer, suggesting that the City consider sending electronic statements to customers who use automatic bank draft to pay their bills. Estimating that it costs the City $1 to send the statements through the mail system, he felt that this cost could be saved if customers were notified electronically.

Mrs. Tieman, Senior City Administrator, researched the suggestion and advised members that, at this time, the City has no automated means of faxing or emailing our customers. The HTE software does not currently support such automated billings; therefore, the process would have to be handled manually. There are currently 1,541 customers utilizing bank drafting and faxing or emailing their statements manually would cost more than the $1 per customer savings estimated by Mr. Schaeffer. Also, there is doubt that all bank drafting customers have the means to receive faxes or emails.

Mrs. Tieman advised members that the Information Technology Department is working on e-commerce which would enable customers to retrieve customer information over the Internet. The capability to fax and email customers will probably automatically be added as part of the e-commerce goal. This suggestion has been referred to our Technical Advisory Committee to include it in the Information Technology's e-commerce plan, which will occur within the next 2-5 years.

The committee recommended that electronic notification of utility billings for the City be one of the priorities of the IT Department as part of the e-commerce plan.

By consent agenda, Mr. Carey moved for approval of the committee's recommendation, seconded by Mr. Sadusky and carried by a unanimous roll call vote.

Mr. Carey moved for acceptance of the Utility Committee Report, seconded by Mr. Salters and unanimously carried.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - MARCH 28, 2006

The Safety Advisory and Transportation Committee met on March 28, 2006 with Chairman Hogan presiding.

Briefing on Deldot Projects (Gary Laing)

Mr. Laing, Municipal Liaison for DelDOT, advised members that the Wyoming Mill Extension Project had been prioritized as a project for the Fiscal Year 2006 Earmark Program. He also stated that DelDOT's Director of Finance will review the appraisal which was provided by the City of Dover for the donated land.

Mr. Laing stated that the South Governors Avenue Project final right-of-way plans should be completed by the end of the year. If pending funding is received for the acquisition of the rights-of-way, construction could start in the Spring of 2008. DelDOT is working with the Bond Bill Committee and has submitted a project prioritization list, which was compiled using the letter and the City of Dover project prioritization list previously submitted by the City.

Mr. Laing advised members that the North Dover Toll Plaza at Scarborough Road will become an automated toll plaza on or about April 1, 2006. It was determined that over seventy-five (75%) percent of the vehicles using that toll plaza utilized e-z pass. The toll workers for that plaza will be reassigned to other locations and a change machine will be installed.

Mr. Hogan stated that a letter was sent to Secretary Wicks and each of the local Legislators requesting a meeting with them to discuss the City transportation projects. Mr. Laing advised members that he would contact Secretary Wicks to determine if this meeting could be scheduled for May.

Mr. Carey suggested that signs be installed at both ends of Crawford Carroll Drive. He also advised members that the wrong street sign may be installed at the end of Rustic Lane, which runs along the Lowe's store. Mr. Laing stated that he would look into both issues.

PRIORITIZATION OF ADDITIONAL TRANSPORTATION PROJECTS

Water Street Railroad Crossing - Eden Hill Farm

Mr. DePrima, City Manager, introduced Dr. Tom Barnett, partner in the development of the Eden Hill Medical Facility, and presented members with an overview of the project area to illustrate the entrances, which are projected to be located at Saulsbury Road, Clarence Street, and in the vicinity of the current farm entrance. Since the State of Delaware does not allow any new railroad crossings, another option is to reopen the Water Street crossing. Mr. DePrima stated that this entrance could be used to access the downtown area, as well as Kent General Hospital. He also noted that this project should be listed on the City's project prioritization list because of its importance and suggested that a letter be sent to Secretary Wicks requesting this consideration.

Dr. Barnett advised members that the 140,000 square foot medical office building, which has been fully leased, is expected to be constructed by March or May of 2008. BDL Medical Facilities, an Albany, New York, group that does a significant amount of medical office building construction, has been hired for the construction. Dr. Barnett noted that more office space is needed since he and four (4) other surgeons, along with two (2) more surgeons starting this summer, will be working in a 3,000 square foot office. A second medical office building is currently in the design phase and will include a daycare facility, elderly care facility, and a coffee shop. Dr. Barnett noted that a Water Street crossing would expedite trips to Kent General Hospital. He stated that his group has been involved in the process of developing the pattern book for the development of the Eden Hill Project and if Clarence Street is brought through from Forrest Avenue and the Water Street railroad crossing is built, it would make the project easily accessible. Dr. Barnett noted that he has meetings scheduled with DelDOT officials to further discuss these issues.

Mr. Ruane asked if the Kesselring railroad crossing could be traded for the crossing that is needed at Water Street. Mr. DePrima noted the crossing was a product of DelDOT analysis and is a part of the land use plan by DelDOT. He also noted that the Kesselring railroad crossing could not be traded for the Water Street crossing because it is considered a driveway. Mr. Laing noted that there were two railroad crossings closed in the Town of Wyoming.

Mr. Hogan advised members that due to the lack of a quorum, the Request for Prioritization of the Water Street Railroad Crossing - Eden Hill Farm is being forwarded without a recommendation from the committee. *(See motion for Intermodal Transportation Terminal for Council action on this item).*

Intermodal Transportation Terminal

Mr. DePrima stated that at one time, consideration was given to converting the current Water Street bus stop into parking for the courthouse and combining the local and interstate bus service at a site near the future rail service. He noted that Ms. Juanita Wieczoreck, Director of the Dover/Kent County Metropolitan Planning Organization (MPO), suggested a more enhanced intermodal transportation center with supporting utilities, such as office space and housing. Mr. DePrima suggested that a letter be sent to Secretary Wicks regarding this consideration.

Ms. Wieczoreck stated that DelDOT has proposed a transit oriented development which would enhance the land use by combining residential, retail, or office development. She noted that the proposal includes a one (1) story building that could be utilized by both local and interstate bus services. By having the site as an activity center, people would be present most of the time, which would increase the safety of the location and support the transit activity. Ms. Wieczoreck suggested that this project could become a public/private partnership in which a private entity would construct the facility in exchange for the lease of the space.

During the committee meeting, Mrs. Coleman of 122 Sweetgum Drive, addressed members explaining her concerns with decency and safety issues due to the present location of the interstate bus station. She noted that there is no shelter for bus patrons other than the Shell gas station, and no separation between the drop-off location and vehicles patronizing the gas station. Mrs. Coleman felt this was a catastrophe waiting to happen. She proposed that a meeting be scheduled with DelDOT, a representative from both Greyhound and Trailways, and concerned citizens to discuss the issue.

Mr. Carey suggested that the newest building at the George & Lynch site could be utilized as a bus station until funding becomes available for development. This would provide a safe environment for picking up and dropping off bus patrons. Mr. Laing stated that it would require an expenditure of money that is not currently available. He noted that it would also present security and legal issues.

Mr. Ruane stated that he appreciates the City enforcing the zoning laws; however, there should be a larger responsibility of protecting the welfare, safety, and health of the citizens. He questioned how the City can allow a licensed carrier to provide such inadequate services. Mr. Ruane's understanding was that there was no rent paid, only that the ticket salesperson would receive a rebate for the number of tickets that have been sold. He felt that a meeting should be held with the Division of Carrier Licensing to determine what guidelines have to be met in order to be a licensed bus service.

Mr. Cecil Wilson, former Dover NAACP President, noted that there was a great deal of opposition to the location of the bus station, fearing that crime would increase and it would attract low income people. He felt that transportation should be for all people, not just low income or homeless people.

Mr. Ruane advised members that the Federal Transportation Bill establishes intermodal facilities as a priority and includes a section that covers this issue. He noted that the State of Delaware has the option of utilizing Federal transportation funds. Ms. Wieczoreck noted that it is a new funding program and they are considered discretionary funds.

Mr. Hogan advised members that due to the lack of a quorum, the Request for Prioritization of the Intermodal Transportation Terminal is being forwarded without a recommendation from the committee.

Mr. Hogan moved to add to the City's prioritization of transportation projects support of the Water Street Railroad Crossing (Eden Hill Farm) and Intermodal Transportation Terminal at its site, which is planned off of Water Street. The motion was seconded by Mr. Carey and unanimously carried.

Briefing by City Manager - Support of Grant Application for Federal Funding of Parking Facility

Mr. DePrima advised members that Mayor Speed and Council President Williams sent a letter to Senator Thomas Carper requesting that $4M be included in the Transportation HUD bill for the construction of a parking facility within the City of Dover. He noted that it is a HUD Economic Development Initiative Grant that requires submission by Legislatures and Federal Representatives. Mr. DePrima advised members that possible sites for a parking garage would be the City Hall or Bradford Street parking lots. He also noted that the Schwartz Center was previously awarded a grant from the same program in the amount of $1M. Dr. Barnett advised members that a parking garage has been planned for the Eden Hill Development.

Mr. Hogan moved for acceptance of the Safety Advisory and Transportation Committee Report, seconded by Mr. Salters and unanimously carried.

SPECIAL UTILITY COMMITTEE REPORT - APRIL 10, 2006

A Special Utility Committee Meeting was held on April 10, 2006 with Chairman Carey presiding.

Division Street Water Main/Bayard Avenue Water Main Project Budget Increases

Members were advised that the original intent of the Division Street Water Main Upgrade Project was to improve the water supply from the east side of the City to the west side by replacing old 8-inch and 14-inch cast-iron pipes with a new 16-inch pipe. In addition, the project became an important part of the City's program to eliminate brown water. Construction on the Division Street Water Main Upgrade Project began on September 19, 2005 and has progressed continuously since that date under a Time & Materials contract with George & Lynch, Inc. The contract was approved by City Council on June 13, 2005. The project was budgeted in FY 2004/05 at $660,000; and $585,886 was carried into FY 2005/06. The project budget was increased to $785,866 as part of the November 14, 2005 budget amendment when it had already appeared that the project was running over the projected costs.

Mr. DePrima explained that to avoid these types of cost overruns and to detect them in a more timely manner, a weekly monitoring system will be required for all future Time and Material Contracts.

He stated that Segment 1 of the Division Street Water Main Upgrade Project (from State Street to the St. Jones River) is now in service and that Segment 2 (from the St. Jones River to Bayard Avenue) is awaiting the results of bacteriological testing and will be tied in and placed into service as soon as acceptable results are received. A few minor restoration requirements for Segment 2 remain.

Mr. Koenig explained that there were several obstacles, including unmarked old utilities, uncertain Miss Utility markings, changes in service shutdown schedules, unexpected pavement materials (concrete vs. hot mix), and changing roadway restoration requirements. These obstacles have caused significant construction challenges and cost overruns for this project.

In addition, Mr. Koenig explained that it was necessary to upgrade the water pipe from Division Street to the Bayard Avenue Water Tank in January 2006 in order to address pipe issues associated with the old pipe segment located in Bayard Avenue. He stated that this pipe segment has been identified in various public presentations related to brown water and is consistent with the Cast Iron Replacement/Relining project identified in the budget document. The pipe material costs, in the amount of $76,000, could have been charged to the Cast Iron Pipe Replacement Program which was funded in the amount of $100,000. However, it was decided to simply add it to the Division Street Water Main Project.

Mr. Koenig assured members that the George and Lynch Contract work will stop on Division Street at Bayard Avenue. The Bayard Avenue pipe will be installed by the City's utility construction crew. The Public Utilities Manager and engineers will re-evaluate how the new 16-inch Division Street Water Main west of Route 13 will be connected to the line east of Route 13 to develop the most cost-effective route.

Members were advised that, due to the construction obstacles and the additional pipe for Bayard Avenue, this project is $483,350.77 over budget. Some of the cost overage has been addressed by transferring monies from other project accounts, resulting in the need for an additional $260,000. Staff recommended the approval to transfer an amount up to $260,000 from the Water/Wastewater Capital Asset (Brown Water) Reserve to the Division Street Water Main and Bayard Avenue Water Main Projects.

Mr. Slavin suggested confirmation of invoices and cost and time estimates necessary to complete the Bayard Avenue, and that internal procedures be established to avoid any future occurrences. If major capital infrastructure is necessary, he suggested that the City advise the citizens that there will be substantial costs involved in addressing the brown water.

The committee recommended that staff verify all George & Lynch invoices and release payment for valid charges; confirm time and cost estimates for Bayard Avenue Project and bring to Council in two (2) weeks; and design internal controls for time and materials projects and bring to Council in two (2) weeks.

The committee recommended approval of a transfer in an amount up to $260,000 from the Water/Wastewater Capital Asset (Brown Water) Reserve to the Division Street Water Main and Bayard Avenue Water Main Projects.

Mr. Slavin relayed his appreciation for staff's honesty regarding this issue. As was indicated at the committee meeting, Mr. Slavin stated that members of Council do not appreciate poor project management and are not in existence to "rubber stamp" poor project management. He felt that staff should not put Council in such a situation and that it was made clear that before any time and material contracts come forward, there must be very tough internal controls that would prevent a situation like this from occurring again in the future.

Referring to the Whitman Requardt Report (page 17), Mr. Ritter stated that the Division Street Project is a part of the City's Maintenance Program. Noting that there are 176 miles of pipe, the replacement of 1,800 linear feet of pipe would not solve the brown water problem. He reminded members that the City designated Brown Water Funds, in the amount of $260,000; however, there were no specific directions given for its use. It was his opinion that no additional funds should be appropriated for Brown Water unless it is designated as a Brown Water Project. Mr. Ritter suggested that staff determine which projects should be included to resolve Brown Water problems and that they be included in the budget for consideration, rather than appropriating money without an assigned project.

Responding to Mr. Ruane, Mr. Ritter stated that he did not locate Bayard Avenue in the Whitman Requardt Report. Although Division Street was included in the report, there was no indication that its inclusion was to eliminate Brown Water, but that it was an important part of the City's maintenance program. Responding, Mr. Ruane stated that he has met with several residents of Bayard Avenue and that there were several concerns expressed to him regarding Brown Water in this area. It was his recollection that when staff gave presentations of areas of Brown Water concerns, this particular area of our system was identified.

Mr. DePrima explained that the Whitman Requardt Report being referenced is the Water Master Plan and; therefore, does not include any Brown Water Projects since that was not the purpose of this particular study. He stated that consistent complaints regarding Brown Water have been received in the Bayard Avenue area.

Mr. Koenig, Public Works Director, further explained that the Bayard Avenue segment was identified in the report presented to Council on January 23, 2006 Brown Water Update. The pipe segment on Bayard Avenue exists between Well #15 (Bayard Avenue tank) and Well #1 (St. Jones) and is an area where the hydraulic location of water changes frequently, which is why an increased number of complaints on this line is received. The Bayard Avenue water line is the same 14" line that is located in Division Street.

Mr. Carey moved for approval of the committee's recommendations, as follows: 1) that staff verify all George & Lynch invoices and release payment for valid charges; confirm time and cost estimates for the Bayard Avenue Project and bring to Council in two (2) weeks; and design internal controls for time and materials projects and bring to Council in two (2) weeks; and 2) approval of a transfer in an amount up to $260,000 from the Water/Wastewater Capital Asset (Brown Water) Reserve to the Division Street Water Main and Bayard Avenue Water Main Projects. The motion was seconded by Mr. Hogan and carried by a unanimous roll call vote.

Authorization to Purchase Security Fencing with Card Reader - Electric Department and Power Plant

Mr. DePrima advised members that the City of Dover has requested Federal FY-2005 (Physical Security Enhancement) grant funds for improvements to various sites within the City of Dover's utility systems. The proposed fencing project would limit access to the rear of the administration building where equipment, vehicles, tools, and project materials are stored. This project will also limit access to the Electric Department's designated environmental hazard area.

In addition to the new fencing, Mr. DePrima explained that an electronic gate reading card will be installed that will only allow access for employees of the Electric Department and McKee Run Power Plant. This type of fencing was listed on the City's annual fencing contract which was awarded to Duck's Quality Fences earlier this fiscal year. Duck's Quality Fences will complete the fencing installation for this project upon authorization. Electric Department staff is awaiting the signed authorization from DEMA for this improvement and will utilize the sub-grant process offered by DEMA to complete the project. Staff is anticipating the written authorization of the sub-grant from DEMA by April 11, 2006. This purchase will be included in the final budget revisions and will be 100% reimbursed through the Homeland Security Grant Program.

Staff recommended authorization to use Federal FY-2005 Homeland Security grant funds to purchase and install a 30-foot slide gate with all electric controls at the Electric Administration Building and McKee Run Power Plant. Installation will be completed by the City's authorized fence contractor, Duck's Quality Fences, using some of the items on the annual fence contract. The electronic components of this purchase have been negotiated with the fence contractor. Staff will adjust the final budget to reflect this purchase as well as the receipt of the grant funds.

The committee recommended approval of staff's recommendation.

Mr. Carey moved for approval of the committee's recommendation, seconded by Mr. Hogan and carried by a unanimous roll call vote.

Mr. Carey moved for acceptance of the Utility Committee Report, seconded by Mr. Salters and unanimously carried.

QUARTERLY REVENUE REPORT

Mrs. Mitchell, Finance Director/Treasurer, reviewed the Revenue Report as of April 2006.

Mr. Hogan moved for acceptance of the Quarterly Revenue Report as of April 2006, seconded by Carey and unanimously carried.

PRELIMINARY REPORT OF THE 2005 CHARTER REVIEW COMMITTEE

During their Regular Meeting of May 23, 2005, Council established a priority of conducting a Comprehensive Review of the City of Dover Charter and adopted a Resolution for the appointment of a "Blue Ribbon Panel" to serve as the Charter Review Committee. The Committee was requested to provide members of Council with a preliminary report within six (6) months of their first meeting, which was held on September 15, 2005.

Members of Council were provided a Preliminary Report of the 2005 Charter Review Committee dated March 30, 2006. A final report should be submitted to Council by September 2006.

By consent agenda, Mr. Carey moved for acceptance of the Preliminary Report of the 2005 Charter Review Committee, seconded by Mr. Sadusky and carried by a unanimous roll call vote.

FINAL READINGS - PROPOSED ORDINANCES

The First Reading of the following proposed ordinance was accomplished during the Council Meeting of March 27, 2006.

Mr. Carey moved that the Final Reading of the proposed ordinances be acknowledged by title only, seconded by Mr. Hogan and unanimously carried.

Appendix D - Downtown Dover Business Improvement District, Article II - Definitions, Section 3- Assessment Zone

Mr. Hogan moved for adoption of the following ordinance, seconded by Mr. Sadusky and carried by a unanimous roll call vote:

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

That Appendix D - Downtown Dover Business Improvement District, Article III - Establishment of the Dover Downtown Business Improvement District, Section 9 - Method of Assessment, be amended by adding *"and assessment zones"* to the first sentence of paragraph (f) between "The annual budget" and "shall be established..."

ADOPTED: APRIL 10, 2006

Appendix D - Downtown Dover Business Improvement District, Article III - Establishment of the Dover Downtown Business Improvement District, Section 3 - Geographic Boundaries

Mr. Hogan moved for adoption of the following ordinance, seconded by Mr. Sadusky and carried by a unanimous roll call vote:

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

That Appendix D - Downtown Dover Business Improvement District, Article III - Establishment of the Dover Downtown Business Improvement District, be amended by deleting Section 3 - Geographic Boundaries, in its entirety and inserting in lieu thereof the following:

> The geographic boundaries of the DDBID shall not exceed the boundaries of the downtown redevelopment target area as defined in appendix C [to the Code].

ADOPTED: APRIL 10, 2006

Appendix D - Downtown Dover Business Improvement District, Article III - Establishment of the Dover Downtown Business Improvement District, Section 9 - Method of Assessment, Paragraph (f)

Mr. Hogan moved for adoption of the following ordinance, seconded by Mr. Sadusky and carried by a unanimous roll call vote:

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

That Appendix D - Downtown Dover Business Improvement District, Article II - Definitions, be amended by adding the following sentence to the second paragraph of Section 3 - Assessment Zone, as follows:

> The limits of each zone shall be presented by map to City Council for approval at the time of approval of the BID budget as prescribed in Section 9(f).

ADOPTED: APRIL 10, 2006

Chapter 22 - Buildings and Building Regulations, Article I - General, Section 22-2 - Housing Authority

Mr. Hogan moved for adoption of the following ordinance, seconded by Mr. Salters and carried by a unanimous roll call vote:

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

That Chapter 22 - Buildings and Building Regulations, Article I - General, be amended by adding a new Section 22-2 - Housing Authority, as follows:

Section 22-2. Housing Authority Created; Purpose

(a) *Created; Purpose.* There shall be a Housing Authority as provided in 31 Del. Code.

ADOPTED: APRIL 10, 2006

Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing, and Parking, Division 1 - Generally, Section 106-111 - Parking Authority

Mr. Hogan moved for adoption of the following ordinance, seconded by Mr. Carey and carried by a unanimous roll call vote:

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

That Chapter 106 - Traffic and Vehicles, Article III - Stopping, Standing, and Parking, Division 1 - Generally, be amended by adding a new Section 106-111 - Parking Authority, as follows:

Section 106-111. Parking Authority Created; Purpose.

(a) *Created; Purpose*. There shall be a Parking Authority as provided in 22 Del. Code.

ADOPTED: APRIL 10, 2006

Proposed Budget Revisions

Mr. Hogan moved for adoption of the Budget Revisions Ordinance, seconded by Mr. Salters.

Mr. Ritter felt that the recent action of Council regarding revisions to the budget, as well as the projections as detailed in the Quarterly Revenue Report, are proof that Council raised taxes, fees, and rates too much last year. He stated that it is apparent that Council should return this money to their constituents and he will not vote for the budget revisions ,since too much money was taken from their constituents.

Responding, it was Mr. Ruane's feeling that it was wrong to give the public the impression that there is excess money received as a result of property taxes. He assured members that the property taxes collected do not pay for the General Fund expenses, explaining that it does not even cover the costs of the Police Department alone.

The motion for adoption of the Budget Revision Ordinance (*Exhibit #2*) was carried by a roll call vote of eight (8) yes and one (1) no (Mr. Ritter).

COUNCIL MEMBERS COMMENTS

Mr. Ritter relayed concern regarding the recent action of Mr. DePrima as City Manager. He explained that there has been an unwritten policy that no City Manager has ever engaged in the political arena during an election. It is his belief that if the City Manager engages against Council or Council President, he would be reprimanded or his position would be lost. Mr. Ritter strongly urged members to reprimand this type of action to alleviate it from occurring in the future.

Mr. Ruane stated that he was recently advised of the expected closure of the Bank of America, which is located at the Blue Hen Corporate Center in the City of Dover and relayed concern with the many persons that will be losing their jobs. He felt that members should be provided more details, such as the company's reasons for making this decision, etc. and suggested that Council extend an invitation to allow for a public airing.

In an attempt to provide some relief, Mr. Slavin suggested that our local legislators assist those losing their jobs by assuring the processing of unemployment benefits, etc.

Mr. Hogan moved for adjournment, seconded by Mr. Sadusky and unanimously carried.

Meeting Adjourned at 9:00 P.M.

JANICE C. GREEN
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of April 10, 2006, are hereby approved.

STEPHEN R. SPEED
MAYOR

/JG
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Exhibits Attached to Original Minutes and File Copy
Exhibit #1 - Presentation - Department of Planning and Inspections Annual Report
Exhibit #2 - Budget Revision Ordinances

Certificate of Recognition

presented to

Marian Harris
Staff & Clients of the House of Pride

for years of dedication, support and service given to those in need. Your efforts to provide shelter to the homeless during the inclement weather are sincerely appreciated.

The City of Dover extends sincere thanks and best wishes.

Monday, April 24, 2006

STEPHEN R. SPEED
Mayor

PROCLAMATION

WHEREAS, *by playing lacrosse, many young men cultivate strong moral and athletic character by dedicating themselves to countless hours of physical conditioning and practice drills in order to perform at their best; and*

WHEREAS, *the discipline they develop both on and off the lacrosse field sets a good example for other young men to follow; and*

WHEREAS, *more than ever, the youth in our community need the strong and constructive guidance athletic programs offer and the valuable lessons on how to be good sportsmen; and*

WHEREAS, *team oriented sports programs help young people develop the essential traits and characteristics that comprise good character and help them become valued members of society; and*

WHEREAS, *on April 26 and April 28 at 4:00 P.M., the Dover High School Boys Lacrosse team will host two visiting boys high school lacrosse teams.*

NOW, THEREFORE, I, STEPHEN R. SPEED, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim the week of April 24, 2006 as

Dover High School
Boys Lacrosse Week

and urge the citizens of Dover including students from Dover High School and other Capital School District schools to show their support of the Dover High School Boys Lacrosse team by attending the home games scheduled on April 26 and April 28 at 4:00 P.M. and to recognize the outstanding efforts made by these young men to participate in the physically demanding sport of lacrosse for Dover High School.

Stephen R. Speed
Mayor

PROCLAMATION

WHEREAS, in 1872 J. Sterling Morton proposed that a special day be set aside for the planting and appreciation of trees; and

WHEREAS, this holiday, called Arbor Day, is now observed throughout the nation and the world; and

WHEREAS, the City of Dover was once again named a Tree City USA in 2005 for the seventeenth consecutive year by the National Arbor Day Foundation; and

WHEREAS, once again the City of Dover has applied for and received funds to plant more than 160 trees through the Weed & Seed and the Urban & Community Forestry Programs; and

WHEREAS, trees can reduce the erosion of our precious topsoil by wind and water, reduce heating and cooling costs, moderate the temperature, clean the air, produce oxygen, and provide habitat for wildlife; and

WHEREAS, in 2005, the City of Dover also received a grant through the Delaware Coastal Program to fund a comprehensive tree inventory and management plan. This plan enables the City to assess the condition of existing trees, give priority to the trees that need the most attention and plan for future tree planting and maintenance; and

WHEREAS, the planting and caring for trees is a very special gift that one generation gives to the next.

NOW, THEREFORE, I, STEPHEN R. SPEED, MAYOR OF THE CITY OF DOVER, do hereby proclaim April 28, 2006 as

Arbor Day

in the City of Dover, and urge all citizens to support the efforts to care for our trees and woodlands.

STEPHEN R. SPEED
Mayor

PETITION TO ANNEX AND ZONE PROPERTY

Before The City of Dover City Council

April 24th, 2006

Applicant:	Lands of College Road Management Inc., Kent Storage Facilities, LLC, and Loralex Company, LLC.
Location:	The subject area is located north of but not adjacent to College Road, north of Raymond Street and east of the railroad corridor and Railroad Avenue with the eastern boundary of the subject area being the St. Jones River.
Size:	30.776 +/- Acres
Tax Parcel #:	ED-00-067.00-01-13.00-000, ED-00-067.00-01-14.00-000, ED-00-067.00-01-15.00-000, and ED-00-067.00-01-16.00-000.
County Zoning:	IG-General Industrial, RS-1-Residential Single Family, RMH-Residential Mobile Home
Proposed Zoning:	M- Manufacturing
Present Use:	Vacant – small remnant industrial buildings. Note: Within the site is a known Brownfield Area currently under a State of Delaware approved management plan.
Proposed Use:	Mini-warehousing. Brownfield Area prohibited from construction.
Comprehensive Plan Designation:	Category #1 – Lands for Annexation, Industrial Use Designation.
Utility Availability:	All utilities available
File Number:	AX-06-02

File Number: AX-06-02

At the March 20, 2006 meeting of the Dover Planning Commission, the Commission voted to recommend approval of the annexation as requested. In doing so the Commission considered the following information:

Surrounding Land Uses:

To the North of the property are lands in unincorporated Kent County and zoned RS-1 (Single Family). To east across the Maidstone Branch is Lands owned by Delaware State University that is zoned I/O (Institutional/Office). To the south of the property is an assortment of residential property, including Mishoe Towers, single family homes, mobile homes and vacant land both within city limits and outside. There is a mixture of residential zoning ranging from single family to multiple family. To the west and across the railroad tracks is College Business Park zoned CPO\ (Commercial\Professional Office) and M (Manufacturing).

Comprehensive Plan:

The Annexation and Growth Map contained within the current certified Comprehensive Plan designates this land as Category #1 – Lands Identified for Annexation, and designates the land for Industrial Use.

Cost-Revenue Analysis:

The Cost-Revenue Analysis showed a positive cash flow to the City of approximately $6,394 over ten years.

Other Considerations:

A portion of the site is classified as a "Brownfield Area" currently under a State of Delaware approved management plan.

Recommendation of the Planning Staff:

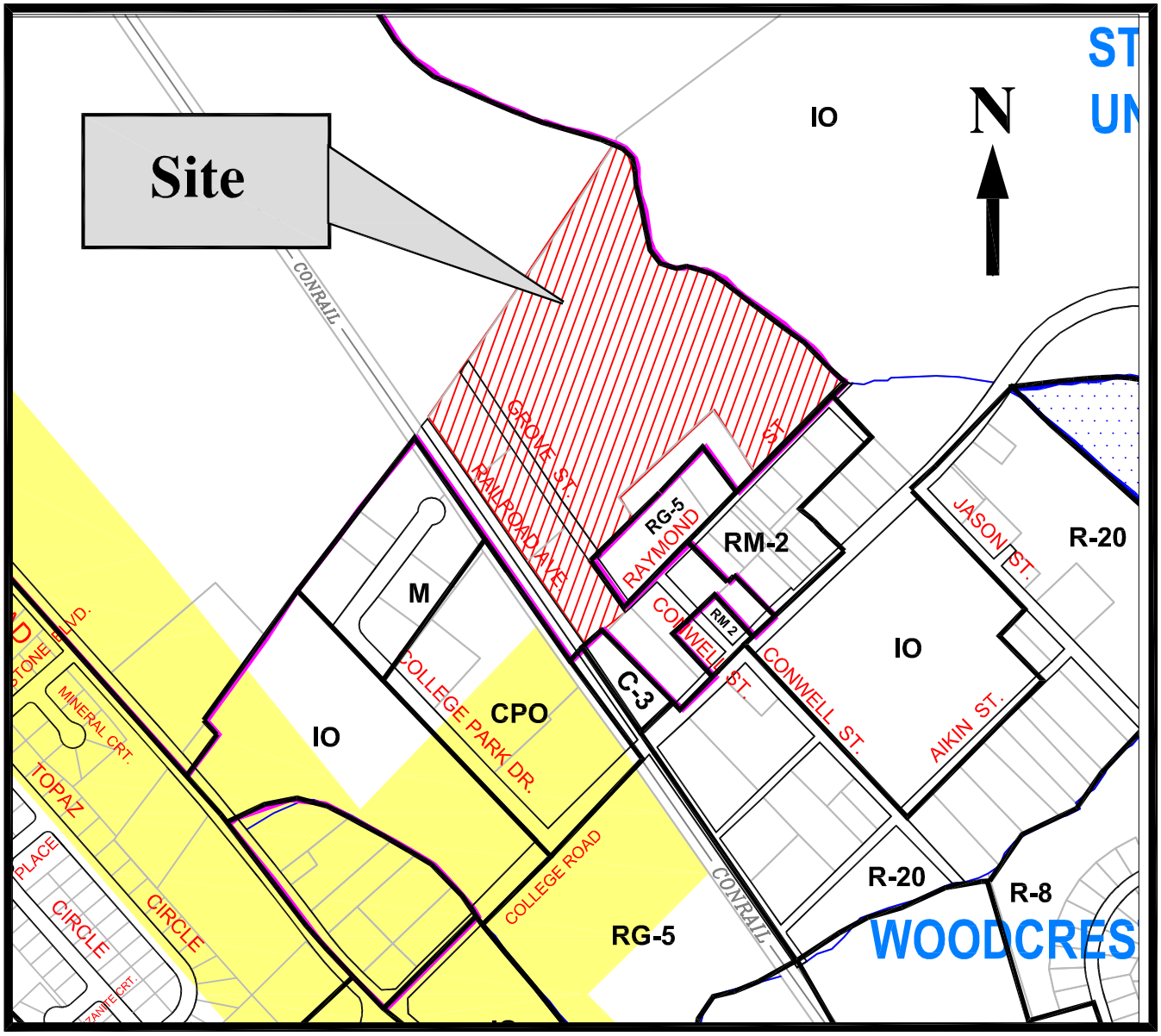
Because this is a Category 1 designated area in the Comprehensive Plan, and because the planned use is in accordance with the uses prescribed in the Comprehensive Plan staff recommends approval.

This recommendation is being made without the benefit of hearing the comments of surrounding land owners and residents. A public hearing is required on this matter and those comments should be given serious consideration by the Commission.

City of Dover

Application No. AX-06-02

Department of Planning & Inspections



Plan Title: Lands of College Road Management Inc., Kent Storage Facilities, LLC, & Loralex Company LLC

Plan Type: Annexation

Tax Parcel No. ED-00-067.00-01-13, 14, 15, 16.00

Site Area: 30.776 Acres

Owner: College Road Management Inc., Kent Storage Facilities, LLC, & Loralex Company LLC

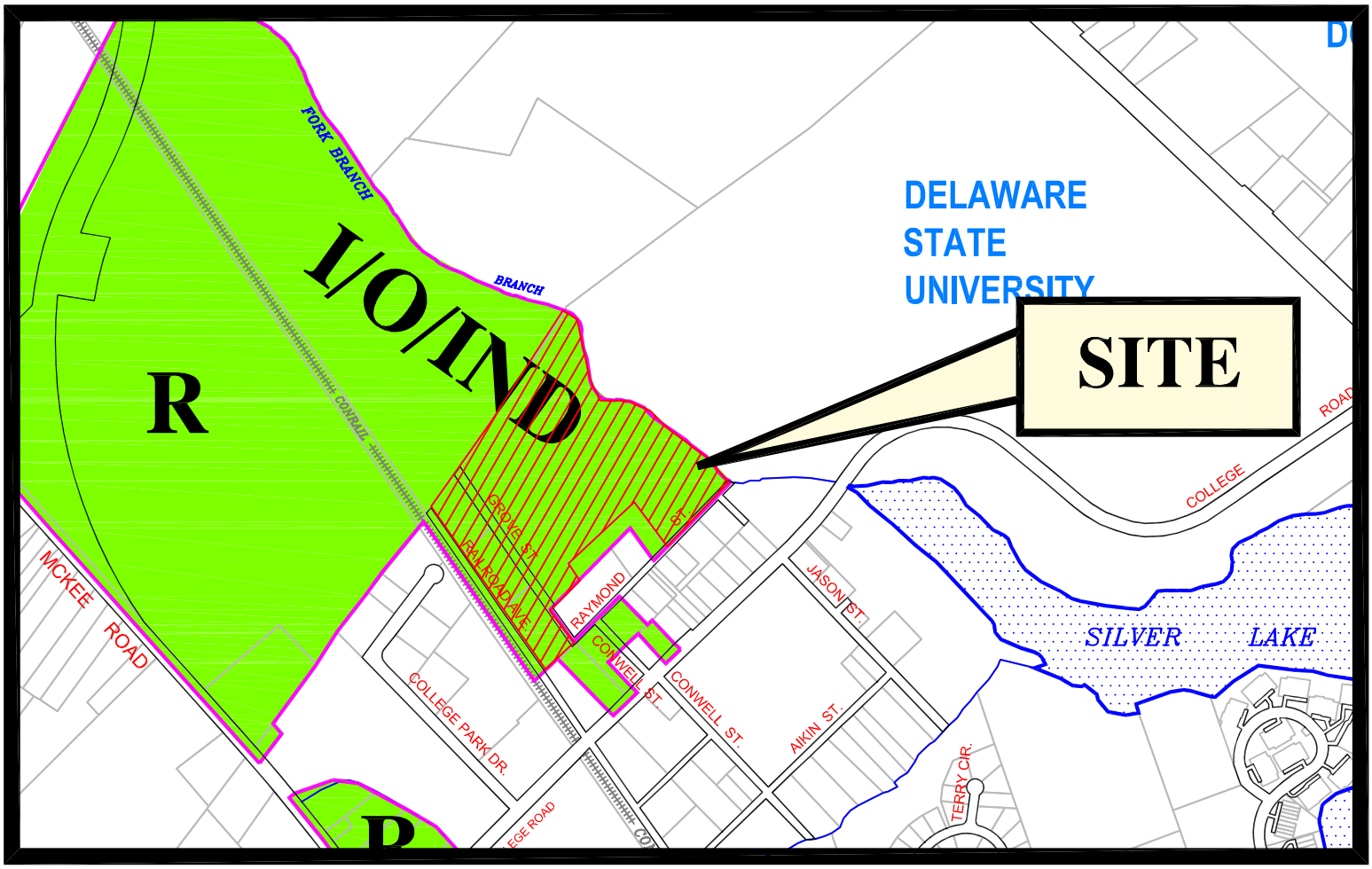
Current Zoning: IG, RS-1, RMH (Kent County)



Proposed Zoning M **Date:** 3-09-06

Application No. AX-06-02

Growth and Annexation Map
City of Dover Comprehensive Plan



Plan Title: Lands of College Road Management Inc., Kent Storage Facilities, LLC, & Loralex Company LLC

Plan Type: Annexation

Tax Parcel No. ED-00-067.00-01-13, 14, 15, 16.00

Site Area: 30.776 Acres

Owner: College Road Management Inc., Kent Storage Facilities, LLC, & Loralex Company LLC

Current Zoning: IG, RS-1, RMH (Kent County)

Proposed Zoning M

Date: 3-9-06

N

PREPARED BY:
City of Dover
PO Box 475
Dover, DE 19903-0475

TAX MAP PARCEL NO.
ED-00-067.00-01-13.00/000
ED-00-067.00-01-14.00/000
ED-00-067.00-01-15.00/000
ED-00-067.00-01-16.00/000

MAYOR AND COUNCIL

A RESOLUTION APPROVING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City after a special election of the qualified voters and real estate owners of the territory proposed to be annexed, and

WHEREAS, the Mayor and Council of the City of Dover deem it in the best interest of the City of Dover to include an area contiguous to the present City limits, and hereinafter more particularly described within the limits of the City of Dover, and

WHEREAS, the Charter of the City of Dover provides that if a majority of the Votes cast in an election held in a territory proposed to be annexed shall be in favor of inclusion of that territory within the limits of the City of Dover, the Council may thereupon adopt a resolution annexing said territory and including same within the limits of the City of Dover.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:

1. That the following described area, situated in East Dover Hundred, Kent County, State of Delaware, shall be annexed to and included within the limits of the City of Dover:

> ALL THAT TRACT PIECE OR PARCEL of land situated in the East Dover Hundred, Kent County and State of Delaware and being more particularly described as follows:
>
> COMMENCING at a point on the easterly line of the Delaware Railroad Company at its intersection with the northerly right-of-way of College Road (variable width right-of-way) and being the southwest corner of lands now or formerly belonging to Delaware State College as recorded in deed Book U, Volume 52, at page 253; thence the following two courses and distances: 1) N 22-52'-34" W along the easterly line of said Delaware Railroad Company lands for a distance of 381.38 feet to a point being the northwest corner of said Delaware State College lands; 2) N 67-24'-13" E along the northerly line of said Delaware State College lands for a distance of 35.00 feet to a point being on the easterly right-of-way of Railroad Avenue (35 foot wide right-of-way) and the southwest corner of the parcel herein described to the TRUE POINT OF BEGINNING: thence n 22-52'-34" w ALONG THE EASTERLY RIGHT-OF-WAY OF SAID Railroad Avenue for a distance of 1,085.09 feet to a point being on the southerly line of lands now or formerly belonging to Marian F. Smith and Martha E. Baynard as recorded in deed Book U, Volume 36 at page 95 and Will Book IS, Volume 22 at page 445 and being the northwest corner of the lands herein described; thence N 46-30'-26" E along the southerly bounds of said Smith and Baynard for a distance of 1,305.12 feet to a point in the centerline of the Saint Jones River, also known as the Dover River and Fork Branch; thence southerly along the centerline of the Saint Jones river the following twelve courses and distances:

1) S 56-11'-34" E for a distance of 112.22 feet;
2) S 12-39'-00" E for a distance of 170.04 feet;
3) S 13-06'-47" E for a distance of 139.98 feet;
4) S 00-32'-36" E for a distance of 79.38 feet;
5) S 03-13'-28" E for a distance of 83.29 feet;
6) S 74-32'-12" E for a distance of 65.67 feet;
7) S 42-36'-43" E for a distance of 221.72 feet;
8) S 43-22'-37" E for a distance of 148.00 feet;
9) S 40-20'-24" E for a distance of 106.69 feet;
10) S 80-17'-38" E for a distance of 89.65 feet;
11) S 58-50'-04" E for a distance of 126.37 feet;
12) S 45-09'-26" E for a distance of 42.51 feet to a point being on the northerly right-of-way of Jason Street (35 foot wide right-of-way); thence S 56-40'-15" W along the northerly right-of-way of said Jason Street for a distance of 648.40 feet to a point being the southeast corner of lands now or formerly belonging to The Mishoe Trust being Parcels 'H' and 'I' as recorded in deed Book C, Volume 54, at page 162; thence along the Mishoe Trust lands the following four courses and distances; 1) N 23-27'-10" W for a distance of 310.52 feet to a found concrete monument; 2) S 56-37'-50" W for a distance of 475.00 feet to a found concrete monument; 3) S 23-27'-10" E for a distance of 113.50 feet to a found concrete monument; 4) S 57-12'-26" W for a distance of 238.53 feet to a point on the westerly right-fo-way of the former Grove Street and the lands herein described; thence S 22-52'-34" E along the westerly right-of-way of the former Grove Street for a distance of 200.00 feet to a point on the northerly right-of-way of the former Jason Street; thence S 32-47'-34" E for a distance of 35.00 feet to a point on the southerly right-of-way of the former Jason Street and being on the northerly line of lands now or formerly belonging to The Mishoe Trust being Parcel 'G' of deed Book C, Volume 54, at page 162; thence S 57-12'-26" W along the northerly one of said Mishoe Trust and the northerly line of the aforesaid Delaware State college for a distance of 206.12 feet to the point of beginning and containing 30.776 acres, as surveyed by McCrone, Inc. In December 2005.

Being the same lands as conveyed unto Kent Storage Facilities, LLC and Loralex, LLC from Jemm Investors by deed dated September 3, 2004 and recorded among the land records of Kent County, Delaware in deed record D 649/106 and all of the lands conveyed unto College Road Management, Inc. From Jemm Investors by deed dated September 3, 2004 and recorded among the land records of Kent County, Delaware in deed record D 649/110.

Together with an easement from Delaware State College to Loralex Company, LLC and Kent Storage Facilities, LLC as recorded in deed Book 649 at page 264.

Subject to a Reserved Lease Agreement from Atlantic Coast Environmental, Inc. To Loralex Company, LLC and Kent Storage Facilities, LLC as recorded in deed Book 649 at page 99.

2. The above described property shall be annexed into the City of Dover with a zoning classification as set by City Council and in accordance with the zoning map and environs, then in force, effective upon such lands being included within the limits of the City of Dover.

3. That the certified copy of the resolution of annexation, together with a plot of the area annexed, shall be filed for record with the Recorder of Deeds of Kent County.

4. That the effective date of this resolution shall be the 25th day of April, 2006 at 12:01 a.m. o'clock.

ADOPTED: APRIL 24, 2006

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STEPHEN R. SPEED
MAYOR

BEVERLY C. WILLIAMS
COUNCIL PRESIDENT

FINAL READING

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED NORTH OF BUT NOT ADJACENT TO COLLEGE ROAD, NORTH OF RAYMOND STREET AND EAST OF THE RAILROAD CORRIDOR AND RAILROAD AVENUE WITH THE EASTERN BOUNDARY OF THE SUBJECT AREA BEING THE ST. JONES RIVER.

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from IG - General Industrial, RS-1 - Single Family Residential, and RMH - Residential Manufactured Home (Kent County zoning classifications) to M - Manufacturing (City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover has been amended by changing the zoning designation from IG, RS-1, and RMH (Kent County zoning classifications) to M (City of Dover zoning classification) on that property located north of but not adjacent to College Road, north of Raymond Street and east of the railroad corridor and Railroad Avenue with the eastern boundary of the subject area being the St. Jones River, consisting of four (4) parcels containing $30.776^{+/-}$ acres, owned by College Road Management, Inc., Kent Storage Facilities, LLC, and Loralex Company, LLC.

ADOPTED: *

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A RESOLUTION VACATING AND ABANDONING A CERTAIN ALLEY SITUATED IN THE CITY OF DOVER.

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

Section 1. The Council of the City of Dover hereby vacates and abandons the following alley:

> *Unnamed alley running north to south connecting Forrest Street and Lincoln Street and located east of Bertrand Drive and west of Gibbs Drive. The alley is approximately 15 feet wide and $458^{+/-}$ feet in length. The total area of the alley is approximately $0.1577^{+/-}$ acres (6,870 S.F.).*

Section 2. Since no person has been deprived of property by the vacating and abandoning of the aforesaid alley, no compensation is awarded.

Section 3. The City shall retain a utility easement for the entire length and width of the aforesaid alley and all costs of conveyance shall be borne by the property owners.

Section 4. This resolution shall be effective upon the filing of a revised plot plan of the aforesaid alley.

ADOPTED: *

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PARKS, RECREATION, AND COMMUNITY ENHANCEMENT

The Parks, Recreation, and Community Enhancement Committee Meeting was held on April 11, 2006 at 1:05 p.m. with Chairman Sadusky presiding. Members present were Mr. Ruane, Mrs. Russell, Mr. Long, and Mr. Truitt. Others present were Mr. Carey, and Mayor Speed.

AGENDA ADDITIONS/DELETIONS

Mr. Ruane moved for approval of the agenda, seconded by Mrs. Russell and unanimously carried.

Proposed Ordinance - Chapter 22 - Buildings and Building Regulations, Article XII - Vacant Buildings

During the committee meeting of March 27, 2005, members recommended that the City move forward with the development of a vacant building and lot ordinance, covering residential, commercial, and industrial properties and that this process involve the Parks, Recreation, and Community Enhancement Committee holding public evening meetings, along with the Planning Department. When the committee report was presented to Council for their consideration, members were advised that information had been received from other interested parties regarding the development of a vacant building ordinance. It was suggested that the matter be referred back to staff to provide them the opportunity to meet with all interested parties and report back to the committee. Members of Council, during their Meeting of April 11, 2005, referred the development of a vacant building and lot ordinance for residential, commercial, and industrial properties back to staff. Since that time, staff has met with the various interested parties for developing revisions to the City's Vacant Building Ordinance, Chapter 22, Article XII, Section 22 of the Dover Code.

Ms. Cornwell, City Planner, reviewed and explained the comments and recommendations received thus far. At this time, the draft is presented to members for informational purposes only and comments. She stated that staff will continue to receive comments and will make revissions based on those comments to ensure that the final proposed ordinance will provide the best possible outcome regarding vacant buildings. Ms. Cornwell stated that staff relied heavily on the City of Wilmington in drafting the ordinance.

Responding to Mr. Carey, Ms. Cornwell noted that Section 22-404, Subsection (a), Paragraph (iv) requires all fees to be paid in full prior to the issuance of any building permits for the subject building or any other buildings owned by the applicant within the City of Dover. Mr. DePrima indicated that the Deputy City Solicitor had included owners that are listed as corporations, partnerships, etc. when the "clean hands" ordinance was developed. Mr. Carey explained that his concern was for those individuals who use various corporations to conduct business in the City and that there is no means of assuring individuals do not use this to their advantage.

Mr. Ruane requested consideration of including a requirement that taxes due to the City be paid in order to become properly registered.

Mayor Speed advised members that staff has often been criticized by City Council for not reaching out to the public on issues of consideration. At this time, staff is attempting to obtain comments from the various interested parties in order to develop a draft ordinance for consideration. Unless such comments are given to staff, they will not know what to include with the draft.

Mr. DePrima stated that staff is requesting guidance regarding other groups that members may feel should be contacted for comments. Mr. DePrima suggested that staff advertise and conduct a public hearing on the ordinance in order to develop a draft ordinance to present to the committee for their review and recommendation to Council. He felt that staff could schedule a public hearing and develop a draft ordinance for presentation to the committee during their meeting in June.

Mr. Lakeman suggested that an executive summary of the draft ordinance be prepared for distribution and comments be requested for consideration.

Mr. Ruane recommended notifying neighborhood associations to receive comments on vacant housing issues in their neighborhood. He also questioned if there should be consideration of a requirement for properties that have environmental issues to prove due diligence in preparing the property for occupancy.

Mayor Speed stated that the way the ordinance is written, there is no incentive for owners to register a property, nor is there a provision for a fine for not registering a vacant building. He suggested that all vacant buildings be registered and that the fee not be assigned to that registration so that the City could better ascertain their location and type and the responsible party. Then, staff could eliminate those buildings that are exempt. He suggested that fees should be collected by means of instituting fines for those buildings that are not registered. Mr. DePrima stated that it was not staff's desire to require houses that are temporarily vacant pending a sales transaction or similar type of situation to register. He felt that the ordinance could be worded in such a way to prevent this from occurring. Mayor Speed also relayed concern with property being offered for sale at a cost of no more than up to 50% of market value *[Section 22-400, Subsection (c), Paragraph (ii)]*, explaining that property offered for sale up to 50% over market would remain vacant for several years. He stated that property values increase or decrease depending upon their location and other market value criteria.

Responding, DePrima explained that a property owner often feels that their property value is higher than its market value. He agreed that 25% over market may alleviate concerns relayed. Mr. Ruane suggested a property's value be provided by the City Assessor, unless the owner can provide a licensed certified appraisal, that has been done within a certain amount of time, which would alleviate staff from getting involved in any type of negotiations.

Mr. Ruane moved to recommend acceptance of staff's report on the status of the draft vacant building ordinance and the understanding that consideration of a draft ordinance, in a First Reading format, will be presented to the committee during their first meeting in June (June 13, 2006), at which time public comments will be accepted. The motion was seconded by Mr. Truitt and unanimously carried.

Discussion - Vacant Planner Position

Mrs. Townshend, Director of Planning and Inspections, reminded members that a planner position was included in this year's budget; however, due to the Director vacancy, Council requested that upon the hiring of the Director, the need would be evaluated and a report would be given to Council explaining the job responsibilities of the new planner prior to the position being filled. Having recently assumed the responsibilities as Director, Mrs. Townshend advised members that she has

been reviewing the internal reorganization of the department and that she will be responsible for the planning and community enhancement functions, which includes community development and property maintenance and inspections. It was felt that it would be beneficial to hire a planner to focus on downtown and redevelopment issues and that this employee should have knowledge of Brownfields and experience in the review of redevelopment projects. Mr. DePrima felt that it would be beneficial to provide a requirement for candidates to have experience with economic development, statistics, etc.

Mr. Ruane moved to recommend that staff be authorized to advertise for the planner vacancy in the Planning Department, stipulating that a description of the experience required for this position would be provided to Council (*Attachment #1*). The motion was seconded by Mr. Long and unanimously carried.

Status Report - John W. Pitts Recreation Center

Mr. Carter, Parks and Recreation Director, presented a Conceptual Plan depicting the proposed John W. Pitts Recreation Center, and explained the proposed changes to the plan which will provide for better control and more space. The Conceptual Design will be presented to the Planning Commission for their review in May, at which time various State and other agency comments will be provided.

Mr. Ruane moved for adjournment, seconded by Mr. Long and unanimously carried.

Meeting Adjourned at 2:17 P.M.

Respectfully submitted,

Robert M. Sadusky
Chairman

RMS/jg
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Attachment
Attachment #1 - Memo Dated April 20, 2006 providing Responsibilities of and Experience Required for Redevelopment City Planner

MEMORANDUM

Department of Planning & Inspections
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7010 Fax (302) 736-4217

DATE: April 20, 2006

TO: Dover City Council

FROM: Ann Marie Townshend, AICP

SUBJECT: Recruitment for Vacant Planner Position

The fiscal year 2006 budget for the Department of Planning and Inspections included a line item for hiring a new Planner. The position was included in the budget with the understanding that the before recruiting, the Department would provide City Council with a summary of the responsibilities for the new position.

At the Parks, Recreation and Community Enhancement Committee meeting on April 11, I shared with the Committee our intent to hire a Planner to focus on redevelopment issues in the City, including plan review and researching and developing ordinances. At that meeting, I was request to provide City Council with a description of the responsibilities and experience for the position that we intend to fill.

A summary of the responsibilities is as follows:

Research and develop revisions to zoning ordinance to encourage redevelopment within the City;
Review proposals for development and redevelopment in the downtown area;
Work with Main Street, the Downtown Dover Development Corporation, and other partners with the City to provide technical expertise in redevelopment issues;
Meet with developers and landowners regarding redevelopment projects in the City.

A summary of the knowledge and experience necessary for this position include:

An understanding of the unique issues surrounding redevelopment of urban area;
Knowledge and experience with brownfield redevelopment;
Experience with developing ordinances;
Experience with applying zoning ordinances;
Experience using Geographic Information Systems.

Memo to Dover City Council
Re: Recruitment for Vacant Planner Position
April 20, 2006

In assessing the strengths and experience of existing staff, I have determined that Janelle Cornwell has the background and interest in serving as the Planner for redevelopment issues. The new Planner recruited will focus on new development issues. I believe that this staff addition and distribution of workload will allow the planning staff to better address and balance the issues surrounding development and redevelopment within the City of Dover.

If you have any questions, please contact myself or Scott Koenig.

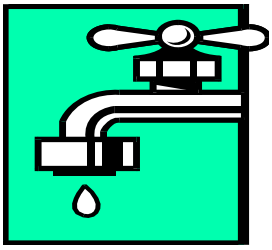
CITY OF DOVER

FINANCE DEPARTMENT

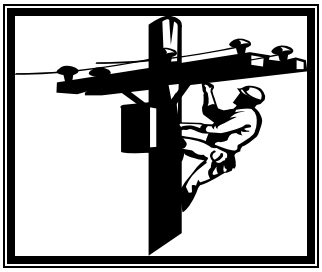
MONTHLY BUDGET REPORT

MARCH 2006









PREPARED BY: FINANCE DEPARTMENT

PLEASE NOTE – THIS NEWLY FORMATTED REPORT PROVIDES TOP LINE INFORMATION ON THE THREE MAJOR OPERATING FUNDS. IF YOU WOULD LIKE ADDITIONAL INFORMATION, PLEASE FEEL FREE TO CONTACT THE FINANCE DEPARTMENT.

City of Dover
Finance Department
Monthly Budget Report
March 2006

Strategic Objectives for Fiscal Year 2005 – 2006

1. **Hire an Actuary to calculate and report the City's post-retirement benefits liability for inclusion in the 2007 Budget and Comprehensive Annual Financial Report.** Palmer and Cay, a national actuarial firm, was selected in August. Their report was submitted to Council in January 2006.

2. **Develop and implement an employee benefits statement to be distributed by the payroll office each month.** This objective is awaiting the Naviline implementation for completion.

3. **Perform a comprehensive review of our cash management procedures and bank service agreements to take advantage of opportunities to reduce cost and improve technology. Follow up with a request for proposal for banking services.** Completed RFP process and awarded bank services to Citizens Bank. Currently working with Information Technology Department on e-government payment process.

ACTIVITY LEVELS

	FY05 – YTD	FY06 – YTD
Bank Trends		
Number of Deposits Made	945	1,041
Total Amount of All Deposits	$ 62,899,576	$ 75,160,213
Number of Bank Accounts	24	28
Payroll:		
Number of Pay Periods	20	20
Number of Payroll Checks	7,905	7,768
Number of Pension Checks	1,903	1,950
Total Gross Payroll	$ 13,121,325	$ 13,401,058
Total Pension Payments	$ 2,725,964	$ 2,878,092
Total Overtime	$ 481,217	$ 507,607
Accounts Payable:		
Number of Vouchers	6,436	6,377
Dollar Amount Disbursed	$ 15,670,317	$ 16,439,778
Wire Transfers	N/A	$ 46,920,289

City of Dover
Finance Department
Monthly Report – March, 2006

General Fund Summary

	Original Budget	Revised Budget	YTD	Balance	75% of Budget
Receipts					
Property Taxes	$ 8,161,808	$ 8,585,623	$ 8,753,904	$ (168,281)	102.0%
Transfer Taxes	2,400,000	2,400,000	2,415,890	(15,890)	100.7%
Licenses & Permits	2,146,400	2,146,400	2,105,413	40,987	98.1%
Fines & Police Revenues	1,169,740	1,169,740	764,384	405,356	65.3%
Sanitation Revenues	1,250,560	1,241,560	973,795	267,765	78.4%
Library & Recreation Revenues	516,950	516,950	406,812	110,138	78.7%
Franchise Fees	360,000	360,000	306,731	53,269	85.2%
Court of Chancery Fees	540,000	540,000	515,680	24,320	95.5%
Intrafund Services	5,099,571	5,099,571	3,432,589	1,666,982	67.3%
Grants	260,000	473,581	548,203	(74,622)	115.8%
Transfers-In from Grants & Utilities					
Electric Fund	5,716,956	5,716,956	3,800,000	1,916,956	66.5%
Water/Wastewater Fund	535,785	535,785	500,000	35,785	93.3%
Civil Traffic Penalties Fund	500,000	500,000	499,793	207	100.0%
Municipal Street Aid Fund	792,000	659,704	380,155	279,549	57.6%
Other Miscellaneous Revenues	242,863	242,863	299,204	(56,341)	123.2%
Total	$ 29,692,633	$ 30,188,733	$ 25,702,553	$ 4,486,180	85.1%
Expenditures					
City Clerk & Council	$ 489,511	$ 489,511	$ 286,479	$ 203,032	58.5%
Mayor, City Manager & Human Resources	896,558	896,558	688,929	207,629	76.8%
Police & Police Extra Duty	11,210,074	11,223,275	7,980,893	3,242,382	71.1%
Public Works	5,302,014	5,302,014	3,831,335	1,470,679	72.3%
Central Services	2,478,052	2,478,052	1,616,327	861,725	65.2%
Planning & Inspections	1,279,287	1,279,287	821,353	457,934	64.2%
Finance, I/T & Administrative Services	2,760,116	2,796,766	1,837,402	959,364	65.7%
Library & Recreation	1,656,257	1,701,857	1,151,811	550,046	67.7%
Fire	969,254	969,254	789,980	179,274	81.5%
Assessor	168,400	168,400	138,517	29,883	82.3%
Debt Service	435,247	435,247	438,719	(3,472)	100.8%
Insurance	465,980	465,980	323,019	142,961	69.3%
Retirees' Health Care	732,555	732,555	483,754	248,801	66.0%
Street Lights	533,000	533,000	398,114	134,886	74.7%
DSWA Recycling Program	-	-	5,188	(5,188)	0.0%
Homeland Security Grant	-	213,581	195,737	17,844	91.6%
Appropriation to Post-Retirement Benefits Fund	150,000	150,000	150,000	-	100.0%
Transfers Out - Contingency Reserve	34,000	-	-	-	0.0%
Transfers Out - Capital Asset Reserve	150,000	150,000	150,000	-	100.0%
Transfer to Parkland Reserve	-	333,743	718,323	(384,580)	215.2%
Provision for Uncollectibles	10,000	10,000	10,000	-	100.0%
I/T Emergency Preparedness Plan	100,000	100,000	19,000	81,000	19.0%
Total	$ 29,820,305	$ 30,429,080	$ 22,034,880	$ 8,394,200	72.4%
Excess Receipts/(Expenditures)	$ (127,672)	$ (240,347)	$ 3,667,673	$ (3,908,020)	
Working Capital & Reserve Balances-Unaudited					
Working Capital - Ending Budget Balance	$ 2,466,681	$ 2,983,201	TBD		
Contingency	$ 605,795	$ 817,705	$ 812,088		
Capital Asset Replacement	$ 319,918	$ 322,507	$ 322,998		
Parkland/Recreation	$ -	$ 1,350,259	$ 1,721,595		

City of Dover
Finance Department
Monthly Report – March, 2006

Water/Wastewater Fund Summary

	Original Budget	Revised Budget	YTD	Balance	75% of Budget
Revenue					
Water Fees	$ 4,120,930	$ 4,120,930	$ 3,199,014	$ 921,916	77.6%
Water Tank Leases	303,000	303,000	254,168	48,832	83.9%
Wastewater Fees	3,191,760	3,191,760	1,917,858	1,273,902	60.1%
Impact Fees	665,000	665,000	720,052	(55,052)	108.3%
Kent County Treatment Fees	3,690,948	3,690,948	2,848,224	842,724	77.2%
Miscellaneous	81,950	81,950	137,141	(55,191)	167.3%
Total	$ 12,053,588	$ 12,053,588	$ 9,076,457	$ 2,977,131	75.3%
Expenses					
Water	$ 927,211	$ 927,211	$ 556,149	$ 371,062	60.0%
Water Treatment Plant	649,662	649,662	514,844	134,818	79.2%
Wastewater	797,329	797,329	572,564	224,765	71.8%
Water Meter Reading	56,816	56,816	43,862	12,954	77.2%
Construction & Inspection	538,366	538,366	395,116	143,250	73.4%
Kent County Treatment Fees	3,834,000	3,834,000	2,795,871	1,038,129	72.9%
Retiree's Health Care	142,983	142,983	88,180	54,803	61.7%
Debt Service	1,604,166	1,604,166	1,210,528	393,638	75.5%
Intrafund Services	1,101,076	1,101,076	765,391	335,685	69.5%
Transfers Out					
General Fund	535,785	535,785	500,000	35,785	93.3%
Capital Asset Reserve	600,000	600,000	600,000	-	100.0%
Water/Wastewater I & E Fund	1,083,167	1,083,167	583,167	500,000	53.8%
Post-Retirement Benefit Fund	50,000	50,000	50,000	-	100.0%
Total	$ 11,920,561	$ 11,920,561	$ 8,675,672	$ 3,244,889	72.8%
Excess Revenues/(Expenses)	$ 133,027	$ 133,027	$ 400,785	$ (267,758)	
Working Capital & Reserve Balances - Unaudited					
Working Capital - Ending Budget Balance - Water	$ 1,853,993	$ 1,684,571	TBD		
Working Capital - Ending Budget Balance - WW	$ 892,225	$ 669,775	TBD		
Working Capital - Ending Budget Balance - KSA	$ (1,554,468)	$ (1,086,395)	TBD		
Contingency-Water	$ 214,910	$ 300,640	$ 299,013		
Contingency-Wastewater	$ 223,682	$ 312,855	$ 311,423		
Capital Asset Replacement	$ 602,440	$ 602,491	$ 610,838		
Impact Fee Reserve	$ -	$ -	$ 2,116,821		
Bond Coverage Ratio (Covenant 1.20)	1.73	2.13	2.41 *		

* High ratio attributed to timing of expenses and transfers.

City of Dover
Finance Department
Monthly Report – March, 2006

Electric Revenue Fund Summary

	Original Budget	Revised Budget	YTD	Balance	75% of Budget
Revenue					
Sales to Customers	$ 57,157,712	$ 57,157,712	$ 44,093,559	$ 13,064,153	77.1%
Purchase Power Adjustment	6,561,106	6,561,106	5,162,242	1,398,864	78.7%
Utility Tax	1,245,946	1,245,946	844,620	401,326	67.8%
Weyandt Hall Rents	170,885	170,885	139,010	31,875	81.3%
Miscellaneous Revenues	601,000	601,000	794,392	(193,392)	132.2%
Duke Contract Revenue	-	-	2,163,830	(2,163,830)	-
Total	$ 65,736,649	$ 65,736,649	$ 53,197,653	$ 12,538,996	80.9%
Expenses					
Purchased Power	$ 42,636,070	$ 42,636,070	$ 31,887,552	$ 10,748,518	74.8%
Electric Operating Divisions	6,026,808	6,026,808	4,135,242	1,891,566	68.6%
Utility Tax	1,245,946	1,245,946	872,892	373,054	70.1%
Interest on Deposits	25,000	25,000	24,198	802	96.8%
Retirees Health Care	527,487	527,487	347,447	180,040	65.9%
Accounts Receivable Write-Offs	125,000	125,000	125,000	-	100.0%
Debt Service & Arbitrage	2,640,257	2,640,257	1,980,198	660,059	75.0%
Intrafund Services	3,998,495	3,998,495	2,667,198	1,331,297	66.7%
Transfers Out					
Improvement & Extension	2,829,840	2,829,840	2,829,840	-	100.0%
General Fund	5,716,956	5,716,956	3,800,000	1,916,956	66.5%
Rate Stabilization Reserve	-	-	2,314,790	(2,314,790)	0.0%
Post-Retirement Benefit Fund	100,000	100,000	100,000	-	100.0%
Total	$ 65,871,859	$ 65,871,859	$ 51,084,357	$ 14,787,502	77.6%
Excess Revenues/(Expenses)	$ (135,210)	$ (135,210)	$ 2,113,296	$ (2,248,506)	
Working Capital & Reserve Balances - Unaudited					
Working Capital - Ending Budget Balance	$ 3,342,459	$ 3,930,880	TBD		
Contingency Reserve	$ 1,156,239	$ 1,157,965	$ 1,143,657		
Insurance Reserve	$ 242,508	$ 250,518	$ 222,880		
Rate Stabilization Reserve	$ 2,565,850	$ 2,690,331	$ 4,975,382		
Depreciation Reserve	$ 15,909,467	$ 15,783,081	$ 15,564,801		
Future Capacity Reserve	$ 8,680,019	$ 8,639,197	$ 8,520,896		
Bond Coverage Ratio (Covenant 1.25)	2.02	2.02	4.71 *		

* High ratio attributed to timing of expenses and transfers.

City of Dover
Finance Department
Monthly Report – March, 2006
Major CIP Projects to be Completed

	Original Budget	Revised Budget		YTD	Balance	Project #
Greenway Grant - Fund 709						
Silver Lake Park Bridge Replacement	$ 135,000	$ 235,205	*	$ 135,000	$ 100,205	PR0506
Community Transportation - Funds 110, 318, & 319						
Dover High School Ditch - 318	$ 70,776	$ 70,776	*	$ 38,890	$ 31,886	ST0232
Street and Alley Program- 06- 318	$ 128,143	$ 253,759		$ 63,102	$ 190,657	ST0601
Generic Subdivision Signs - 318	$ 20,000	$ 24,295	*	$ 19,455	$ 4,840	ST0505
Street and Alley Program- 05- 318	$ 84,328	$ 84,328	*	$ 84,328	$ -	ST0501
Garrison Oak Technology Park - 319	$ 371,393	$ 371,393	*	$ 37,468	$ 333,925	WW0304
Babb Dr.- 318	$ 92,925	$ 92,925		$ -	$ 92,925	CT0530
Woodcrest and Downtown Dover- 318	$ 357,750	$ 357,750		$ 28,938	$ 328,812	CT0564
Mary St. -318	$ 40,000	$ 290,000		$ 142,462	$ 147,538	CT0575
North Street Sidewalk Impr. -318	$ 40,406	$ 40,406		$ -	$ 40,406	ST0201
Sackarackin St. -318	$ 100,000	$ 100,000		$ 48,683	$ 51,318	CT0586
General Fund						
Dover Park Enhancement	$ 60,000	$ 60,000		$ -	$ 60,000	PR0504
Mayfair Park Enhancement	$ 20,000	$ 20,000	*	$ -	$ 20,000	PR0505
Playground Equipment Rep Prog 06	$ 50,000	$ 50,000		$ 49,854	$ 146	PR0601
Develop Strategy/Implement Citywide GIS	$ 57,000	$ 57,000		$ 40,592	$ 16,408	IT0602
Upgrade H T E to Naviline Version	$ 103,080	$ 103,080		$ 59,744	$ 43,336	IT0603
Police Second Floor Expansion	$ 77,340	$ 90,541		$ 83,839	$ 6,702	PD0603
Concrete Program 06	$ 40,000	$ 30,000		$ 31,860	$ (1,860)	ST0602
Handicapped Access Program 06	$ 39,200	$ 39,200		$ 23,669	$ 15,531	FM0601
City Fiber Phone Program	$ 130,000	$ 130,000		$ -	$ 130,000	CS0601
Pear Street Warehouse Renovation	$ 25,000	$ 25,000		$ 5,434	$ 19,566	SP0001
IT Emergency Preparedness Plan	$ 100,000	$ 100,000		$ 19,000	$ 81,000	IT0601
Street and Alley Program- 06- 110	$ 250,000	$ 250,000		$ 250,422	$ (422)	ST0601
Water/Wastewater Fund						
Meter Reading Technology Upgrade 06	$ 60,000	$ 60,000		$ 60,665	$ (665)	WS0603
Division St Water Main	$ -	$ 785,886	*	$ 991,606	$ (205,720)	WD0304
Elev Storage Tank Program 06	$ 70,130	$ 70,130		$ 60,863	$ 9,267	WS0604
Wellhead Redevelopment Program 06	$ 35,000	$ 35,000		$ 15,790	$ 19,210	WS0606
SE Water Loop	$ 80,000	$ 80,000		$ 44,960	$ 35,040	WD0701
Water Quality Evaluation	$ -	$ 88,340	*	$ 49,098	$ 39,242	WD0504
Scarborough Rd. Intercon	$ 50,000	$ 50,000		$ -	$ 50,000	WD0601
Cast Iron Main Rep/Lining	$ 100,000	$ 100,000		$ -	$ 100,000	WS0502
Misc. Distribution System Improvements 06	$ 50,000	$ 50,000		$ 17,270	$ 32,730	WS0602
Inflow/Infiltration Removal	$ 75,000	$ 142,650	*	$ 14,296	$ 128,354	WS0501
Misc. Sewer System Improvements Program 06	$ 60,000	$ 60,000		$ 16,255	$ 43,745	WS0605
Garrison Oak Pump Station	$ 724,000	$ -	*	$ -	$ -	WW0304
White Oak Farm P S Force Main	$ 160,000	$ 160,000	*	$ 16,889	$ 143,111	WW0501
Puncheon Run Int. Sewer Extension	$ 75,000	$ 121,205	*	$ 88,275	$ 32,930	WW0505
Mifflin Road Sewer Ext	$ -	$ 16,000	*	$ 16,000	$ -	WW0506
Puncheon Run Pump Station Upgrade	$ -	$ 1,083,125	*	$ 32,356	$ 1,050,769	WW0302
U.S. 13 Sanitary Sewer Interceptor Extension	$ -	$ 621,286	*	$ 200	$ 621,086	WW0101
Kings Highway Sewer Diversion	$ 60,000	$ 60,000		$ -	$ 60,000	WW0602
Electric Revenue Fund						
New Developments Upgrade Program	$ 410,000	$ 438,542		$ 446,559	$ (8,017)	EE0606
Emerald Point	$ 50,000	$ 38,374		$ 38,374	$ -	EE0515
Cannon Mill	$ 60,000	$ 70,000		$ 50,376	$ 19,624	EE0608
Radio Read Meter Change Out Program	$ 545,000	$ 545,000		$ 522,678	$ 22,322	ET0501
Pole Inventory System	$ 160,000	$ 160,000		$ 137,560	$ 22,440	EE0503
Outage Reporting System	$ 76,500	$ 76,500		$ -	$ 76,500	EE0504
4kv to 12 kv Upgrades	$ -	$ 158,331		$ 93,715	$ 64,616	ED0501
Cartanza Substation & Lines	$ 187,000	$ 187,000		$ -	$ 187,000	EE0607
College Road Capacitor	$ 155,000	$ 120,000		$ -	$ 120,000	EE0604
Mayfair to Mid-City 69kv	$ 723,200	$ 723,200		$ 110,039	$ 613,161	ET0502
69kv Feeders 3 and 4	$ 190,000	$ 190,000		$ 2,872	$ 187,128	EE0601
Kesselring Feeder	$ 135,879	$ 135,879		$ 23,884	$ 111,995	EE0602
Governors Avenue Rebuild	$ 1,268,450	$ 1,268,450		$ -	$ 1,268,450	EE0603
Lighting Projects and Rehabs 06	$ 50,000	$ 50,000		$ 42,924	$ 7,076	EE0605
Distribution Upgrade Programs 06	$ 300,000	$ 300,000		$ 168,495	$ 131,505	EU0601
Mayfair 69 kv/12kv SS upgrade	$ -	$ 176,515	*	$ 9,050	$ 167,465	ES0105
Replace 69 kv Breakers	$ 150,000	$ 150,000		$ -	$ 150,000	EE0609
Horsepond Regulators	$ -	$ 35,000		$ 28,908	$ 6,092	EE0610

* Denotes project carried forward from prior fiscal year(s).

Monthly Report
March 2006

City Assessor’s Office

City of Dover
Assessor's Monthly Report

Fiscal Year 2006

Property Tax Assessments and Collections

Month	Assessed Value Before Exemptions	Senior Exemptions	State Exemptions	Assessment Adjustments	Taxable Value	Taxes Levied	Billing Adjustments	Adjusted Billing	Total Tax Collections	Taxes Outstanding
July	$ 2,382,783,000	$ (20,047,500)	$ (598,387,800)	$ 708,017,500	$ 2,472,365,200	$ 8,158,805	$ (66,802)	$ 8,092,003	$ 403,639	$ 7,817,608
August	3,090,800,500	(20,047,500)	(598,387,800)	(2,515,800)	$ 2,469,849,400	-	(5,463)	$ 8,086,540	6,812,540	999,605
September	3,088,284,700	(20,047,500)	(598,387,800)	7,047,000	2,476,896,400	-	(401)	$ 8,086,139	256,155	743,049
October	3,095,331,700	(20,047,500)	(598,387,800)	11,922,200	2,488,818,600	-	52,455	$ 8,138,594	89,472	706,031
November	3,107,253,900	(20,047,500)	(598,387,800)	1,316,900	2,490,135,500	-	25,905	$ 8,164,499	111,856	620,080
December	3,108,570,800	(20,047,500)	(598,387,800)	(140,200)	2,489,995,300	-	10,118	$ 8,174,617	152,274	477,924
January	3,108,430,600	(20,047,500)	(598,387,800)	18,792,000	2,508,787,300	-	(14,862)	$ 8,159,755	75,878	387,184
February	3,127,222,600	(20,047,500)	(598,387,800)	-	2,508,787,300	43,867	(1,964)	$ 8,201,658	121,346	307,741
March	3,127,222,600	(20,047,500)	(598,387,800)	9,615,300	2,518,402,600	-	(602)	$ 8,201,056	58,104	249,035
Tax Adjustments								$ 60,001		
Year to Date (excludes BID tax)				$ 754,054,900				**8,261,057**	**$ 8,081,264**	

Other Tax Related Cash Receipts

	Current Month	YTD
Penalties (recorded when received; not billed)	$ 5,130	$ 58,812
Pay In Lieu Of		
Dover Housing	$ 1,500	$ 28,686
State of Delaware	$ -	$ 333,473
		$ 362,159
Farmland Rollback		
Lafferty Lane	$ -	$ 5,043
White Oak Road	$ -	$ 5,153
Eden Hill	$ -	61,679
		$ 71,875
Total Property Tax Receipts		**$ 8,753,903**
Transfer Taxes	**$ 217,482**	**$ 2,415,890**

SUPPLEMENTAL BILLING - 1/4 YEAR

SUPPLEMENTAL BILLS

OWNER	PROP LOC	OLD TOTAL	NEW TOTAL	DIFFERENCE
ROBERT A. WALSH	124 SUSAN PL.	$ 28,600.00	$ 140,000.00	$ 111,400.00
NANCY J. NECHAY-JONES	52 EIGER CT.	$ 51,400.00	$ 257,600.00	$ 206,200.00
EMERALD POINTE INC.	11 MINERAL CT.	$ 92,700.00	$ 288,900.00	$ 196,200.00
D & M PROPERTIES LLC	62 KAREN PL.	$ 27,100.00	$ 94,700.00	$ 67,600.00
D & M PROPERTIES LLC	26 KAREN PL.	$ 27,100.00	$ 98,000.00	$ 70,900.00
EBONIE S. JOSEPH	108 SUSAN PL.	$ 27,100.00	$ 98,700.00	$ 71,600.00
EMILY S. GENOESE	459 TOPAZ CIR.	$ 91,000.00	$ - $ 278,800.00	$ 187,800.00
NAUMANN & ZUBIA I. MAJEED	451 TOPAZ CIR.	$ 91,500.00	$ 267,100.00	$ 175,600.00
EMERALD POINTE INC.	231 TOPAZ CIR.	$ 90,300.00	$ 292,000.00	$ 201,700.00
MONSTER RACING INC.	26 STARLIFTER AVE.	$ 300,000.00	$ 631,100.00	$ 331,100.00
CHARTWELL OVERLOOK LLC.	115 OVERLOOK PL.	$ 45,600.00	$ 216,800.00	$ 171,200.00
EMERALD POINTE INC.	6 MINERAL CT.	$ 91,500.00	$ 296,700.00	$ 205,200.00
BRIAN DENNIS & CHA TANYA LANKFORD	46 RIVERSIDE RD.	$ 91,000.00	$ 259,200.00	$ 168,200.00
ADA C. TWITCHELL	3 RIVERSIDE RD.	$ 90,800.00	$ 259,000.00	$ 168,200.00
NICHOLAS & DIANE M. SACALIS	134 MAUREEN PL.	$ -	$ 155,000.00	$ 155,000.00
RALPH L. & FLORENCE I. D'OTTONE	131 MAUREEN PL.	$ -	$ 119,300.00	$ 119,300.00
JAMES H. & JACQUELINE G. LAUFFER	122 KURT DR.	$ -	$ 144,800.00	$ 144,800.00
SAMUEL C. & DEBRA A. GEISER	136 MAUREEN PL.	$ -	$ 144,000.00	$ 144,000.00
GWENDOLYN TRAMMELL	149 MAUREEN PL.	$ -	$ 154,200.00	$ 154,200.00
FRANCIS J. & PATRICIA A. NARTOWICZ	145 MAUREEN PL.	$ -	$ 130,300.00	$ 130,300.00
KENNETH A. & MARLENE C. WINTERS	147 MAUREEN PL.	$ -	$ 127,900.00	$ 127,900.00

DAVID T. MILNE	320 W. PERSIMMON CIR.	$	-	$	114,800.00	$	114,800.00
MAGUE, MAXINE CROWLEY	212 W. PERSIMMON CIR.			$	114,800.00	$	114,800.00
GARY M. STUMPF	120 KURT DR.	$	-	$	107,200.00	$	107,200.00
KATHLEEN E. STRASER	118 KURT	$	-	$	142,800.00	$	142,800.00
WADSWORTH, FLOYD E. & JOSEPHINE	3 MICHELE DR.	$	-	$	149,600.00	$	149,600.00
JAMES F & MARGARET ANN SPEDE	115 KURT DR.	$	-	$	134,000.00	$	134,000.00
VESELY, LOUIS F. DOLORES S.	113 KURT DR.	$	-	$	144,800.00	$	144,800.00
CASTO OSCAR L. & ELIZABETH	138 MUREEN PL	$	-	$	146,300.00	$	146,300.00
CHARTWELL OVERLOOK LLC	113 OVERLOOK PL	$	46,400.00	$	217,600.00	$	171,200.00
SILVERLOOK LLC	662 VISTA AVE.	$	43,600.00	$	180,400.00	$	136,800.00
SIMPSON,WILLIAM M. & ROSEMARY C.	3 MEADOWLARK LANE	$	101,400.00	$	260,600.00	$	159,200.00
MAJEED, IRAN & SILKANDAR,AASMA	463 TOPAZ CIR.	$	91,000.00	$	250,300.00	$	159,300.00
COUNTRY LIVING HOMES LLC	25 MORIARTY ST.	$	40,100.00	$	150,000.00	$	109,900.00
COUNTRY LIVING HOMES LLC	27 MORIARTY ST.	$	39,500.00	$	149,400.00	$	109,900.00
CYNTHIA BIDINOTTO-SLATE	56 MORIARTY ST.	$	39,500.00	$	149,400.00	$	109,900.00
STOLTZFUS, JONATHON	58 MORIARTY ST.	$	40,300.00	$	150,200.00	$	109,900.00
EMERALD POINTE INC.	10 MINERAL CT.	$	92,200.00	$	295,500.00	$	203,300.00
HUGHES, ROBERT E. & MAGGIE L.	553 WEAVER CT.	$	-	$	146,400.00	$	146,400.00
NETTLES, CLEMENT B. & LARMYCE R.	54 EIGER CT	$	51,400.00	$	209,200.00	$	157,800.00
FURMAN S. JR. & VELMA E. ROBINSON	545 WEAVER DR.	$	-	$	153,900.00	$	153,900.00
CHARTWELL OVERLOOK LLC	668 VISTA AVE	$	46,800.00	$	183,600.00	$	136,800.00
ANGELA Y. PARK	102 OVERLOOK PL.	$	52,200.00	$	458,700.00	$	406,500.00

DENNYS REALTY INC	1141 N. DUPONT HWY	$	1,178,100.00	$	1,500,000.00	$	321,900.00
FFCA ACQUISITION CORP.	779 N. DUPONT HWY	$	855,100.00	$	1,105,000.00	$	249,900.00
ROBINO-BAY COURT PLAZA LLC	650-680 BAY RD.	$	18,062,300.00	$	19,062,300.00	$	1,000,000.00
LEX PECUNIA LLC	250 BEISER BLVD STE 3,4&5	$	183,400.00	$	1,367,500.00	$	1,184,100.00
MARTIN & SIDEL HOLDINGS LLC	250 BEISER BLVD STE 2	$	72,500.00	$	500,000.00	$	427,500.00
PJM INVESTORS LLC	250 BEISER BLVD STE 1	$	65,900.00	$	456,000.00	$	390,100.00
STEVEN M & DEBRA WHITE	55 RIVERSIDE RD.	$	90,600.00	$	255,900.00	$	165,300.00
CHARTWELL OVERLOOK LLC	658 VISTA AVE.	$	43,600.00	$	200,700.00	$	157,100.00
SILVERLOOK LLC	654 VISTA AVE.	$	46,800.00	$	203,900.00	$	157,100.00
CHARTWELL OVERLOOK LLC	109 OVERLOOK PL.	$	46,400.00	$	217,600.00	$	171,200.00
SILVERLOOK LLC	111 OVERLOOK PL.	$	46,400.00	$	217,600.00	$	171,200.00
KINGS CLIFF TRAILER PARK	1131 BAY RD.	$	1,915,600.00	$	3,060,400.00	$	1,144,800.00
KINGS CLIFF TRAILER PARK	12.93 AC - BAY RD.	$	217,100.00	$	500,000.00	$	282,900.00
		$	**22,876,000.00**	**$**	**37,110,500.00**	**$**	**14,234,500.00**

ASSESSMENT CHANGES - BUILDING PERMITS

OWNER	PROP LOC	OLD TOTAL	NEW TOTAL		NEW TAX
LAWRENCE C. & EILEEN M. BREMER	408 MOORE PL.	$ 92,200.00	$ 96,700.00	$ 4,500.00	$ 14.85
THEODORE A. & JOYCE M. DAMASK	550 WEAVER DR.	$ 75,900.00	$ 78,900.00	$ 3,000.00	$ 9.90
ANN ROMAINE JONES	425 MOORE PL.	$ 95,100.00	$ 97,300.00	$ 2,200.00	$ 7.26
FRED C. & GILDA FISCHER	517 WEAVER DR.	$ 108,400.00	$ 121,800.00	$ 13,400.00	$ 44.22
LUCILLE A. & JOHN E. YEAGER	700 MCGINNIS DR.	$ 109,400.00	$ 120,000.00	$ 10,600.00	$ 34.98
WILMINGTON SAVINGS FUND SOCIETY FSB	1486 FORREST AVE.	$ 1,476,600.00	$ 1,104,000.00	$ (372,600.00)	$ (1,229.58)
FRANK J. & THERESA N. PLACCHETTI	806 FARRALL DR.	$ 132,100.00	$ 158,700.00	$ 26,600.00	$ 87.78
THOMAS P. & PAENG CARNEY	243 TRAFALGAR DR.	$ 194,500.00	$ 197,200.00	$ 2,700.00	$ 8.91
AUGUSTUS E. & LILLIE M. ADAMS	126 BETH PL.	$ 85,600.00	$ 87,600.00	$ 2,000.00	$ 6.60
DELLA & TAMMY JACKSON	223 TRAFALGAR DR.	$ 193,900.00	$ 196,600.00	$ 2,700.00	$ 8.91
STEPHANIE DUMAS	48 WESTOVER DR.	$ 174,000.00	$ 183,700.00	$ 9,700.00	$ 32.01
				$ -	$ -
JANICE E. EVANS	202 NORTHDOWN DR.	$ 176,800.00	$ 178,300.00	$ 1,500.00	$ 4.95
E. DOREEN ZENTMEYER	116 MATTERHORN DR.	$ 218,600.00	$ 216,200.00	$ (2,400.00)	$ (7.92)
CHERYL A. RUSSELL	106 WESTOVER DR.	$ 139,400.00	$ 139,600.00	$ 200.00	$ 0.66
WILLIAM C. TANNER & CARISSA ZEITERS	272 NORTHDOWN DR.	$ 139,900.00	$ 140,300.00	$ 400.00	$ 1.32
TEAL CONSTRUCTION CO INC	612 MARY ST.	$ 368,100.00	$ 378,100.00	$ 10,000.00	$ 33.00
WEST DOVER PROFESS PARK LLC	250 BEISER BLVD.	$ 321,800.00	$ -	$ (321,800.00)	$ (1,061.94)
TOTALS		$ 4,102,300.00	$ 3,495,000.00	$ (607,300.00)	$ (2,004.09)

CITY MANAGER'S REPORT

March 2006



"ROAD TO RESULTS"

MONTHLY HIGHLIGHTS

Customer Services

- Presented a curbside recycling presentation during the Mayfair/Crossgates Civic Association meeting.
- To date, we have 347 recycling customers.

Budget, Program Development:

- Met with MTM Technologies for three days of VoIP meetings with departments.
- Held revenue meetings with departments; conducted Draft Budget review meetings with departments and budget team.
- Held a cost analysis meeting with Tax Office.

Electric

- RFPs are under review; further analyses are being done for five vendors.
- Participated in the 13th Annual St. Patrick's Day Parade.
- Held a luncheon for Employee Appreciation Day.

Human Resources

- Human Resources Coordinator attended a two-day risk management course.
- Employee Appreciation Day was held March 3.

Information Technology

- Dover is the first entity in Delaware to implement a Microsoft Enterprise Agreement. The benefits include better pricing, free on-line training, and improved technical support.

Parks, Recreation & Library

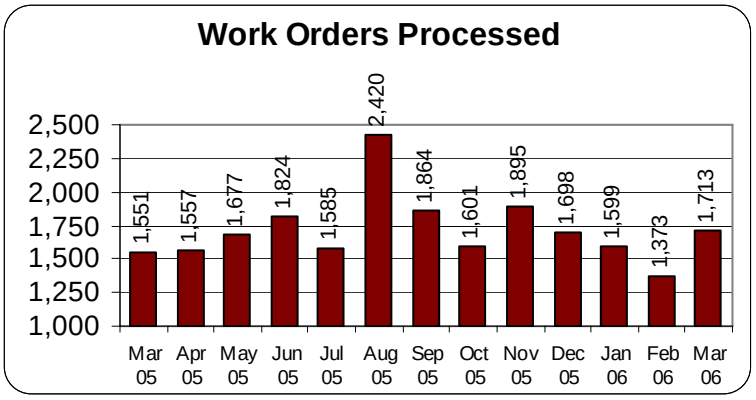
- The Annual Youth In Government Day was held with 39 students from Dover and Caesar Rodney high schools and St. Thomas More Academy.
- "Ice Breaker" Lacrosse Tournament was held at Schutte Park; 15 high school lacrosse teams from Maryland and Delaware participated.
- 1,186 patrons attended 33 children's programs at the Library.

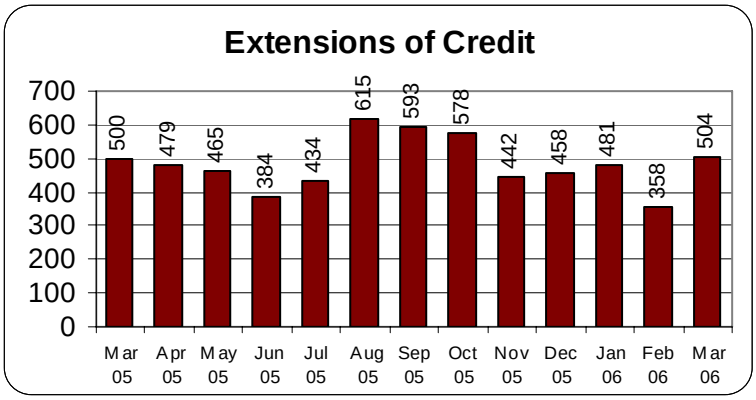
Public Works

Received 40 brown water complaints.

CUSTOMER SERVICES







Write-Off / Electric Bills

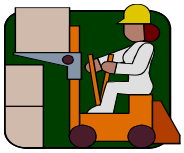
The electric write-off is for outstanding electric bills with dates ranging mainly from January 2004 – March 2004. The proposed write-off of $16,191.31 includes zero dollars from accounts that filed for bankruptcy. The $16,191.31 is the third write-off for FY06 and is .12 percent of the revenue ($13,800,821) for the write-off period. In other words, the City collected 99.88 percent of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $.12 was not collected. According to the APPA, the industry standard for collections among publicly held utilities of similar size is 99.74% of total electric revenue. The accounts are currently assigned to our collection agency and will remain there even when they have been written off. A complete list of accounts is available upon request.

REPORT OF OPERATIONS

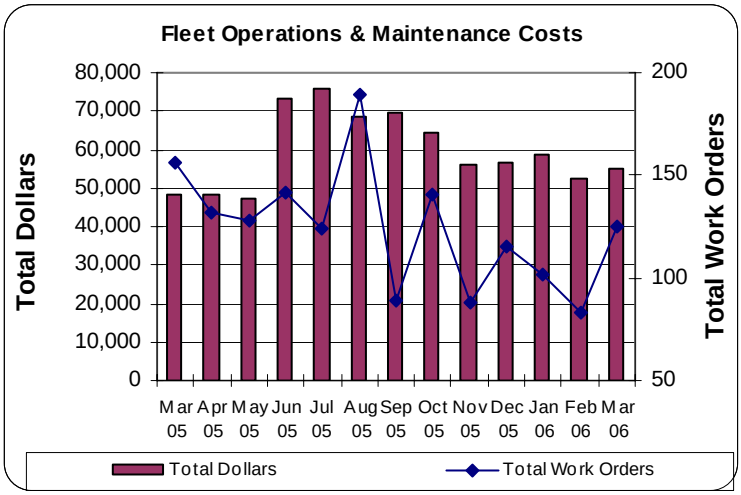
	Mar 2006	Mar 2005	Difference	FY 2006 Year-to-Date	FY 2005 Year-to-Date
Final Bills	639	589	50	5,459	5,196
Estimated Bills	250	163	87	1,886	1,924
Penalties Posted	$12,370.02	$9,491.15	$2,878.87	$106,708.68	$89,528.52
Extensions of Credit - Amount Extended	$96,472.32	$98,431.36	($1,959.04)	$839,178.00	$706,651.78
Balance Transfers	$7,228.53	$4,601.36	$2,627.17	$52,106.37	$35,915.34
Utility Collections	$95,927.05	$31,955.17	$63,971.88	$382,630.21	$346,123.80
Special Assessments	$109.89	$130.00	($20.11)	$1,972.58	$2,934.68
Miscellaneous Billings	$80,736.68	$22,626.88	$58,109.80	$478,726.00	$388,741.92
Returns - Checks	$11,473.97	$5,699.30	$5,774.67	$124,403.93	$114,944.05
Return Check Charges	$650.00	$525.00	$125.00	$8,760.84	$10,357.37
Cuts for Non-Payment	581	648	(67)	5,563	4,554
Cuts for Non-Payment - Amount	$100,549.07	$121,173.70	($20,624.63)	$1,154,459.53	$818,118.68
Reconnects - Service Charges	$18,300.00	$14,000.00	$4,300.00	$143,945.00	$107,950.00
Court Cases	$0.00	$0.00	$0.00	$0.00	$0.00
Tamperings	0	0	0	15	7
Recycling Customers	347	0	347	954	0

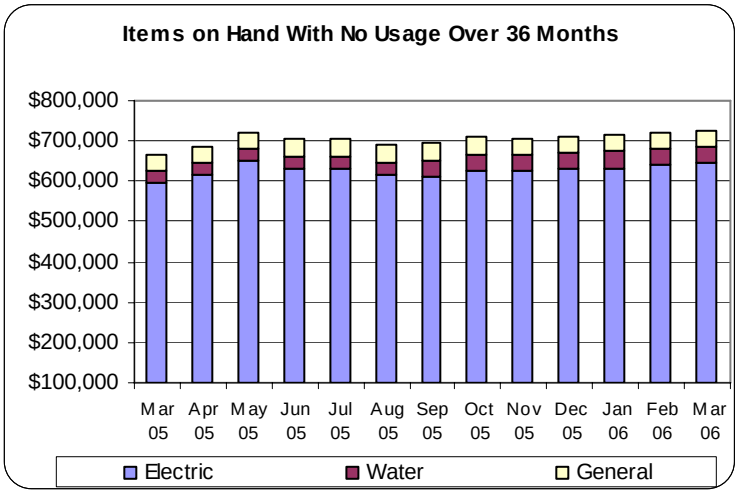
SOP / CIP Updates

- *Allow new customers to sign up for utility service on the City's Web site.* Project has been reassigned to the I/T Department.
- *Re-sequence and re-route meter routes.* To date, approximately 11,874 electric and 10,003 water meters have been changed out.
- *With the assistance of the Central Services, Information Technology and Human Resources directors, develop an internal customer satisfaction survey and survey internal users.* Survey has been distributed and completed. Tallying of responses continued.
- *Work with the City Manager's Office to restructure Administrative Services to Customer Services.* Restructuring complete.



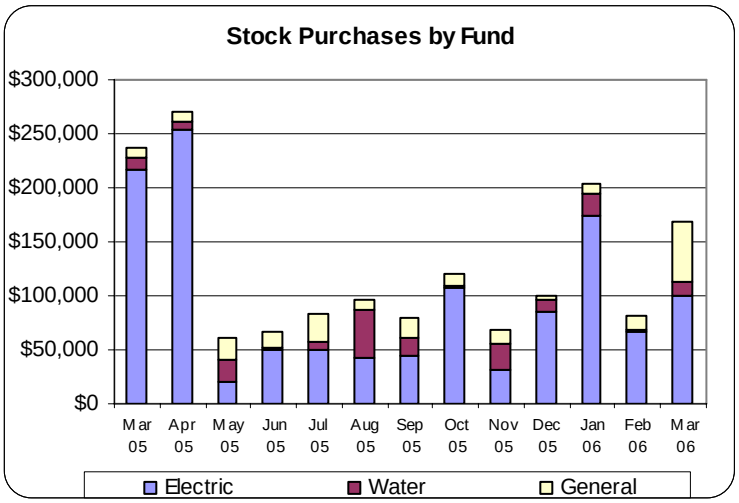
CENTRAL SERVICES

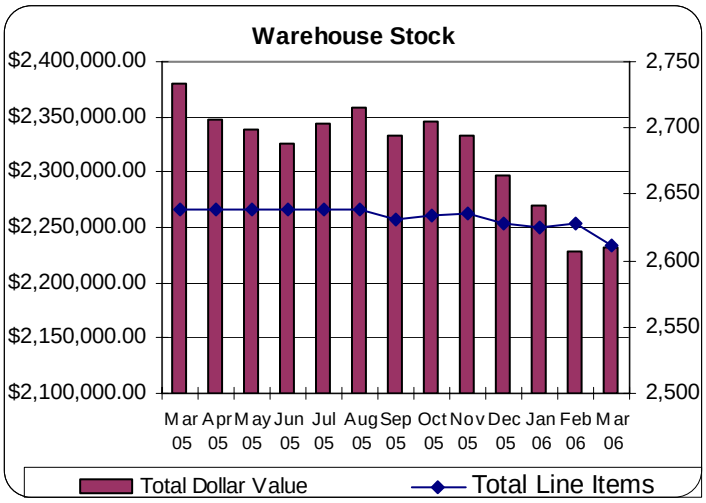




Work Orders	125
Fleet Maintenance	$18,409.42 (Excludes Melvin's Sunoco)
Fuel	$36,772.48

Electric	$644,315.43
Water	$ 41,422.21
General	$ 39,116.87





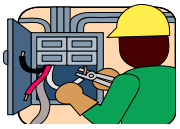
Electric $99,955.45 Water $12,515.00 General $56,372.94

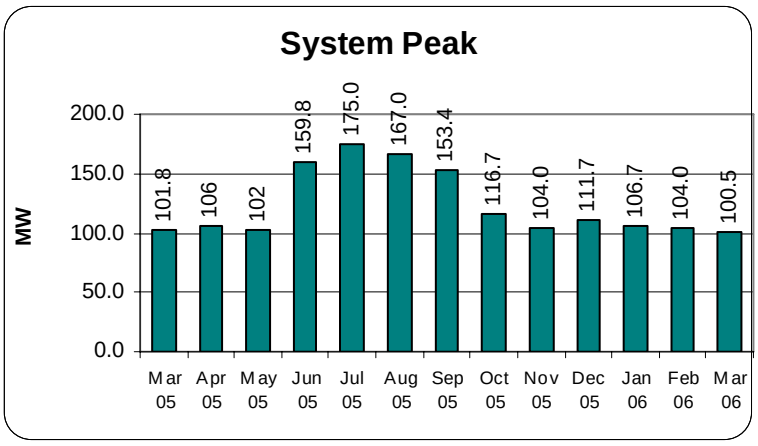
Total Dollar Value $2,232,061.01 Total Line Items 2,611

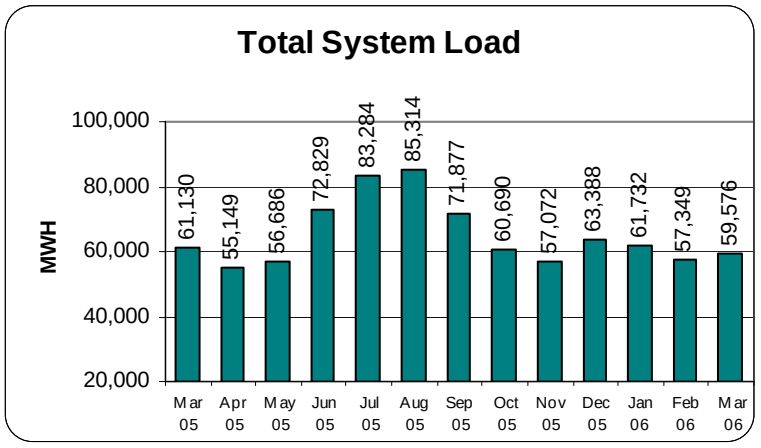
SOP / CIP Updates (percentages below represent percent completed)

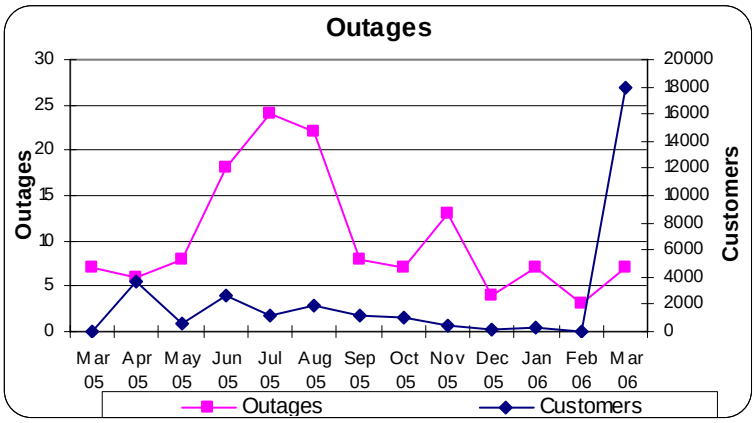
- *Purchase a two-post truck lift for Fleet Maintenance.* The lift was ordered on July 7, 2005 and received on August 4, 2005 from Kunkel Service Company. (100%)
- *Implement Fiscal Year 2006 ADA Compliance Program.* (80%)
- *Assist the Senior City Administrator in conducting a survey to determine internal customer satisfaction.* (100%)
- *Renovation of Pear Street Warehouse – Project #SP001*. Ongoing – three-year project. (45%)
- *Handicap Accessibility to City Council Chambers*. Study in progress. (35%)
- *Pole Barn for William Street Yard – Project #FM0405.* Relocation of materials from the yard to the Pear Street Warehouse has been completed. Council approved purchase of materials for construction of pole barn on November 22, 2004. Materials received from Delmarva Pole Building Supply, Inc. on December 15, 2004. Installed two rows of lights in open area. (100%)
- *Citywide Fiber Optic Network with support from I/T.* (0%)
- *Fuel Management System.* Draft returned from Finance Department. The bid specs are ready to be sent out. (25%)

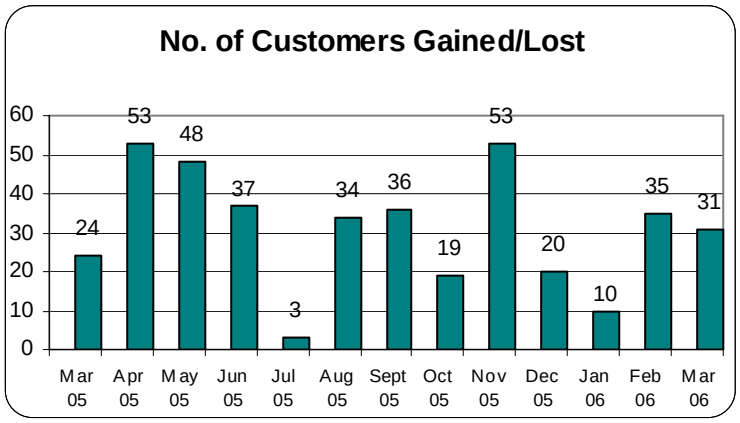
ELECTRIC











Outages 7 Customers 17,904

ELECTRIC OUTAGE REPORT

OUTAGE #	DATE	TIME OUT	TIME IN	CIRCUIT	LOCATION	DEVICE	# OF CUST	CAUSE	ACTION	URD OVH
06-0011	03-13	03:40	05:09	69 KV	All West Dover	Arrestor	17,837	A	Replaced Arrestor	OVH
06-0012	03-14	09:20	09:47	12102	So. New Street	Connector	1	A	Replaced Connector	OVH
06-0013	03-15	11:33	13:30	12192	Matterhorn Drive	Fuse	15	D	Replace Pad Trans	URD
06-0014	03-24	08:12	08:35	12401	Shady Lane	Fuse	4	E	Replaced Fuse	OVH
06-0015	03-28	06:41	07:39	1291	Yearsley Drive	Fuse	29	E	Replaced Fuse	OVH
06-0016	03-28	13:57	14:26	12402	Willow Tree Park	Fuse	5	E	Replaced Fuse	OVH
06-0017	03-30	11:21	11:54	12102	Sherwood	Fuse	13	E	Replaced Fuse	OVH

CAUSE

A – Equipment Failure
B – Lighting
C – Tree Condition
D – Auto Accident
E – Animal
F – Overload
G – Overload (Trans)
H – Weather Factor
I – Primary Tap
J – Dig In
K – Substation Equip.
L – Switching Error
M – Bad URD
N – Contractor/Line Crew
P – Homeowner
Q – Unknown
X – Transformer

Transmission and Distribution

Completed Projects	Active Projects / % Completed	Projects in Design / % Completed
Cannon Mill – Phase I	Grandview Mobile Home Park – 80%	Mayfair Bus Work – 80%
Independence Square	Robbins Hose Company #1 – 70%	4 KV to 12 KV Conversion – 90%
	Dover Post Office – 95%	Kent Acres Rehab. – 100%
	Creekstone Center – 90%	Governors Avenue Rehab. – State Contract – 100%
	Lexington Farms – 10%	Fiber Map – 0%
	Luther Village –50%	69 KV Line Relocated to Garrison Tract (Changed to White Oak Road) - 100%
	Stone Ridge - Phase II –20%	
	69 KV to Mayfair Substation – 30%	SR1/SR9 Rebuild – 100%
	ADA Improvements—10%	First Tenth – 100%
	Wolf Creek Office Park—95%	Clearview – 100%
	Rt. 9 Reconductoring—80%	Feeders 3 & 4 – 100%
	DE Federal Credit Union—0%	Dover Police Tower – 0%
	Riverwalk Hotel—0%	Emerald Point - Phase II - 100%
	Mayfair Lighting – 0%	Governors Lighting Wesley - Redesign - 90%
	Crossgates Lighting – 0%	Cahne Medical Building - 0%
	Dover Air Force Base – Phase I – 1%	Seskimore Townhouses - 100%
		North Street Improvements - 50%
		Cannon Mill Phase II - 100%
		Cannon Mill Phase III - 100%
		White Oak - 00%
		Nottingham Meadows - 0%
		RT 9 & White Oak Road - 100%
		Vera's Haven - 100%
		Dover Air Force Base - Phase II - 0%
		Dover Air Force Base - Phase III – 100%

Underground Work	% Completed	Overhead Work	% Completed
Post Office Upgrade – 4 KV to 12 KV	99%	Overhead maintenance	Ongoing
Wild Meadows	Ongoing	Maintenance of City lighting	Ongoing
Emerald Point	Ongoing	Pole replacements (11 poles)	90%
Stone Ridge	Ongoing	Reconductor primary electric from Horsepond Substation to Kitts Hummock	55%
Wolf Creek	Ongoing		
New three phase electric - John Hunn Brown Road - Clearview Meadows	5%		
Creekstone	100%		
Cannon Mill	Ongoing		
Lake Club Apartments Rebuild	65%		
Lexington Glenn – Phase I	100%		
Pat's Pizzeria	100%		
Washington Street – Install new URD	100%		

FY 05 Meter Stats

	Mar 05	Apr 05	May 05	Jun 05	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06
Meter Installations													
w/electronic registers	229	340	247	260	309	361	273	253	357	272	367	485	585
RX/A1R CT (Current Transformer)	0	0	2	1	-	-	-	-	-	-	-	-	-
Radio read	229	340	247	255	309	361	273	253	357	272	367	485	585
Meters Tested					*661	614	670	464	602	618	600	1029	1300
Single phase	361	625	382	312	-	-	-	-	-	-	-	-	-
Three phase	5	41	4	32	-	-	-	-	-	-	-	-	-
Customer requests	0	0	0	0	-	-	-	-	-	-	-	-	-
Meters Junked	168	226	177	183	277	383	283	222	271	273	295	439	509
Meters Removed	15	22	24	24	20	21	15	20	8	11	28	10	25
Meter Changes	185	261	175	198	251	301	220	213	293	234	327	436	525
New Services	33	53	51	46	40	35	37	26	48	25	27	23	40
Services Retired	2	0	0	0	0	1	0	1	2	3	0	1	1
System Operations Center													
Switching schedules	3	3	2	12	0	8	14	9	8	10	7	11	6
Work orders	861	972	844	1020	891	639	764	957	1143	639	520	861	396
Miss Utility tickets called Back	1545	2082	1756	2007	1824	1334	2049	2093	2484	1341	1332	1597	1821
Tickets located	536	1950	1929	2049	1938	2001	2037	1893	1629	1326	1296	1056	1890

*Only the total number of meters tested will be provided beginning July 2005. There are no customer requests, so this line will be eliminated.

Substation Relay

Substation	Status
Danner Farm	Replaced blown 69 KV arrestor
McKee	Hot spot repairs completed
Division Street	Relay upgrades on distribution circuits
Cartanza	Inspected faulty tap changer controllers

SOP / CIP Updates (percentages below represent percent completed)

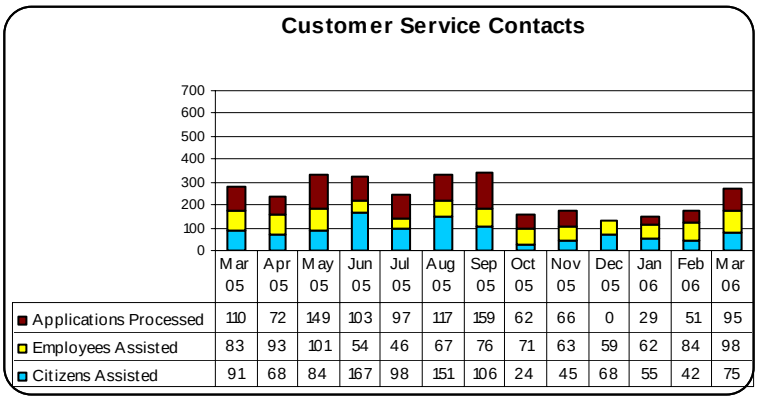
- *Change all mechanical electric meters to radio read electric meters.* Meters have been received, and meter change-out program is on schedule.
- *Prepare and design Feeders 3 and 4 from Cartanza Substation to Downtown Dover.* Preparation of bid specifications continued.
- *Develop an Electric Department mapping system to assist crews with power restoration.* Delivered first section of map (August 2005).
- *Hire two junior engineers to replace senior system engineer and senior SCADA technician.* Both positions have been advertised.
- *Investigate the purchasing of land adjoining the Electric Administration property on Buttner Place.* Talks continued.
- *Preliminary design of "Blue Light" Safety Program system for downtown and City parks.*

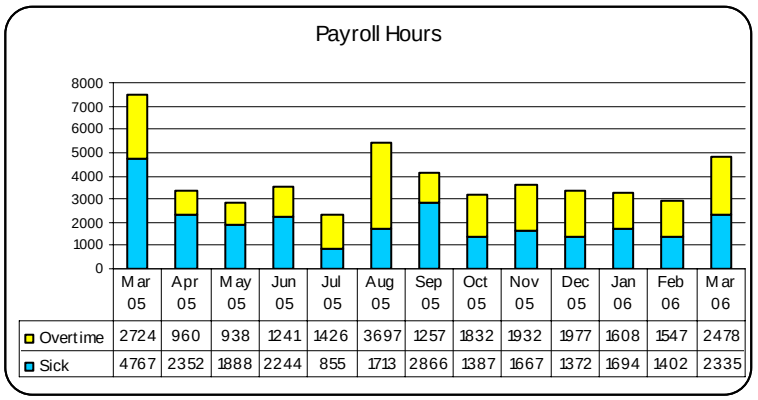
CIP Project	% Work Completed	CIP Project	% Work Completed
Mayfair 69/12 KV Transformer and Breaker * (Carry Balance) – Project #ES0105	30%	SCADA Remote Terminal Units	100%
4 KV to 12 KV Upgrade* (Carry Balance) – Project #ED0501	60%	Governors Avenue Rebuild – Project #EE0603	0%
69 KV Feeders 3 and 4 – Project #EE0601	70%	College Road Capacitor – Project #EE0604	0%
Outage Reporting System – Project #EE0504	80%	System OPS Radio Replacement	50%
Pole Inventory System – Project #EE0503	99%	Lighting Project and Rehab. – Project #EE0605	100%
Replacement of 69 KV Breakers	15%	Conectiv 230 Line Rehab – Project #ES0103	0%
Mayfair to Mid City – Project #ET0502	30%	Heart Start ADS	100%
Distribution Upgrades – Project #EU0601	50%	Meter Testing Bench	50%
Kesselring Feeder – Project #EE0602	100%		

* Project carried over from FY 05



HUMAN RESOURCES

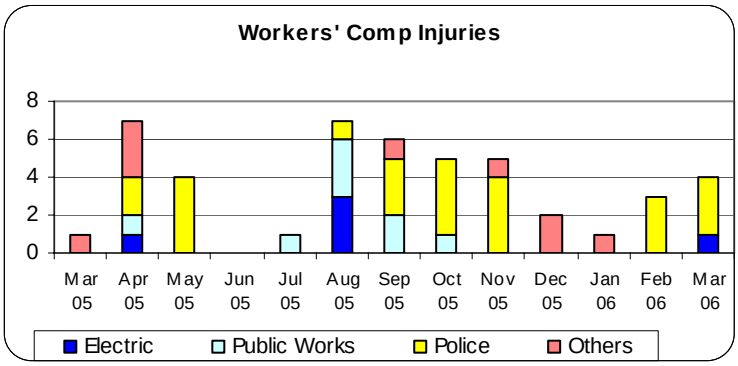




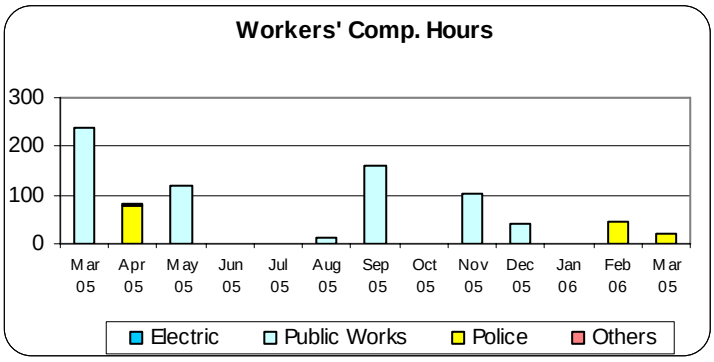
Category	Mar 05	Apr 05	May 05	Jun 05	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06	Feb 06	Mar 06	Total
Caucasian	323	323	324	324	326	328	302*	304	304	305	305	307	309	N/A
Minorities	65	64	64	63	65	65	66*	66	66	67	67	67	66	N/A
Hired	5	1	1	1	6	3	8	4	1	2	1	2	3	38
Terminated / Resigned / Retired	4	2	0	2	2	1	3	2	1	0	1	0	2	20
Promoted	2	2	0	2	3	0	0	2	2	0	0	3	3	19
Jobs Posted	6	9	1	6	1	5	6	2	3	0	4	5	5	53
Workers' Comp. Injuries	1	7	4	0	1	7	6	5	5	2	1	3	4	46
Workers' Comp. Hours	240	82	120	0	0	12	161	2	104	43	0	45	21	830

**An internal audit was conducted by the Human Resources Department on the number of employees. Taking into account the new hires, terminations, resignations and retirements for September, the number of Caucasians was decreased by 26 and the minorities increased by 1.*

- Workers' Comp. hours may not be the result of injuries that occurred during the current month.
- Jobs Posted – Motor Equipment Operator II (Sanitation), Assistant City Clerk, Motor Equipment Operator I (Streets), Laborer I (Grounds), Relief Fire Dispatcher
- Employee(s) Hired - Planning and Inspections Director, Communications Operator, Water Treatment Operator I



Electric – 1 Public Works - 0 Police – 3 Others - 0

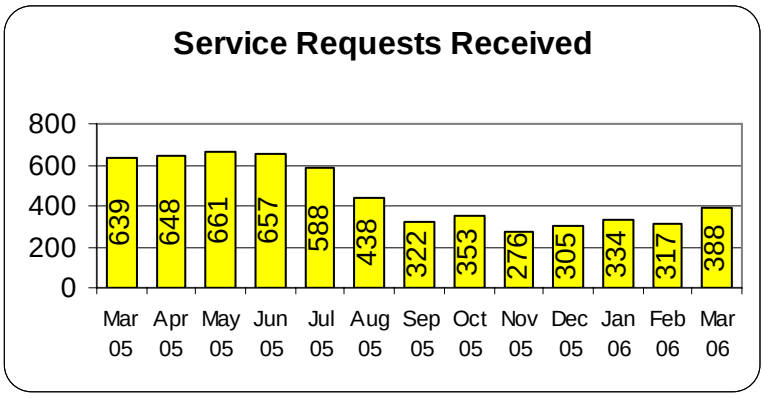


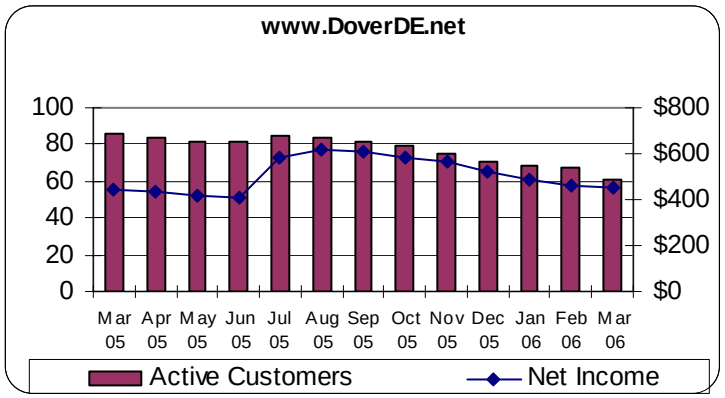
Electric – 0 Public Works – 1 Police – 19.5 Others – 0

SOP / CIP Updates

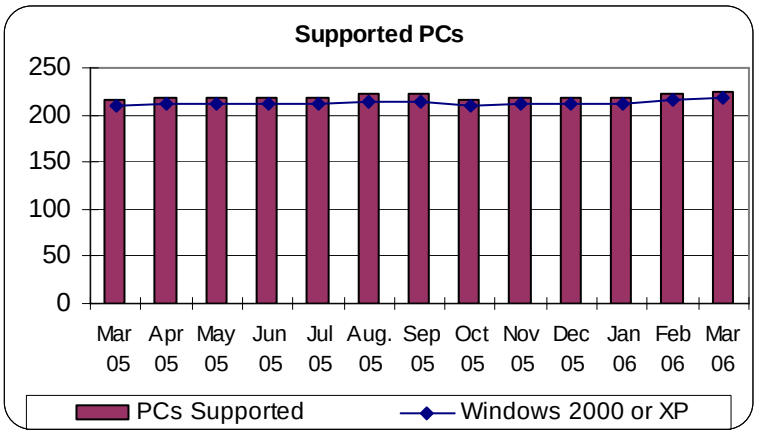
- *Establish a CDL program which includes random drug testing.* DOT physicals were conducted for all employees with a CDL. Drug testing began in February 2006. Testing will continue each month thereafter.
- *Effectively negotiate a labor agreement with the FOP.* Negotiations began on January 26, 2006. Meetings are held regularly.
- *Work with Finance, Administrative Services, and the local Union leadership to investigate medical benefit alternatives for employees and retirees.* The Human Resources, Finance and I/T directors and the Public Services Manager, Senior City Administrator and Human Resources Coordinator began meeting weekly in February as discussions with local unions were unsuccessful.
- *New employee identification cards and organizational identification system. Human Resources'* Administrative Assistant is currently taking photos of all employees. The completion date is April 30.
- *Partner with Kent County to participate in the 2006 Compensation Study.* The results were received at the end of December.
- *Customer Satisfaction Survey.* Survey was conducted in February 2006. The Senior City Administrator and her Administrative Assistant are compiling the results.
- *Address one weakness identified by the employee satisfaction survey.* The results are being reviewed.
- *Establish and communicate the Five Star Recognition Program demonstrating support of the men and women now serving in America's National Guard and Armed Services Reserve.* Will be completed by target date of April 2006.

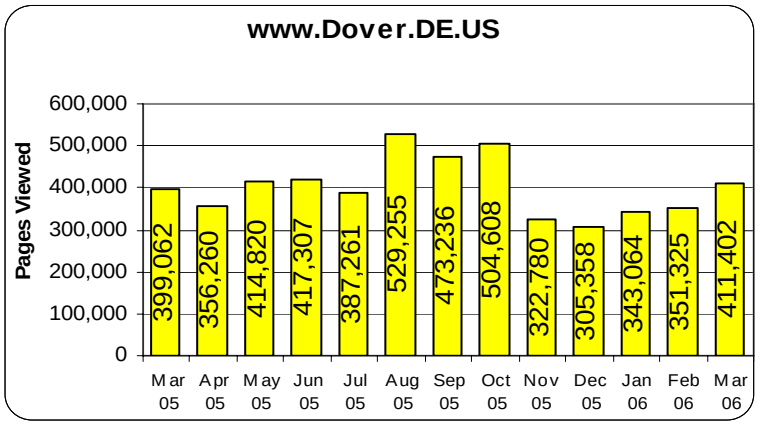
INFORMATION TECHNOLOGY





Active Customers - 61 Net Income - $454





PCs Supported – 225 Windows 2000 or XP – 218

Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	99.1%	99.7%	100%
Server Availability	99.8	100%	100%
iSeries Programming Requests Completed	5	12	3
AS/400 Connections (concurrent/authorized users)	39%	40%	40%
PCs Supported	225	223	217
Servers Supported	7	7	6
(Availability statistics based on 7:00 a.m. to 5:00 p.m. M-F)			

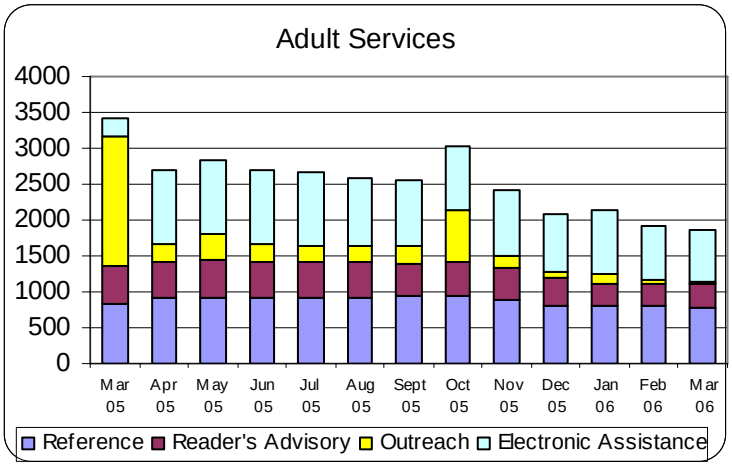
Other Items of Interest

- The first year of the electronic version of CIP submissions was successful.
- The electronic version of the Pay-for-Performance evaluation has been implemented. Supervisor traiing was completed in March.

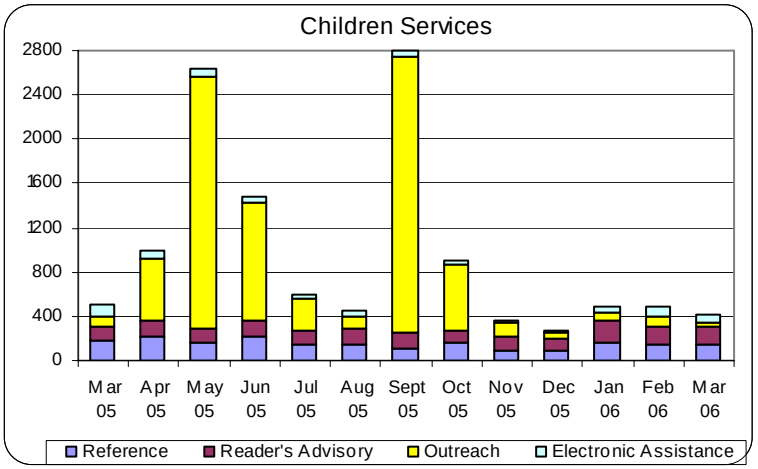
SOP / CIP Updates

- *Implement an Information Technology Emergency Preparedness Plan that will provide a platform for business restoration within 48 hours of a major disaster.* In late March, two bids for each of the three republished RFPs were received. Evaluation and vendor discussions will begin in April.
- *Develop and implement GIS (Graphical Information System) for the City.* GIS Coordinator attended a week of ESRI technical training. ArcSDE scheduled for implementation in April.
- *Implement the NaviLine version of HTE, Inc. software to bring City employees from a text based terminal emulation mode to a graphical interface that includes enhanced features.* System was implemented March 21.

Library



Reference – 785 Reader's Advisory – 321
Outreach – 42 Electronic Assistance – 700



Reference – 147 Reader's Advisory - 164
Outreach – 32 Electronic Assistance - 65

Circulation	March 06	FYTD 06	March 05	FYTD 05
Dover residents	13,107	134,198	17,043	137,820
Kent residents	15,430	152,531	18,483	144,434
Non-county residents	873	8,658	1,093	9,543
Registrations				
Dover residents	163	1,662	151	1,421
Kent residents	133	1,774	184	1,582
Non-county residents	16	130	23	112
Other				
Visiting patrons	32,938	263,653	20,186	161,692
Meeting room usage	280	1,800	160	760
Photocopier usage	2,004	20,055	2,200	16,310
Holds placed	1,115	11,193	1,333	9,828
Dial-a-Story	2,165	12,101	1,784	16,287
Internet usage	5,262	44,976	5,217	38,853

Other Points of Interest

Interlibrary: 2,003 items loaned out
1,047 items borrowed

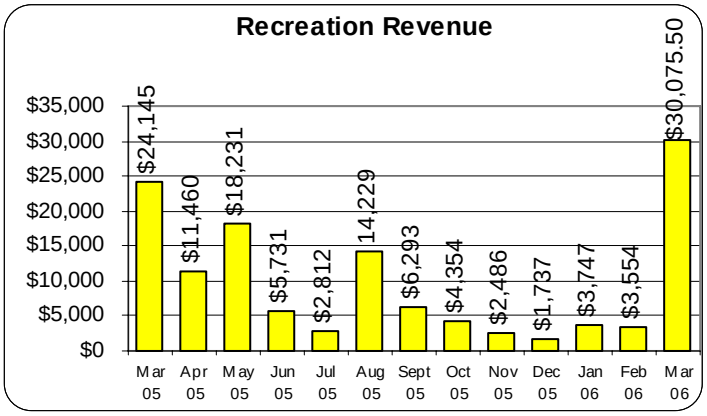
Technical services: Added 1,658 items
Deleted 81 items

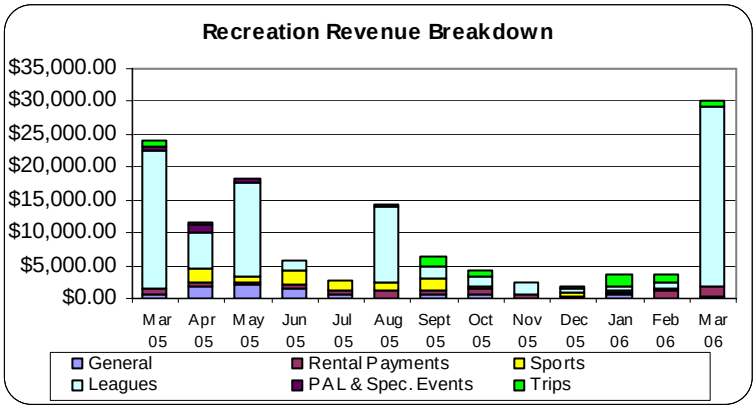
Volunteers completed 90 hours of service.

SOP / CIP Updates

- *Enhance the library's Web page at www.doverpubliclibrary.org by adding 15 more links, five feedback forms and surveying online users to determine the Web site's functionality*. Librarians continued to update and add links to Web page.
- *Develop potential locations, funding sources, and preliminary operating concepts for regional library in Dover*. Planned a final meeting with the Site Selection Committee.

Parks and Recreation





General - $233 Rental Payments - $1,476 Sports - $ 30
Leagues - $27,499.50 PAL & Special Events - $0 Trips - $837

Rentals	March 06	FYTD 06	March 05	FYTD 05
Baseball/Softball Field Rentals*	26	201	36	142
Dover Park Pavilions (2)	0	29	0	4
Multipurpose/Field Hockey Field Rentals*	2	33	1	39
Recreation Center	22	203	38	174
Silver Lake Pavilions (2)	1	25	1	16
Soccer Field Rentals*	3	18	5	25
Stage	1	21	1	26
These numbers reflect **groups that utilized our facilities during March.*				
Program Attendance				
Basketball (Adult)	14	14	N/A	
Basketball (Youth)	168	168	149	163
Bus Trip – Philadelphia Flower Show	45	45	45	45
Bus Trip – New York City	38	172	40	130
Piano (Instant)	6	17	7	13
Junior Olympic Skills Event	11	11	N/A	
Learn-N-Play Sports (All Sports)	10	83	10	39

Delaware Prevention Network

- Creating Lasting Family Connections continued collaboration of program efforts with local agencies.
- Worked with the Youth Connections program on a "parenting" component.
- Participated with Youth Connections at Dover Skating Center for "Fun Fridays."

Weed and Seed

- Monthly Steering Committee was held on March 14.
- A second PlayStation II Program was held on March 24 at the Calvary Baptist Church within the Weed and Seed neighborhood. With more than 100 people in attendance, this event was a huge success. More youths attended this session. A tobacco prevention lesson was provided.
- Participated in Town Hall meeting at the Kent County Administration Building for "Preventing Underage Drinking." Over 120 youths and parents attended.
- Resource Center served 80 participants.

SOP / CIP Updates

- *Initiate Americans with Disabilities Act (ADA) compliance in City parks and recreational facilities.* Handicap accessible sidewalk construction discussed for Silver Lake. Pathway will be extended to outside grill area, and a viewing platform near the lake suitable for fishing will be constructed.
- *Implement a maintenance plan for each park and playground.* Continued to review plan with staff.
- *Implement Construction Plan for indoor recreation facility.* Did not receive grant from Delaware Community Foundation.
- *John W. Pitts Recreation Center (two-year project)* – Held a second construction planning meeting with Becker Morgan Group, Kent County, and City of Dover representatives.
- *Playground Equipment Replacement Program - PR0601 (two-year project)* – Project completed. (Williams & The Hamlet parks are done.)
- *Dover Park Enhancement - PR0504 (State Match)* – Nothing new to report.
- *Mayfair Park Playground Enhancement - PR0505 (State Match)* – Nothing new to report.
- *Mirror Lake Dredging - PR0402* – Continued to work with DNREC to determine the cost and the method for dredging. Researched "Brownfield" criteria as a possibility for funding assistance.



PUBLIC WORKS

Administration and Engineering

Administrative review and inspection services continued on all residential and commercial developments. The following residential subdivisions are in various phases of construction:

Baytree (Phase III)	Oak Shadows	Emerald Pointe
Village of Westover (Phases III, IV & V)	Four Seasons	Lexington Glenn
Fox Hall West Addition (Phases II & III)	Stoney Creek (Phase II)	
Fox Hall West (Phase IV)	Wild Meadows	
Maple Glen	Village of Cannon Mill	
Acorn Farms (Phases II & III)	Hidden Creek	

Construction

- Inspection continued on 24 subdivisions under construction and 38 individual sites.

- Utility crew:
  1. Kenton Road Fire Hydrants – Installed three new fire hydrants--two at Turnberry and one at Baltray.
  2. Water Treatment Plant – Boxed out area behind existing parking lot and enlarged for extra parking; filled with millings and graded.
  3. American Avenue – Replaced water services; old services were removed.
  4. North Street – Old services removed and replaced with new one-inch services to three houses.

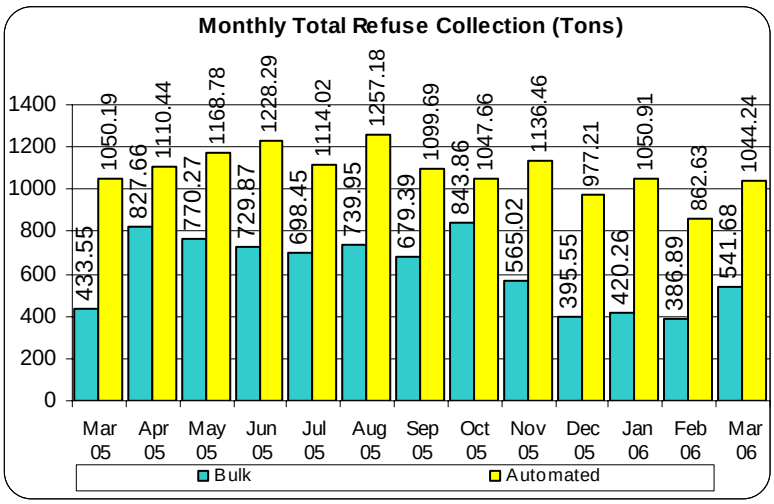
- FY-05 Street Program – Only punch list items remain on this contract. Final payment has been processed and will be released upon completion of the punch list items.

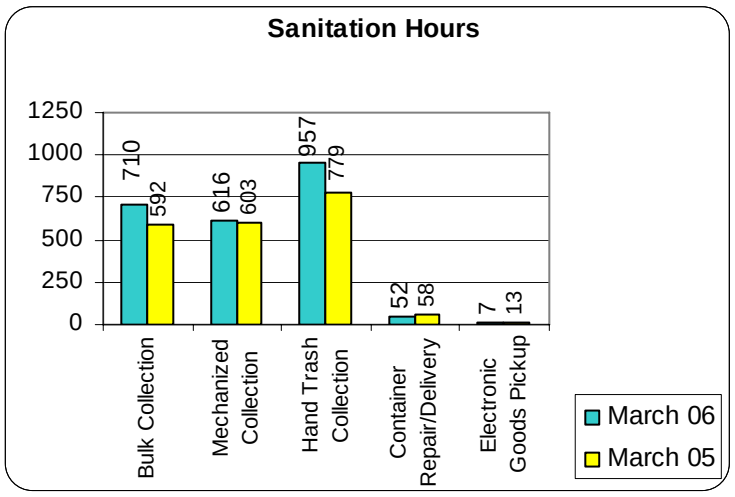
- Division Street Water Main Upgrade – 16-inch water main installed from State Street to west side of St. Jones River. 16-inch water main bored under Division Street at Pennsylvania Avenue and tied in on both ends. Connections made on American Avenue, Maple Drive, Kent Avenue and Kings Highway. First phase in service and road patching completed. Started installation of Phase II from St. Jones River crossing east along the north side of Division Street up to and across to Bayard Avenue.

- FY-06 Street Program – Woodcrest pedestrian walk completed. Concrete work substantially completed on Wilson Drive, Village Drive, Woodburn Circle and Crescent Drive. Work in progress on Old Forge Drive and South Queen Street. Layout on Mimosa Avenue started.

- Fox Hall West Phases III, IV, V – As-built check prints submitted for review on March 28, 2006. No other progress made on dedication process.

Sanitation





	MARCH 06	FYTD 06	MARCH 05	FYTD 05
Tons Dry Waste Collected	248.07	2,532.02	186.33	2,182.73
Tipping Fee Savings Realized	$4,939.01	$49,476.67	$3,447.11	$43,748.26
Trips to DSWA Sandtown Landfill	372.00	3,012.00	312.00	2,845.00
Total Tonnage to DSWA	1,585.92	14,868.00	1,483.74	14,497.31
90-Gallon Containers Delivered	52	433	51	303
300-Gallon Containers Delivered	4	42.00	8	66

Streets

	MARCH 06	FYTD 06	MARCH 05	FYTD 05
Signs Installed	24	237.00	21	287
Signs Repaired	15	140.00	9	90
Curbs Painted Yellow (Feet)	232	232.00	56,051	56,111
New Posts Installed	8	69.00	15	15
Storm Catch Basins Cleaned	300	1,202.00	288	749
Storm Catch Basin Cleaning (Hrs.)	112	470.00	240	657
Hot Mix Patching (Tons)	0	137.00	0	109
Cold Mix Patching (Hrs.)	40	323.00	56	270
Concrete Work (Hrs.)	240	802.00	0	1,030
Concrete Patching (Cubic Yards)	47	47.00	0	0
Concrete Misc. (Cubic Yards)	0	0.00	0	0
Street and Alley Maintenance (Hrs.)	188	1,354.00	168	1,868
Street Sweeping (Miles)	1,656	8,702.00	1,475	6,956
Street Sweeping (Cubic Yards)	216	1,314.00	186	1,219

Grounds

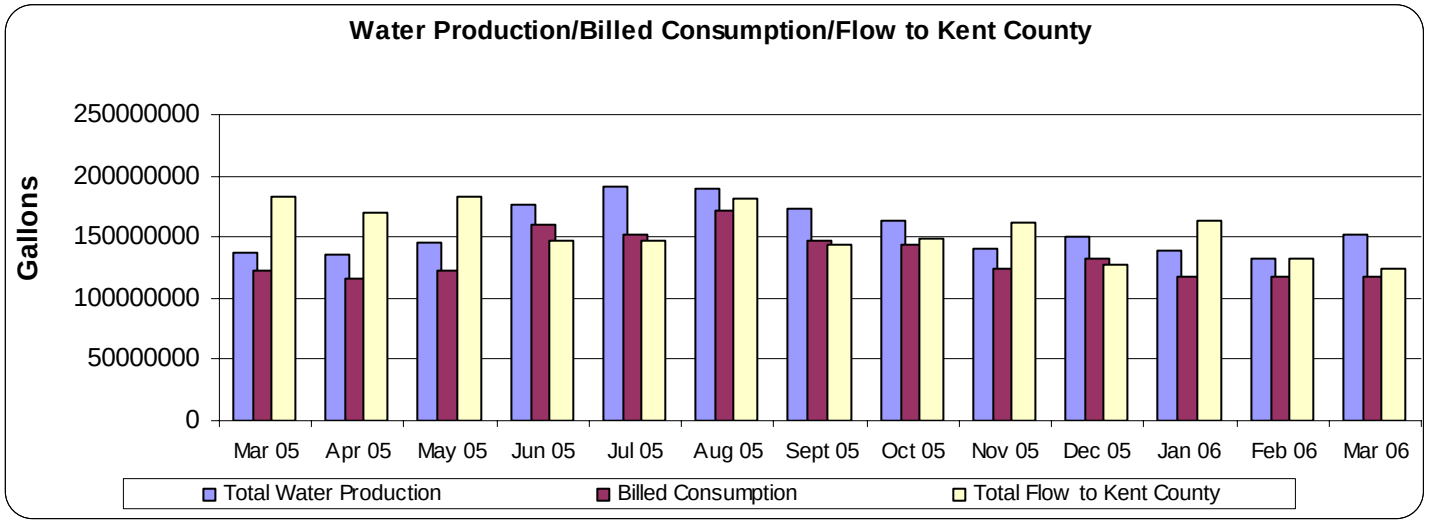
Arborist Crew		
	MARCH 06	**MARCH 05**
Trees Removed (street trees)	22*	137
Trees Removed (right-of-way)	21	
*These removals are trees listed at Priority 1 and 2 removals from our Tree Inventory Management Plan. The arborists were split into two crews so the removals would continue, and we were able to continue to cut back the alleys with the other aerial lift truck.		

Beautification Crew
Continued to pot plugs as they came in from the suppliers.
Transplanted seedlings to 804 packs.
Sowed the last of the seed in the propagation flats over the heat pads.
Bill Cooper, Tiffany Strauss and Nate Farrow attended the Philadelphia Flower Show.
Planted Caladium and Elephant Ear bulbs and Canna tubers in two- and three-gallon pots.
Began maintenance in annual beds including edging, weeding and scratching the soil.

Landscape Repair/Special Projects Crew
Upgraded the landscape at the Silver Lake Park by replacing three Dogwood trees with three-foot Colorado Blue Spruce. Also oved a 35-year-old azalea to the back of the park and planted 21 additional azaleas to fill in the back shrub border.
Assisted with ongoing project to trim back all the alleys around the City.
Assisted with removals of street and park trees.
Watered all young trees planted on the streets and in the parks in the last year because of dry conditions.

Grounds Maintenance/Mowing Crews
Assisted the Electric Department by cutting down 22 small trees and mowing under brush next to the bypass over Route 1 at White Oak Road.
Finished mulching projects around City buildings and parks including around trees and shrubs.
Completed a project for Parks & Recreation that involved removing sand, backfilling with topsoil, grading and sowing grass seed where playground equipment was removed or replaced at Dover Street, The Hamlet, and Nimitz Road parks. All sand was hauled to the Silver Lake swimming area.
Switched over all equipment from snow or winter work to mowing.

Water/Wastewater



Total Water Production – 152,763,000 Billed Consumption – 117,712,000 Total Flow to Kent County – 124,151,564

	MARCH 06	MARCH 05
Water Production – Daily Average	4,927,839	4,447,561
Fire Hydrants – Flushed	1,313	1,336
Fire Hydrants – Tested	38	5
Final Readings	227	139
Cutoffs	20	18
Turn-ons	20	27
New Inspections	28	44
Curb Boxes Located	68	122
Curb Boxes Adjusted	7	7
Water Service Lines Repaired	1	2
Water Meters Repaired	22	24
Radio Technology Installations	57	7
New Meters Added	30	40
Total Water Meters in City Distribution System	12,865	12,443

	MARCH 06	MARCH 05
L.F. Sewer Lines Flushed	64,846	8,015
Sewer Lines Inspected	63,946	10,115
Feet Sewer Mains Videotaped	0	105
Manholes Inspected	330	49
Manholes Cleaned	318	40

SOP/CIP Updates

- *Fully implement the City's NPDES permit compliance measures and begin developing an overall strategy for the creation of a stormwater utility for the City.* Staff continued work on action items identified in the work plan for the permit.

- *Implement the park maintenance plan created by the Parks & Recreation Department by hiring one lead laborer to perform all of the work outlined in the plan.* Objective has been met.

- *Reduce number of brown water complaints through the replacement of the old cast iron pipe system and the improvement of system hydraulics.* Staff continued taking raw water samples as requested by Black & Veatch. Work continued on the Division Street Water Main Project, and staff continued to prepare material lists for additional system enhancements. Overall, complaints were low and associated with specific incidents related to water main breaks and/or work. Black & Veatch submitted a Draft Walter Quality Evaluation report on March 24, 2006. Recommendations will be presented once they have been prioritized by staff.

- *Reduce cost to the City arising from inflow/infiltration.* Council authorized staff to enter into a contract with Video Pipe Services to conduct video evaluation and smoke testing of various areas in the sewer system. The contractor began work in mid-March and will be finished sometime during the end of April.

- *Integrate the new pump station mechanic crew into the maintenance operations.* Five of the six mechanic positions have been filled. Recruiting for the final position continues. Training of the new staff has begun.

- *Investigate the feasibility of turning over appropriate sewer pump stations to Kent County Levy Court.*

CIP Project	% of Work Completed	CIP Project	% of Work Completed
Streets & Grounds Division		**Water Supply**	
FY-2005 Street Program (ST0501)	100%	Water System Master Plan Update * (WD0401)	99%
FY-2006 Street Program (ST0601)	50%	Elevated Storage Tank Painting/Maintenance Contract (WS0604)	75%
FY-2006 Concrete Program (ST0602)	80%	Meter Reading Technology Upgrade (WS0603)	100%
Generic Subdivision Signs (ST0505)	25%	Well Head Redevelopment Program (WS0606)	10%
Silver Lake Dam Improvements *	0%		
Silver Lake Footbridge Replacement * (PR0506)	100%		
Water Division		**Sanitary Sewer**	
Miscellaneous Distribution System Improvements (WS0602)	25%	Puncheon Run Motor Control & Pump Replacement (Construction) * (WW0505)	12%
Southeast Water Loop (Design Phase) (WD0701)	60%	Garrison Oak Pumping Station (Construction) (WW0304)	2%
Scarborough Road Interconnection (Tidewater) (WD0601)	0%	Puncheon Run Interceptor Sewer Extension (Design) (WW0302)	90%
Cast Iron Main Replacement / Relining Project	10%	U.S. 13 East Sanitary Sewer Interceptor * (WW0101)	2%
Water Quality Study * (WD0504)	75%	Inflow/Infiltration Removal (WS0501)	15%
Division Street Water Main Upgrade * (WD0304)	95%		

* Project carried over from FY 05

MONTHLY REPORT

Department of Planning & Inspections
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7010 Fax (302) 736-4217

Department of Planning and Inspections
MARCH 2006

PERSONNEL: Scott Koenig (Public Services Manager), Anne Marie Townshend (Planning Director), and Dawn Melson (Senior Planner) attended the "Conservation Design Roundtable: Writing Effective Ordinances that Protect Water Quality and Encourage Better Development" workshop on March 28th. It focused on the relationships and planning tools for land-use as associated with natural resources and watershed protection. The workshop was sponsored by the Delaware NEMO (Nonpoint Education for Municipal Officials), DNREC, and other agencies.

Diane Metsch attended CPR training at the Delaware State Fire School on March 28, 2006 and is now certified as a first aid responder.

Ann Marie Townshend began employment on March 20, 2006 as Director of Planning and Inspections.

The conversion of the HTE green screen to the Naviline production environment was implemented on March 20, 2006 with great success.

COMPREHENSIVE PLAN AMENDMENTS

Staff is working on the hard copy publication of the final document of the Comprehensive Plan Update 2003 with Amendments of May 2005. The publication will also include posting to the City's website and CD versions. City Staff continues to utilize the Cost-Revenue Study Module (as updated by Davis, Bowen & Friedel) to provide additional information for the review of annexation applications.

EDEN HILL TND REZONING:

The property known as Eden Hill Farm is currently zoned Traditional Neighborhood Design Zone (TND). The property consists of five (5) large tracts: a preservation area (historic house area), an office district area, a commercial district area, a residential area, and an open space area. Planning Staff continues to conduct information discussions with property owners and their design professionals regarding the designs and submission of Implementation Plans (the next step in the process). These Plans will outline the more detailed development activities in accordance with the Conceptual Master Plan and require application submission for review by the Planning Commission.

DEMOLITIONS

Currently, there are three properties on the dangerous building list as follows: 299 College Road, 45 S. New Street (House of Pride), and 35 N. New Street (House of Pride). The 299 College Road property has been sold to the previous owner's brother. A dangerous building notification letter has been mailed and return receipt has not yet been received by Staff. Staff has also made contact with the House of Pride regarding the remaining properties. The House of Pride has started renovations at both 45 S. New Street and 35 N. New Street properties.

COMMUNITY DEVELOPMENT

Community Policing: 1 Officer on foot patrol, Total hours of coverage 18, Citizen Contacts 79, Total number of arrests 20.

Micro Enterprise Program: During the month of March, intakes were conducted for three (3) new clients to set up a business in the Downtown area of which two (2) were low to moderate income status one (1) female, and two (2) minorities. In addition, three (3) referrals were made to the Small Business Development Center for technical assistance. For the month of March, the breakdown of statistics for clients served is: 3 new clients, 2 low to moderate income, 2 Minorities, 3 referrals, 3 walk-ins, 0 jobs gained and 0 businesses closed.

The Consolidated Plan Advisory Group conducted the first Public Hearing on March 14th for the grant and program request for the 2006 fiscal year.

The draft 2006 Action Plan is currently on display in the Planning and Inspections Department and at the Public Library.

MEETING REPORTS

Board of Adjustment:
The next scheduled meeting for the Board of Adjustment is April 19, 2006.
The Board of Adjustment met on March 15, 2006 and took the following Actions:

1. **Applicant # V-06-02: 780 East Loockerman Street; Lands of Barbara Johnson:** Moved to approve.
2. **Applicant # V-06-03: 1486 Forest Ave: Lands of WSFS Bank:** Moved to approve with conditions.
3. **Applicant # V-06-04: 240 Beiser Blvd: Lands of REG Properties:** Moved to approve with conditions.
4. **Applicant # V-06-05: 4462 West Denney's Road; Lands of First United Pentecostal Church:** Moved to approved with conditions.
5. **Applicant # I-06-01: 939 South Governors Avenue, Lands of Halpern Family Partnership:** Moved to approve.

Dover Parking Authority: At its meeting of March 2, 2006 reports were given on the budget, permit sales, Police Department activities, Main Street, DDDC Report and Water Street Collections.

Historic District Commission:
At its meeting of February 16, 2006 the Historic District Commission met and took the following actions:

1. **HI-05-03 State Street Commons at 502, 508, 512, 516-518 South State Street: Architectural Review Certification:** Moved to forward a recommendation of approval with conditions to the Planning Commission.
2. **HI-06-03 Kent County Courthouse Addition at 38 The Green and 414 Federal Street: Architectural Review Certification:** Moved to forward recommendation of approval with conditions to the Planning Commission.

Planning Commission
At its meeting of March 20, 2006, the Planning Commission took the following actions:

1. **C-05-08 DayCare Facility at 951 Forrest Street:** Moved to deny.
2. **AX-06-02 Lands of College Road Management Inc., Kent Storage Facilities, LLC, and Loralex Company, LLC: North of College Road:** Moved to forward approval to City Council.

3. **MI-06-02 Request for Street Names: Levy Court Lane and Blue Hen Boulevard:** Moved to approve.
4. **MI-06-03 Request for Alley Abandonment: Unnamed Alley between Forrest Street and Lincoln Street, east of Bertrand Drive:** Moved to forward denial to City Council.
5. **SB-06-02 Lands of Daniel M Durham at 4242 West Denneys Road: Minor Subdivision:** Moved to approve.

NSPECTIONS ACTIVITY
Permits and Licenses

Rental Dwelling, Public Occupancy & Lodging House Permits: Year to Date	1,583
Number of New Occupancies – March 2006	242
Permit Fees Collected for Rental, Public Occupancy & Lodging Permits, March 2006	$ 28,790.00
Number of Business Licenses & Mobile Homes Issued – March 2006	134
Total Number of Business Licenses & Mobile Homes for Year 7/1/05 to 6/30/06	4,046
Total Fee Collected for Business Licenses & Mobile Homes for March 2006	$ 8,787.84
Total for all Construction Permits* and Certificate of Occupancies Issued for March 2006	254
Value of Construction & Fire Prevention projects permitted in March 2006	$6,700,192.00
Fees Collected for Construction Permits and CO's for March 2006	$ 67,474.50

*Construction permits include Building, Fire Prevention, Plumbing, and HVAC Permits

Property Inspections: March 2006: Fire Marshal Inspections - Property Maintenance

Office of the Fire Marshal	
Fire and Safety Inspections	25
Fire Code Inspections	40
Sprinkler and Fire Alarm	3
Certificate of Occupancy	59
Alarm Activation Follow-ups	8
Fire Investigations	0
Total Inspections	**135**
Non-Inspection Hours	
Office	121
Training	10
Plan Review	6

Building and Property Maintenance Inspections	
Building	332
Plumbing/Mechanical	275
Certificate of Occupancy	23
Total New Construction	**630**
Complaints	121
Observed by Inspectors	230
Fire/Life Safety	113
Total Inspections	**1,094**
Non-Inspection Hours Office	348
Training	32
Plan Review	71

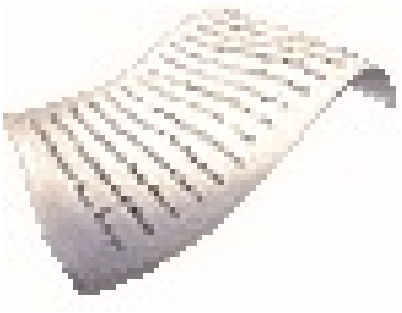
The Fire Marshal's office responded to seven fires during the month of March: 68 S. Queen Street, Dryer fire; 16 Marsh Creek, Basement fire; 153 Mapleton Square Apartment, Mattress fire; 137 S. Queen Street, Unattended cooking; 145 Creek Drive, car fire; 91 N. West Street, bales of hay on fire; and 375 Simon Circle, leaves on fire.

The Fire Marshal's Office conducted a fire safety class on March 14, 2006 at Wesley College with 25 participants and exhibit on March 17, 2006 at the Dover Mall with 1,820 participants.

As always, please contact me regarding any questions you may have.

Ann Marie Townshend
Director of Planning and Inspections Department

NOTICE





The Robbins Hose Company No. 1

Monthly Report for March 2006

will be sent out under separate cover.

I apologize for any inconvenience. Please contact the City Clerk's Office at 736-7008 should you have any questions.

Janice C. Green
City Clerk

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: **Mayor and City Council**

From: **Anthony J. DePrima, AICP**
City Manager

Date: **April 20, 2006**

Subject: **Semi-Annual Robbins Hose Company Inspection**

In accordance with Section 46-43 of the City Code, I performed the inspection of the Robbins Hose Company on Tuesday, April 18, 2006.

I toured Headquarters and received a tour of the new construction. Chief Bashista reported that they are on schedule. The facility and vehicles appeared to be in good condition. I inspected the new special operations trailer that was acquired through DEMA grants. Due to construction, a lot of spaces that are usually well maintained and well organized are doing double duty as storage. Once the project is done, I think the final product will be something of which everyone can be very proud to have in Dover.

No recommendations are being made at this time.

Please contact me if you have any questions or concerns.

/clc

c:Tony/City Manager/Robbins Hose Inspection – April 2006

M E M O R A N D U M



TO: Mayor and Members of City Council

FROM: Janice C. Green, City Clerk

DATE: April 24, 2006

SUBJECT: April 18, 2006 Agenda Item #10 - Election Results - 2006 Municipal Election

Following are the results of the 2006 Municipal Election, as certified by the Election Judges:

MAYOR	
William H. Daisey	1,138
Karlton H. Schmidt	131
Stephen R. Speed	**1,899**
Total Votes Cast	3,168
Total Registered Voters	19,503

FIRST DISTRICT COUNCIL	
David A. Lewis, Jr.	162
James P. Webster	160
Beverly C. Williams	**578**
Total District Votes Cast	900
Total Registered Voters	5,774

SECOND DISTRICT COUNCIL	
William P. McGlumphy	**453**
Robert M. Sadusky	439
Total District Votes Cast	892
Total Registered Voters	4,882

THIRD DISTRICT COUNCIL	
Timothy A. Slavin	**564**
Frederick Tolbert	433
Total District Votes Cast	997
Total Registered Voters	5,323

FOURTH DISTRICT COUNCIL	
David L. Anderson	185
Sophia R. Russell	**193**
Total District Votes Cast	378
Total Registered Voters	3,524

/jg
S:\ClerksOffice\Packets\2006\Council\04-24-2006\Election Results - Council.wpd

To: Mayor and Council

From: Donald Capuano
Assessor's Office

Date: April 24, 2006

RE: Assessment Appeal Hearings

We are requesting that the 2006 Assessment Appeal Hearings be scheduled for the following dates and times:

Monday, May 22, 2006 through Friday, June 2, 2006 from 9:00 AM to 5:00 PM

The members of the Assessment Appeals Committee can be appointed at any time prior to the hearings.

We are requesting that the recommendations from the Assessment Appeal Committee be submitted to full Council at the next regularly scheduled meeting of June 12, 2006.

10/04/2005 Delaware State University
STUDENT SCHEDULE/BILL
Fall 2005

P	CRN	SUBJ	CRSE	SEC	COURSE TITLE	CREDS	DAYS	START/STOP	BUILD	ROOM	INSTRUCTOR
C	16615	0051	605	60	ORGAN LEADERSHIP & B	3.00	T	0600-0855pm	MBNA	217	STAFF

Course Credits: 3.00

CHARGES		CREDITS/ANTICIPATED CREDITS
PT Grad Activity Fee	30.00	
PT Grad InSt Tuition-Main Camp	852.00	
Registration Fee GRAD	60.00	
Technology Fee	55.00	

STATEMENT OF ACCOUNT FALL TERM 2005
*******PLEASE REVIEW ALL CHARGES FOR ACCURACY******
IF YOUR FINANCIAL AID AWARD DOES NOT APPEAR ON THIS STATEMENT
PLEASE CALL (302) 857-6250 BILLING INFORMATION CALL (302) 857-6240
MAIL CREDIT CARD PAYMENTS AND CORRESPONDENCE TO:
DELAWARE STATE UNIVERSITY
ATTN: CASHIER
1200 NORTH DUPONT HWY.
DOVER, DE 19901-2277

*SEND CHECK OR MO'S TO:
*DELAWARE STATE UNIVERSITY
*P.O. BOX 820033
*PHILA, PA 19182-0033

PLEASE USE MY CREDIT/DEBIT CARD FOR PAYMENT OF CHARGES $_____
___VISA ___MASTERCARD___DISCOVER CARD #_____
EXPIRATION DATE:_____ SECURITY CODE_____ SIGNATURE_____
CHECK HERE ___ SIGN AND RETURN STATEMENT IF YOU WILL NOT BE ATTENDING THE FALL 2005 SEMESTER. SIGNATURE_____
TO ENROLL ON THE AMS TUITION PAY PLAN CALL 1-888-829-3880

CITY OF DOVER
APPROVED
Grace A. McDowell 10/28/05
Signature Date
CITY CLERK
110-1200-512-30-28

Beverly Carter Williams
Student ID: D10152085
Campus: 1
Total Current Term Charges: 997.00
Total Current Term Credits: 0.00

Previous Balance: 0.00
Current Term Balance: 997.00
AMOUNT DUE: 997.00
Future Balance: 0.00

Sent to A/P 10-28-05

---------- Return Bottom Portion With Payment ----------

Beverly Carter Williams
20 Gleneagles Ct

Student ID: D10152085
Term: 200601

3 credit hours

MBA-605 - Organizational Leadership & Behavior
MBA Cohort - Fall 2005

Caroline Glackin, Ph.D.
Delaware Center for Enterprise Development
MBNA America Building, Suite 108
(302) 857-6943 CGlackin@desu.edu

Course Overview & Content:

The course is intended to be an introduction to the study of organizational leadership and behavior. Through readings, guest lecturers, in-class discussion, case studies, and assignments, it examines:

- the multiple ways individuals and groups function within organization systems
- leadership and issues in leadership, including power and politics
- the structure and culture of organizations
- the management of change

Course Goals & Objectives:

Upon successful completion of this course, students shall:

- have increased knowledge and understanding of organizational leadership and behavior
- know how and why to manage individual and group behavior
- be able to analyze business scenarios, as well apply organizational behavior lenses to decisions
- demonstrate an ability to make group presentations

Readings & Resources:

Robbins, Stephen P. (2004). ***Organizational Behavior, 11***th edition. Upper Saddle River, New Jersey: Prentice Hall, Inc. Available online at www.SafariX.com. Print ISBN: 0-13-191435-9. e-Text ISBN: 0-13-186227-8. SafariX Price: $68.34. Web site: www.prenhall.com/robbins.

Cases as assigned in the syllabus. Available from Harvard University at www.hbsp.harvard.edu.

Assignments:

Readings: Students are to read course materials **before** the class in which they are discussed.

Class participation: 28 points (based upon attendance and constructive participation in class discussion). Maximum of 4 points per class session.

Case Analysis: 42 points. Six cases to be analyzed and discussed in class. Groups shall be prepared to present and lead in case discussions on a weekly basis. Written case notes to be submitted weekly. Maximum of 7 points per case.

Case & Research Project: 30 points. Individual case analysis and research project to be completed in lieu of a final exam. Due on November 22 by 6:00 p.m. in Suite 108 of the MBNA America Building.

BA41-605 - Seminar Schedule:

October 4 *Introduction*
Chapter 1 - What is Organizational Behavior? - pp. 2 - 39
Individuals in Organizations
Chapter 2 - Foundations of Individual Behavior - pp. 40 - 67

October 11 Chapter 3 - Values, Attitudes, & Job Satisfaction - pp. 68 - 97
Chapter 4 - Personality & Emotions - pp. 98 - 131
CASE: GE's Two Decade Transformation: Jack Welch's Leadership. HBSP #399-150

October 18 Chapter 5 - Perception & Individual Decision Making - pp. 132 - 167
Chapter 6 - Basic Motivation Concepts - pp. 168 - 203
Chapter 7 - Motivation: From Concepts to Applications - pp. 204 - 235
CASE: JetBlue Airways: Starting from Scratch. HBSP #801-354

October 25 *Groups in Organizations*
Chapter 8 - Foundations of Group Behavior - pp. 236 - 269
Chapter 9 - Understanding Work Teams - pp. 270 - 295
Chapter 10 - Communication - pp. 296 - 329
CASE: Slade Plating Department. HBSP #496-018
CASE: Intel in China. Ivey/UWO #99C-007, TN#899-C07

November 1 Chapter 11 - Basic Approaches to Leadership - pp. 330 - 353
Chapter 12 - Contemporary Issues in Leadership - pp. 354 -387
Chapter 13- Power & Politics - pp. 388 - 419
CASE: Jeanne Lewis at Staples, Inc. (A) (B) (C). HBSP #400-065, #499-042, #400-054

November 8 Chapter 14 - Conflict & Negotiation - pp. 420 - 449
The Organization System
Chapter 15 - Foundations of Organization Structure - pp. 450 - 481
CASE: Novartis Pharma: The Business Unit Model. HBSP #101-030

November 15 Chapter 16 - Organizational Culture - pp. 482 - 515
Chapter 17 - Human Resource Policies & Practices - pp. 516 - 545
Organizational Dynamics
Chapter 18 - Organizational Change & Stress Management - pp. 546 - 583
CASE: AvantGo. HBSP #601-095

November 22 *FINAL CASE PROJECT: TBA*

Course Philosophy & Approach: This course is designed for students who are interested in learning about organizational leadership and behavior. The workload is relatively intense with 16 chapters of the text and ___ cases to be completed in 7 weeks. The course combines classroom and practical, experiential learning to create a fun and rewarding educational experience.

Case analysis is a team activity in this Organizational Leadership and Behavior. Teams should be comprised of 2 to 3 students with complementary skills and interests. It is the responsibility of the students to select teams and work with them throughout the semester. Should the team experience difficulties in completing tasks, each team member is still responsible for ensuring that deadlines are met. Customers do not want to worry about whether their supplier has cooperating partners or not. They want to have their needs met in a timely fashion with a satisfactory product or service. The same is true in this course. Assignments shall be completed in a timely and satisfactory fashion regardless of team dynamics. A dysfunctional team is not an excuse for late, incomplete or unsatisfactory work.

The instructor expects that students enrolled in the course are experienced managers and leaders in their chosen fields. The assignments and intended level of case discussions assumes management experience and business expertise. Attendance and participation are key components of the grade in this course. Deadlines are also important. The deadlines provided in the syllabus are firm. Any work not submitted by the start of class on the day that it is due shall be graded a zero ("0") and cannot be made up or submitted late for credit.

The School of Management has a Code of Conduct, which shall be honored in this class. Whether it is with respect to food and beverages or attire or attitude, students, staff and faculty are expected to adhere to this Code.

FIRST READING

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT **1600 NORTH LITTLE CREEK ROAD**

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from **RMH - Residential Manufactured Home and BN - Neighborhood Business** (Kent County zoning classification) to **C-PO - Commercial/Professional Office** (City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover has been amended by changing the zoning designation from **RMH and BN** (Kent County zoning classification) to **C-PO** (City of Dover zoning classification) on that property located at 1600 North Little Creek Road, owned by **Christopher J. and Rebecca R. Raubacher**.

ADOPTED: *

S:\ClerksOffice\Annexations\Annex-2006\1600 N. Little Creek Road\Rezoning Ordinance-First Reading.wpd

FIRST READING

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 201-205-207 WEST DIVISION STREET.

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from C-1A (Limited Commercial Zone) to C-2 (Limited Central Commercial Zone).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from C-1A to C-2 on that property located at 201-205-207 West Division Street owned by South Smyrna Developers, LLC.

ADOPTED: *

S:\ClerksOffice\Rezonings\2006\201-205-207 West Division Street\ORDINANCE 201-205-207 W Division.1st Rdg.wpd

FIRST READING

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 122-128 WEST DIVISION STREET.

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from C-1A (Limited Commercial Zone) to C-2 (Limited Central Commercial Zone).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from C-1A to C-2 on that property located at 122-128 West Division Street owned by South Smyrna Developers, LLC.

ADOPTED: *

S:\ClerksOffice\Rezonings\2006\122-128 West Division Street\ORDINANCE.1st Rdg.wpd

FIRST READING

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT WEST DENNEYS ROAD.

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from R-15 (One Family Residence) and C-1A (Limited Commercial Zone) to RM-1 (Medium Density Residential).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from R-15 and C-1A to RM-1 on that property located at West Denneys Road, owned by Denneys Road, LLC.

ADOPTED: *

S:\ClerksOffice\Rezonings\2006\West Denneys Road\ORDINANCE.1st Rdg.wpd