REGULAR COUNCIL MEETING

A G E N D A

February 27, 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 February 13, 2006

2. Presentations
   A. Recognition of Service - John J. Kotzun - Dover Human Relations Commission (April 2002 through February 2006)
   B. Certificates of Recognition - Wesley College Football Team -2005 ACFC Champions and 2005 NCAA South Regional Champions
   C. Certificates of Appreciation - Stuff the Trailer Campaign
   D. Presentation - Distinguished Budget Presentation Award for Fiscal Year Beginning July 2005 (Government Finance Officers Association)

3. Proclamation - Employee Appreciation Day

4. Presentation - Electric Deregulation - Mr. Bruce Burcat, Executive Director of the Public Service Commission

* 5. Legislative, Finance, and Administration Committee Report - February 13, 2006
   A. Comprehensive Annual Financial Report
   B. Analysis of Impediments - Addendum to 2005 Consolidated Plan (CDBG)
   C. Resolution of Outstanding Utility Billing (Schwartz Center)
   D. Proposed Ordinance Amendment - Requirement to Audio Tape Meetings (**See Item #13**)

* 6. Monthly Reports - January 2006
   A. Budget Report
   B. Chief of Police Report
   C. City Assessor Report
   D. City Manager's Report
   E. Mayor's Report
   F. Planning and Inspections Report
   G. Robbins Hose Company No. 1 Report

* 7. Annual Report - Police Department

8. Evaluation of Bids - Sign Faces for the Generic Subdivision Signs

9. Re-titling and Re-grading of Current Electric Director and Public Works Director Positions

10. Appointment of Director of Planning and Inspections

* 11. Appointments Recommended by Council President Williams - Consolidated Plan Advisory Group: Councilman Sadusky (Chairman), Councilman Ruane, Councilwoman Russell, Mr. William Truitt, and Mr. James Long

* 12. Appointment Recommended by Mayor Speed - Dover Metropolitan Planning Organization (MPO) Public Advisory Committee - Lloyd J. Wheatley (To Fill Expired Term of Vernoris James - Term to Expire July 2007)

13. First Reading - Proposed Ordinances
The First Reading is offered on the following proposed ordinances. Final action by Council will take place during the Second Reading of the ordinances on March 13, 2006. Copies of all proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office.

A. Division 2 - Meetings, Section 2-51 - Regular Meetings - Requirement to Audio Tape Meetings
(*Legislative, Finance, and Administration Committee*)

14. Council Members Comments

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

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on February 13, 2006 at 7:30 p.m. with Council President Williams presiding. Council members present were Mr. Carey, Mr. Sadusky, Mrs. Russell, Mr. Slavin, Mr. Ritter, Mr. Hogan, and Mr. Ruane. Mr. Salters was absent.

Council staff members present were Police Chief Horvath, Mr. Howie, 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.

Mr. Cecil Wilson, 130 Brandywine Drive, stated that there is a need to address the homeless crisis in Dover. He requested that the City host a homeless coalition conference to discuss openly the homeless problems or concerns with various agencies and organizations that have worked to combat this problem. Mr. Wilson suggested inviting The Delaware Interagency Council on Homelessness, City and area builders, developers, and housing providers, financial institutions, faith organizations, non-profit organizations, and City Departments, including but not limited to the Police and Fire Departments. He suggested that City and State elected officials could participate by providing valuable discussions and information. Mr. Wilson felt the homeless citizens need to know their rights on the street, as well as in the shelters.

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 Mrs. Russell and unanimously carried.

Mr. Carey moved for approval of the Consent Agenda, seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Salters absent).

ADOPTION OF MINUTES - COUNCIL RETREAT OF JANUARY 27, 2006

The Minutes of the Council Retreat of January 27, 2006 were approved by motion of Mr. Carey, seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Salters absent).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF JANUARY 23, 2006

The Minutes of the Regular Council Meeting of January 23, 2006 were unanimously approved by motion of Mr. Carey, seconded by Mrs. Russell and bore the written approval of Mayor Speed.

ANNEXATION/REZONING PUBLIC HEARING/FINAL READING - PROPERTY LOCATED AT THE INTERSECTION OF COLLEGE ROAD (ON THE NORTHERLY SIDE) AND MCKEE ROAD (ON THE EASTERLY SIDE), (OWNED BY ANTOINE ASHBURN, ROBERT W. AND KAREN E.S. CHRISLER, AND JNK, LLC.)

An annexation referendum was held on February 8, 2006 for property located at the intersection of College Road (on the northerly side) and McKee Road (on the easterly side), owned by Antoine Ashburn, Robert W. and Karen E.S. Chrisler, and JNK, LLC.

Referendum Results

The City Clerk reported that the referendum was held with four (4) votes cast in favor of the annexation and zero votes cast against.

Mr. Slavin moved to accept the referendum results, seconded by Mr. Sadusky and unanimously carried.

Annexation

By motion of Mr. Hogan, seconded by Mr. Sadusky, Council adopted the following Resolution by a unanimous roll call vote (Mr. Salters absent):

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 certain tract, piece or parcel of land situated in East Dover Hundred, Kent County and State of Delaware lying on the Northerly side of College Road and the Easterly side of McKee Road and being bounded as follows:
>
> On the North by land now or formerly of G&B Partners, LLC - deed record D-346-90;

On the East by land now or formerly of Capitol School District - deed record D-107-313;

On the South by College Road (also known as County Road 95);

On the West by McKee Road (also known as County Road 156);

Being more particularly described according to a plan prepared by Braun Engineering & Surveying November 2, 2005 reference drawing 0515ANNEX, said plan being an integral part hereof as follows:

Beginning at a found pin in the Easterly line of McKee Road at the Westerly end of a daylight corner connecting the Northerly line of College Road with the Easterly line of McKee Road. Thence from said beginning point and continuing with said line of McKee Road the following two (2) courses and distances:

1. By an arc of a circle curving to the right with a radius of 3412.70 feet a distance of 75.00 feet (its chord being N 35°57'57" W a distance of 75.00 feet) to a found pin;

2. By an arc of a circle curving to the right with a radius of 3412.70 feet a distance of 143.92 feet (its chord being N 34°07'41" W a distance of 143.91 feet) to a point in said line of McKee Road at a corner for land of the aforementioned G&B Partners. Thence with said land of G&B Partners, LLC the following two (2) courses and distances:

3. N 56°42'13" E a distance of 154.77 feet to a found pipe;

4. N 57°48'51" E, passing over a found pipe at a distance of 277.40 feet, a total distance of 293.32 feet to a point at a corner for said land of G&B Partners, LLC in line of land of the aforementioned Capitol School District. Thence with said land of Capitol School District the following three (3) courses and distances:

5. S 49°34'10" E a distance of 99.33 feet to a point;

6. S 30°38'57" E a distance of 182.96 feet to a point;

7. S 25°23'28" E a distance of 36.36 feet to a set pipe at a corner for said land of Capitol School District in the Northerly line of College Road. Thence with said line of College Road the following two (2) courses and distances:

8. S 53°57'20" W a distance of 304.66 feet to a found pin;

9. S 53°57'20" W a distance of 120.18 feet to a point in said line of College Road at the Easterly end of the aforementioned daylight corner. Thence with said daylight corner:

10. N 81°12'37" W a distance of 44.39 feet to the point and place of beginning.

Containing within the above described courses and distances an area of 3.5107 +/- acres.

The above described property is subject to any rights-of-way, easements or restrictions as may be shown in any public records, or any regulation or requirement of any public agency.

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 14th day of February, 2006 at 12:01 a.m. o'clock.

ADOPTED: FEBRUARY 13, 2006

Public Hearing - Zoning Classification

Mr. Anthony DePrima, City Manager, reviewed the Petition to Annex and Zone property, the Cost/Revenue Analysis, and the Plan of Services Report (***Exhibit #1***).

Mr. DePrima advised members that the 2005 Update to the 2003 Comprehensive Plan designates the four (4) properties for residential use; therefore, the proposed zone is not compatible with the city-wide plan map. He noted that the Comprehensive Plan text provides criteria for considering zoning requests not compatible with the planning map, including the following: 1) Cost/Revenue Analysis; 2) Character and Compatibility of the Surrounding Land Uses; 3) Street Type and Capacity Serving the Property; 4) Environmental Concerns and Conditions; 5) Market Conditions and Concerns; and, 6) Compatibility with the Overall Comprehensive Plan. Mr. DePrima stated that this parcel meets the Comprehensive Plan requirements for Medium and High Density Residential, as well as Commercial/Professional Office. Since the small size of the property makes it difficult to create a buffer from the roads and non-residential areas, staff recommended that the property be zoned C/PO and COZ-1. Mr. DePrima advised members that the Planning Commission recommended that the zoning classification of this property be approved as C/PO (Commercial/Professional Office) and COZ-1 (Corridor Overlay Zone) upon annexation.

Responding to Mr. Hogan, Mr. DePrima stated that, if the parcel is annexed, DelDOT would participate in the site plan review and set any necessary conditions, as well as the locations of the entrances and exits.

Council President Williams declared the public hearing open.

Mr. David Braun of Braun Engineering and Surveying, representing Ashburn Homes, stated that they were in agreement with the C/PO and COZ-1 designation since it is compatible with the surrounding land uses and, due to its small size and close proximity to the intersection, it would not be appropriate for residential development.

Council President Williams declared the public hearing closed.

Mr. Ritter moved that the property be zoned C/PO (Commercial/Professional Office) and COZ-1 (Corridor Overlay Zone) as recommended by the Planning Commission, seconded by Mr. Carey.

Mr. Ruane expressed concern that, although there were opportunities for the property owners to object to the residential designation during the Comprehensive Plan review, no one came forward at that time. It was his belief that the public and the property owners of record at the time of the Comprehensive Plan review were led to believe that the annexations would be generally along the line that they were designated. If they believed that the parcels were subject to change within the next five (5) or so years, they may have come forward. He noted that the whole purpose of the Comprehensive Plan is to give people notice of zoning designations at a given point in time based upon an analysis of the zoning designations. Based on this instance and similar zoning proposals coming forward, Mr. Ruane suggested that the Planning staff review the Comprehensive Plan and make plan amendments for parcels in similar situations.

By a roll call vote of seven (7) yes, one (1) no (Mr. Ruane), and one (1) absent (Mr. Salters), Council adopted the following ordinance (The First Reading of the proposed ordinance was accomplished during the Council Meeting of January 9, 2006):

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTIES LOCATED AT COLLEGE AND MCKEE ROADS

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 properties described below from RS-1 - Single Family Residential (Kent County zoning classification) to C/PO and COZ-1 - Commercial/Professional Office and Corridor Overlay Zone (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 RS-1 (Kent County zoning classification) to C/PO and COZ-1 (City of Dover zoning classification) on properties located at College and McKee Roads, owned by Robert W. and Karen E. S. Chrisler; Antoine Ashburn, and JNK, LLC.

ADOPTED: FEBRUARY 13, 2006

PRESENTATION - UPDATE ON RECYCLING PROGRAM (TERRY TIEMAN)

Mrs. Terry Tieman, Administrative Services Director, provided a Power Point Presentation update on the recycling program (***Exhibit #2***). She noted that 312 customers have signed up for curbside recycling and only 188 more customers are necessary to meet the goal of 500 customers by September 30, 2006 to continue the program. Mrs. Tieman advised members that the City is saving approximately $998 per month in reduced landfill charges.

Mr. Slavin moved to waive the rules to allow citizen participation, seconded by Mrs. Russell and unanimously carried. (*City Clerk's Office Note: Mr. Greenfield was present during the open forum segment of the meeting to discuss recycling; however, since it was an agenda item, the issue could not be discussed at that time.)*

Mr. Bernhard Greenfield, 901 Wilson Drive, asked if the recycling program would be mandatory in the future. Mr. DePrima stated that the City had no intention of making the program mandatory. He also noted that the Delaware Solid Waste Authority has assured him that as long as it is a voluntary program they will continue to provide recycling igloos at various locations.

Responding to Mayor Speed, Mr. DePrima advised members that rebates or discounts for residents participating in the curbside recycling program have not been considered; however, Council may wish to consider it in the future since the landfill charges have been reduced.

Mr. Ruane asked if any thought had been given to allowing partner participation in the program. He noted that since the recycling is collected weekly, few people have enough to fill a bag each week. He felt that participation could be increased if neighbors were permitted to join in groups of two.

UTILITY COMMITTEE REPORT - JANUARY 23, 2006

The Utility Committee met on January 23, 2006 with Chairman Carey presiding.

Presentation - Connectivity Study from Virchow Krause

Members reviewed a Connectivity Needs Assessment conducted by Virchow Krause & Company, which contained several recommendations. Mr. DePrima reminded members that discussion occurred about one year ago regarding the City's fiber optics infrastructure. As a result, the City contracted with Virchow Krause & Company to conduct a Connectivity Needs Assessment for the City of Dover.

Mr. DePrima advised members that portions of the recommendations contained in the Study will be appearing in the City's Capital Improvement Plan (CIP), Annual Budget, and Information Technology Plan, which will provide members further opportunity to review the recommendations.

The committee recommended acceptance of the Report as presented.

By consent agenda, Mr. Carey moved for approval of the committee's recommendation, seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Salters absent).

Annexation Request - 1542 and 1554 South Little Creek Road (owned by Joyce Bordley and Rojan Meadows, LLC)

Members were provided the Petition to Annex and Zone Property and a Cost/Revenue Analysis Summary for property located at 1542 South Little Creek Road, owned by Joyce Bordley, and 1554 South Little Creek Road, owned by Rojan Meadows, LLC. Members were advised that the request for annexation includes a rezoning classification of RMH - Residential Manufactured Home (Kent County zoning classification) to RG-1 - General Residence (City of Dover zoning classification) upon annexation.

During the committee meeting, Mr. DePrima, City Manager, advised members that City electric and water and sewer are available to the site. According to the cost/revenue analysis, he indicated that the annexation would have a net impact in the amount of $29,332; however, this does not include the water/wastewater impact fee, which would increase the amount an additional $5,200. Mr. DePrima also advised members that annexation is in conformance with the current Comprehensive Plan.

The committee recommended adoption of a resolution setting the date for an annexation referendum to be held on March 16, 2006, for property located at 1542 and 1554 North Little Creek Road, as recommended by staff.

Mrs. Green, City Clerk, advised members that there has been a recent initiative to contact property owners adjacent to the property requesting annexation to determine if they also have an interest in annexation. As a result, two additional property owners would like to be annexed. Mrs. Green recommended that the Resolution attached to the Utility Committee Report be amended to include the two (2) additional properties.

Mr. Carey moved for adoption of a resolution setting the date for an annexation referendum to be held on March 16, 2006, for property located at 1542 and 1554 North Little Creek Road, as amended by the City Clerk to include two (2) additional properties located at 1566 and 1572 North Little Creek Road. The motion was seconded by Mr. Hogan and by a unanimous roll call vote (Mr. Salters absent), 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 **1542, 1554, 1566, and 1572 North Little Creek Road**, 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 **1542, 1554, 1566, and 1572 North Little Creek Road** situated in East Dover Hundred, Kent County, State of Delaware.

2. That the election be held on the **16th** day of **March**, **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: FEBRUARY 13, 2006

Dedication of Rights-of-Way and Public Infrastructure - Dover Crossing

The developer of Dover Crossing, Trout, Segall & Doyle Development Company, L.L.C. has requested that all public infrastructure improvements related to this subdivision be dedicated to the City of Dover for permanent ownership and maintenance. Members were provided a map depicting the general location and configuration of the subject rights-of-way.

Mr. Scott Koenig, Public Works Director, assured members that the developer has constructed all of the improvements in accordance with City standards and specifications. Staff recommended acceptance of the dedication of rights-of-way and public infrastructure in Dover Crossing, with the dedication to include all of the referenced public improvements, as follows:

Sewer Utility Infrastructure (construction value = $48,000.00):			
12" PVC Sanitary Sewer Main	-	775	l.f.
8” PVC Sanitary Sewer Main	-	120	l.f.
4' Diameter Sanitary Sewer Manholes	-	4	ea. (29.6 v.f.)

Water Utility Infrastructure (construction value = $224,000.00):			
10" Ductile Iron Water Main	-	2,624	l.f.
8” Ductile Iron Water Main	-	120	l.f.
6” Ductile Iron Water Main	-	240	l.f.
10” Gate Valves	-	5	ea.
8” Gate Valves	-	3	ea.
6” Hydrant Valves	-	5	ea.
Fire Hydrants	-	5	ea.

Storm Water Infrastructure (construction value = $304,575.00)			
Catch Basins	-	16	ea.
42” Type III Reinforced Concrete Pipe	-	660	l.f.
36” Type III Reinforced Concrete Pipe	-	130	l.f.
24” Type III Reinforced Concrete Pipe	-	425	l.f.
18” Type III Reinforced Concrete Pipe	-	395	l.f.
15” Type III Reinforced Concrete Pipe	-	355	l.f.
5’ Diameter Manholes (4 ea.)	-	25.5	v.f.

Street Infrastructure: (0.49 miles) (construction value = $960,000.00)		
John Hunn Brown Road	Station 0+00 to Station 17+87	1,786 l.f.
Babb Drive	Station 0+00 to Station 08+03	803 l.f.
		2,589 l.f.

The committee recommended acceptance of dedication of rights-of-way and public infrastructure in the area known as Dover Crossing, with such dedication to include all referenced public improvements.

By consent agenda, Mr. Carey moved for approval of the committee's recommendation, seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Salters absent).

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

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - JANUARY 24, 2006

The Safety Advisory and Transportation Committee met on January 24, 2006, with Chairman Hogan presiding.

Briefing on DelDOT Projects (Gary Laing)

During the meeting of July 26, 2005, Mr. Hogan indicated that his intention was to request an update by DelDOT every other month on projects.

Mr. Laing, Municipal Liaisan for DelDOT, gave an update on DelDOT's financial situation for FY2006. Mr. Laing noted that the General Assembly had not approved any new projects that were not on the list as of June 30, 2005. The Indian River Inlet Bridge has been scaled back also. The General Assembly also continues to talk about adding responsibilities, but with no mention of additional revenue sources that would be needed to make that possible. Mr. Laing stated that basic expenditures at DelDOT will be reexamined in order to find savings in the agencies operations, which was noted during Governor Minner's State-of-State Address. During her State-of-State Address Governor Minner stated that she has directed her Administration to work with the Bond Bill Committee to identify projects that can be deferred or cut from the program, using the Trust Fund's resources where they are most needed. After the review is completed, the Governor's Office will look at shifting some of the Transportation Trust Fund costs to the General Fund, as well as exploring a public/private partnership, or other innovative financing, for those projects that are considered critical, such as the Route 301 project which was also mentioned during her State-of-State Address.

Mr. Laing stated it is important to DelDOT to get those costs, that are not related to construction, shifted out of the Transportation Trust Fund and use that money for Capital improvement projects, not operating costs. He noted that the movement of the General Assembly to put the operation costs into the Transportation Trust Fund has lead, in large part, to the problems being faced today.

Mr. Laing noted that it is important for the City of Dover to make its needs and desires known to the Legislators representing the City of Dover and also to send a list of those projects to the new Secretary of Transportation.

Mega-TIS on SR1/Route 8 and East Dover Housing Development Projects

Mr. Laing noted that there is no new information on this project.

Crawford Carroll Drive

Mr. Laing stated that the Crawford Carroll Drive Project was completed in September 2005. Mr. Carey questioned the signage on this project, which Mr. Laing will look into further.

West Dover Connector

Mr. Laing noted that there have been Public Workshops that have been held on the West Dover Connector Proect showing the five (5) options that will be designated for a detailed study. Once information is received from the study, a Public Workshop will be held to present the results. The progress of this project can be limited due to funding issues. Mr. Laing stated that there was no money appropriated for this project in the FY2006 budget and the project needs funding from the General Assembly, for the FY2007 budget, for design and construction. Design and construction costs are unknown at this time.

Traffic Signal at Greenway Lane and Kenton Road

Mr. Laing mentioned that there has been no progress on the Traffic Signal at Greenway Lane and Kenton Road Project and, due to the closeness to Route 8, a traffic light may not be installed. Other alternatives of controlling traffic are being discussed, such as eliminating the left turns out from the shopping center. Mr. Link noted that the bank on the corner has its only exit at that intersection and only having a right hand turn for an exit might be a concern. Mr. Laing also noted that it is DelDOT's policy to not put crosswalk markings where there are no signals present.

Mr. Carey suggested that a no u-turn sign be installed, at the intersection of Kenton Road and Route 8, for lanes turning left onto Kenton Road. Mr. Link also recommended that it is also a good place for the installation of a red light camera.

South Governors Avenue Improvements

Mr. Laing stated that the South Governors Avenue Improvements Project is on hold due to the lack of funding. This project is just about ready to go to bid but it is the Bond Bill Committee that decides whether this project makes it on this years budget. The General Assembly did not include this project on last years budget.

Signalization Project

Mr. Laing noted that the funding is not available, at this time, to complete the Signalization Project. Mr. DePrima noted that there are approximately twenty (20) lights involved and to include Division Street, Governors Avenue, State Street, and Loockerman Street.

Wyoming Mill Road Project

Mr. Laing noted that there is nothing new with the Wyoming Mill Road Project and that it is still currently on hold due to the lack of funding.

Mr. DePrima stated that a developer donated the land to the City, as of December 31, 2005, and that the City will be contacting DelDOT for direction on this project. Mr. DePrima believes that the land could count towards the 20 percent match needed for Federal funding. Mr. Laing mentioned that Mr. DePrima should speak with Mr. Ralph Reeb, DelDOT Chief Planning Director, in regards to receiving direction for this project. Mr. Laing noted that if the land qualifies for the match, then Federal funds could be used to move ahead; however, State funds may be needed to complete the project.

Status of Transportation Projects Within City of Dover (Gary Laing)

Pedestrian Improvements on Route 13

Mr. Laing stated that the portion along K-Mart to Delaware State University has been surveyed and the next phase is for design and construction of the Pedestrian Improvements on Route 13. All other sidewalk locations are on hold due to the lack of funding.

Mr. Carey suggested the use of displaying digital time at crosswalks so that the pedestrians know how much time they have to cross safely.

Street Improvements at Forrest Avenue and Loockerman Street

Mr. Laing stated that the Street Improvements at Forrest Avenue and Loockerman Steet is on hold due to the lack of funding.

St. Johns River Greenway Improvement

Mr. Laing noted that this project has gone through the design phase and some rights-of-way have been acquired; however, further action is on hold due to the lack of funding.

Mr. DePrima noted that this project consists of a walking path along the St. Jones River from Legislative Hall to Route 10.

Mr. Hogan question whether the funding, that is going to be received this year, will be siphoned away to the Route 301 and Indian River Inlet Bridge projects. Mr. Laing stated that the Indian River Inlet Bridge project has been scaled back and will not use as much money, but at the same time, the delay in construction will also raise costs. Route 301 is a major situation and initially, by the end of 2005, a preferred option was to be chosen; however, that is being pushed back a few months due to the Bog Turtle environmental problem. The three (3) major projects that the General Assembly moved forward last year were the Route 301 Project, Indian River Inlet Project, and the I95 Project near the Christiana Mall.

Mr. Lakeman noted that he recently read in the paper that the motor vehicle fees have not been raised since 1966. Mr. Laing stated that Secretary Hayward requested that the fees be raised last year. Since this request was not honored, it will be asked again this year. Responding to Mr. Lakeman, Mr. Laing stated that moving the operating costs away from the Transportation Trust Fund, which is funded by tolls, fuel taxes, etc., will not deplete the fund because it is a continuing source of revenue.

Mr. Laing mentioned that projects are on hold until the General Assembly votes for which projects will receive funding, which should occur towards the end of the session.

Mr. Laing advised members that a new Secretary of Transportation has been named and the Senate will be voting on her confirmation on January 25, 2006. He assured members that he would help facilitate any meetings between the new Secretary and the City of Dover.

Prioritization of Transportation Projects

Mr. Hogan stated that he would like to hear the opinions of members in order to set up a priority list of transportation projects for the City. Mr. Link stated that the two (2) projects that are important to him are the Wyoming Mill Road Project and the South Governors Avenue Project. Mr. Hogan noted that he thought the three (3) most important projects are South Governors Avenue, Signalization, and Wyoming Mill Road. Mr.Ruane mentioned that the Forrest Street Gateway Project should also be included on the list.

Mr. Ruane suggested, for information purposes, that it is important to understand what DelDOT has accepted for the FY2007 list. The estimates for the Signalization Project is $2.8 million and the South Governors Project is $17.5 million, and these amounts are not all funded in one year. All projects are delayed indefinitely until the Legislators votes on which projects receive funding. The Loockerman Street/Forrest Street Project and most of the pedestrian improvements were to begin in FY2007. Mr. Ruane noted that the West Dover Connector Project had a cost of $49 million. Mayor Speed noted that, in the past, the projects are prioritized based on the stage of the project. He also suggested that the transportation project list, including which projects have been the City's priority in the past and the annual funding, be sent out to members for consideration.

Mr. Hogan stated one (1) project, Wyoming Mill Road, is funded and ready to move forward and two (2) other projects that are ready to go, but need funding, are South Governors Avenue and Signalization.

Mr. DePrima suggested that the number one (1) project for funding is the $2 million road right-a-way for the South Governors Avenue project and the second priority for next fiscal year would be the Signalization Project, which is estimated at $2.8 million.

Mr. Hogan stated that the other projects considered for the list are Kenton Road and the Kenton Road/Greenway Lane Traffic Signal, West Dover Connector, US Route 13 Pedestrian Improvements, and State College Road. The Forrest Avenue/Loockerman Street Gateway Project, which is estimated at $4.2 million, will also be included. Responding to Mr. Hogan, Mr. Ruane stated that the Kenton Road Project consists of the urbanization of that road from Route 8 to Chestnut Grove.

Mr. Ruane questioned the status of the Clarence Street Extension Project. Mr. DePrima noted that Senator Carper designated funding for this project in the amount of $1 million; however, it does require a match, which has not yet been resolved. This project has been started as far as the design work and acquisition portion. Mr. Laing noted that the Clarence Street Extension Project is not a City project and not a DelDOT related project.

Mr. DePrima offered to assist Mr. Hogan with the project list. Mr. Carey suggested that the members hold a special meeting prior to the next regularly scheduled meeting to finalize the project list.

Mr. Hogan stated that he will send a list of all the projects discussed during the meeting to the City Clerk so that a project prioritization packet can be developed and sent out to members for consideration during a special meeting to be held on February 7, 2006.

Mr. Hogan stated that presentations regarding the Jeanne Clery Act will be given by the local colleges during their next regular meeting on February 28, 2006, and that a presentation on Housing/Crime is in the process of being scheduled.

By consent agenda, Mr. Carey moved for acceptance of the Safety Advisory and Transportation Committee Report, seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Salters absent).

SPECIAL SAFETY ADVISORY AND TRANSPORTATION COMMITTEE REPORT - FEBRUARY 7, 2006

A Special Safety Advisory and Transportation Committee Meeting was held on February 7, 2006, with Chairman Hogan presiding.

Prioritization of Transportation Projects

During their meeting of January 24, 2006, Mr. Hogan suggested that a list of all the City transportation projects that were discussed during the meeting be sent to the City Clerks Office so that a project prioritization packet could be developed and sent out to members for further consideration during a special meeting to be held on February 7, 2006.

Mr. DePrima provided members with support documentation for prioritizing City transportation projects that included project ranking, estimated costs, and staff recommendations.

Responding to Mr. Hogan, Mr. Koenig stated that the City submitted a Transportation Improvement Project for the Kenton Road Corridor Upgrade Project to DelDOT last year and it was not included on the Capital Plan; however, DelDOT has secured money under the general planning funds to identify a scope of work for this project.

Mr. DePrima stated that he had a discussion with Mr. Ralph Reeb regarding the Wyoming Mill Road Realignment Project. He noted that a DelDOT appraiser will evaluate the donated land to see if the value qualifies for the 20% match needed to meet the requirements of the Federal Transportation Grant. Mr. Koenig noted that the DelDOT appraiser will have to follow the Federal Acquisition Guidelines when appraising the land. He noted that three (3) to four (4) acres out of the fourteen (14) acres donated to the City will make up the right-of-way. Mr. DePrima stated that a letter has been sent to a New Jersey National Guard Unit that specializes in grading and landscaping. He suggested that they consider using the balance of the acreage as a training exercise on leveling.

Mr. Ruane suggested that a distinction be made on the prioritization list of those projects being reviewed by the General Assembly.

Mr. DePrima suggested that the staff recommendation for the West Dover Connector Study Project should read "staff recommends proceeding with the project with available funding. No additional funding should be earmarked until all other listed projects are completed".

Mr. Hogan recommended that a letter be sent to Secretary Wicks and each of the local Legislators requesting to meet with them to discuss the City transportation projects. Mr. Lakeman suggested

that the letter also be sent out to the Co-Chairs of the Bond Bill Committee. Mr. Carey suggested that City Council approve the letter prior to sending.

Mr. Hogan stated that the Wyoming Mill Road Realignment Project should be separated out and indicated as Federally Funded with earmarked funds. He also stated that the College Road Corridor Upgrades Project, U.S. 13 Sidewalk Construction Project, and the Crawford Carroll Avenue Extension Project should have a statement indicating that funding is not being recommended at this time; however, the City would still like to see these projects indicated on the five (5) year plan.

Responding to Mr. Ruane, Mr. Koenig stated that the Clarence Street Extension Project is not considered a State project even though there are Federal Funds involved.

Mr. Carey stated that the timeline for receiving Federal Funds should be noted along side each project. Ms. Juanita Wieczoreck, Director of the Dover/Kent County Metropolitan Planning Organization (MPO), stated that the only issue with Federal Funds is that the Federal Legislation has an authorization level, an appropriation level, and an obligation ceiling. When earmarked funds are being used, it impacts that obligation ceiling. Ms. Wieczoreck noted that the lower the appropriation is, the lower the obligation ceiling is.

The committee recommended approval of the Transportation Project Prioritization List, as amended.

By consent agenda, Mr. Carey moved for approval of the Transportation Project Prioritization List (Exhibit #3), as recommended by the committee, seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Salters absent).

By consent agenda, Mr. Carey moved for acceptance of the Safety Advisory and Transportation Committee Report, seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Salters absent).

EVALUATION OF BIDS - SANITARY SEWER INFLOW/INFILTRATION STUDY

In FY-2005, the Department of Public Works entered into an engineering consulting agreement with CABE Associates to develop technical specifications and bid documents to conduct an evaluation of various parts of the City's sanitary sewer system to identify and eventually eliminate inflow/infiltration of rainwater and groundwater within the sanitary sewer system. In October 2005, the budget for this project in FY-2006 was increased from $75,000 to $142,650 to include the unused funds from FY-2005 that had been dedicated to this effort. The evaluation phase of the project will include cleaning, video inspection and smoke testing of approximately 28,160 linear feet of varying diameter sewer pipe.

CABE Associates reviewed the unit price bid documents submitted by each contractor and determined that the low bid is responsive. Staff also completed its review of the documents and the project goals and recommended proceeding with the project immediately. All work will be based on the unit prices outlined in the bid documents, and staff will make adjustments to the locations if necessary upon determination of the field conditions associated with the various locations identified in the bid documents. The results of this project will determine infrastructure improvements if any to alleviate our system's inflow/infiltration.

Staff recommended awarding a unit price contract to Video Pipe Services, Inc. to perform the cleaning, televising and smoke testing services on various diameter sanitary sewer pipes as described in the bid documents for the Inflow/Infiltration Study of the City's Wastewater Collection System. The estimated amount of the contract is $103,848.65 per the unit prices included on the bid summary.

Mr. Carey moved for approval of staff's recommendation, seconded by Mr. Sadusky and carried by a unanimous roll call vote (Mr. Salters absent).

APPOINTMENT RECOMMENDED BY MAYOR SPEED - DOVER PARKING AUTHORITY - TIMOTHY P. MULLANEY, SR. (TO FILL EXPIRED TERM OF DOUGLAS A. VANSANT - TERM TO EXPIRE JULY 1, 2010)

Mayor Speed recommended the appointment of Mr. Timothy P. Mullaney, Sr. to serve on the Dover Parking Authority for a term to expire July 1, 2010 (to fill the expired term of Douglas A. VanSant).

By consent agenda, Mr. Carey moved for approval of the appointment of Mr. Timothy P. Mullaney, Sr., as recommended by Mayor Speed. The motion was seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Salters absent).

APPOINTMENT BY MAYOR SPEED - HUMAN RELATIONS COMMISSION - THERESA WHALEN (TO FILL UNEXPIRED TERM OF DAVID L. ANDERSON - TERM TO EXPIRE FEBRUARY 2007)

Mayor Speed recommended the appointment of Ms. Theresa Whalen to serve on Human Relations Commission for a term to expire February 2007 (to fill the unexpired term of David L. Anderson).

By consent agenda, Mr. Carey moved for approval of the appointment of Ms. Theresa Whalen, as recommended by Mayor Speed. The motion was seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Salters absent).

RE-APPOINTMENT BY MAYOR SPEED - HUMAN RELATIONS COMMISSION - WILLIAM FRANKLIN - THREE YEAR TERM TO EXPIRE FEBRUARY 2009

Mayor Speed recommended the re-appointment of Mr. William Franklin to serve on Human Relations Commission for a three year term to expire February 2009.

By consent agenda, Mr. Carey moved for approval of the appointment of Mr. William Franklin, as recommended by Mayor Speed. The motion was seconded by Mrs. Russell and carried by a unanimous roll call vote (Mr. Salters absent).

ANNEXATION/REZONING REQUEST/FIRST READING - PROPERTY LOCATED NORTH OF BUT NOT ADJACENT TO COLLEGE ROAD, NORTH OF RAYMOND STREET AND EAST OF THE RAILROAD CORRIDOR AND RAILROAD AVENUE, OWNED BY COLLEGE ROAD MANAGEMENT, INC., KENT STORAGE FACILITIES, LLC, AND LORALEX COMPANY, LLC

A request was received for annexation and rezoning 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, owned by College Road

Management, Inc., Kent Storage Facilities, LLC, and Loralex Company, LLC. The property is currently zoned IG - General Industrial, RS-1 - Single Family Residential, and RMH - Residential Manufactured Home (Kent County) and the requested zoning is M - Manufacturing (City of Dover). Staff recommended that the request be referred to the Utility Committee on February 27, 2006, the Planning Commission on March 20, 2006, and that a public hearing be set for April 24, 2006 at 7:30 p.m.

Mr. Hogan moved for approval of staff's recommendation, seconded by Mr. Slavin and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of the Zoning Ordinance Amendments as read by the City Clerk, by title only, as follows:

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 FROM IG, RS-1, AND RMH (KENT COUNTY ZONING CLASSIFICATIONS) TO M (CITY OF DOVER ZONING CLASSIFICATION)

COUNCIL MEMBER COMMENTS

Mr. Slavin noted that there has been a great deal of discussion regarding deregulation and electricity and fuel costs. Having received a number of questions from his constituents regarding this matter, Mr. Slavin requested that a presentation be made at the next Council Meeting by the City and possibly State officials which explains in laymen's terms what has happened, what citizens can expect and when.

Responding to Mr. Ritter, Mr. DePrima stated that the RFP's for management of the power plant were to be received by the attorney today and tomorrow and he will analyze them over the next few days. Mr. DePrima noted that he, Mrs. Mitchell, and Mr. Sax would be traveling to the attorney's office in Washington next Wednesday and Thursday to evaluate the bids.

Mr. Ruane commended the City Clerk's Office for the knowledge and experience they have achieved in terms of recording the Council, Committee, Commission, and Board meetings. He felt that it was very helpful to members, the public, and the press to be able to listen to meetings. Mr. Ruane stated that he would like the understanding that the practice has already begun and will continue so that all Council, Committee, Commission, and Board meetings, when the necessary equipment is available in working order and knowledgeable staff is available to operate the equipment that the recordings will continue from tonight forward.

Council President Williams acknowledged Kent County Commissioner Alan Angel.

Council President Williams advised members that the City of Dover Employee Appreciation Day is scheduled for Friday, March 3rd, with presentations scheduled throughout the day and encouraged all members to attend if possible.

Mr. Slavin moved for adjournment, seconded by Mr. Carey and unanimously carried.

Meeting Adjourned at 8:17 P.M.

JANICE C. GREEN
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of February 13, 2006, are hereby approved.

STEPHEN R. SPEED
MAYOR

/TM
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Exhibits (Attached to Original Minutes and File Copy)
Exhibit #1 - Petition to Annex and Zone property, the Cost/Revenue Analysis, and the Plan of Services Report for Property located at the Intersection of College Road and McKee Road, owned by Antoine Ashburn, Robert W. and Karen E.S. Crisler, and JNK, LLC
Exhibit #2 - PowerPoint Presentation - Update on Recycling Program
Exhibit #3 - Transportation Project Prioritization List

Certificate of Recognition

presented to the

Wesley College Football Team

2005 Atlantic Central Football
Conference Champions & 2005 NCAA
Division III-South Regional Champions

The City of Dover extends sincere congratulations on a successful season!

Monday, February 27, 2006

STEPHEN R. SPEED
Mayor

Certificate of Appreciation

presented to the following contributors to the

"Stuff the Trailer" Collection Drive

Bob Edgell of Teal Construction, Richard Weyandt of Delmarva Kenworth, Gary Stover and Doug Burns of Stover Homes, Kevin Brittingham of 84 Lumber, Lowes Home Improvement Warehouse, Jim Cook and Playtex, Robert MacLeish of Lighthouse Construction, Bernard Tudor of Dover Electric Supply, Shawn Mercer of Mercer Dental, Dover Downs Hotel/Casino and the staff of Chesapeake Utilities.

The City of Dover extends sincere thanks for your generosity.

Monday, February 27, 2006

STEPHEN R. SPEED
Mayor

Certificate of Appreciation

presented to the following volunteers who gave their time and energy to support the

"Stuff the Trailer" Collection Drive

Zach Carter, Ray Cola, Ron Cotton, Matt Clendaniel, Tony DePrima, Steve Enss, Lisa Gardner, Linda Gomes, Janice Green, Mike Howey, Dick Hudson, Cheryl Jackson, Jeff Moore, Sherwanda Rachel, Councilwoman Sophia Russell and Steve Sax

The City of Dover extends sincere thanks and appreciation for your efforts.

Monday, February 27, 2006

STEPHEN R. SPEED
Mayor



PROCLAMATION

WHEREAS, year after year City of Dover employees continue to work hard for our community and our citizens; and

WHEREAS, all employees of the City of Dover strive daily to promote Community Excellence Through Quality Service; and

WHEREAS, due to the teamwork and the commitment of our employees, the citizens of Dover are able to enjoy some of the lowest utility and tax rates in this region; and

WHEREAS, the City of Dover values its employees, recognizing that every member of the work force - from meter reader to engineer, laborer to policeman, dispatcher to secretary - is an integral part of the day-to-day operations of the City of Dover; and its success is due largely to the pride and efforts of its employees.

NOW, THEREFORE, I, Stephen R. Speed, Mayor, of the City of Dover, do hereby proclaim Friday, March 3, 2006

EMPLOYEE APPRECIATION DAY

in the City of Dover and recognize the dedication and hard work of all City of Dover employees, and request that all citizens take a moment to thank a City of Dover employee for their outstanding service to our community.

STEPHEN R. SPEED
Mayor

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on February 13, 2006, at 5:30 p.m. with Councilman Slavin presiding in the absence of Chairman Salters. Members present were Mr. Hogan and Mr. Shevock. Mr. Shelton was absent. Members of Council present were Mr. Carey, Mrs. Russell, Mr. Sadusky, Mr. Ritter, Mr. Ruane, and Mrs. Williams. Mayor Speed was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Hogan moved for approval of the agenda, seconded by Mr. Shevock and unanimously carried.

Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended June 30, 2005

In accordance with Section 46 of the City Charter, the City's financial books are audited by independent auditors each year. The Assistant Finance Director/Treasurer, Mr. Howie, submitted the Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended June 30, 2005. It was noted that all financial transactions were audited by the selected C.P.A. firm of Faw Casson & Company, whose opinion has been included in the report. The City has received the Award of Excellence in Financial Reporting from the Governmental Finance Officers Association of the United States and Canada (GFOA) for the last 20 years. Mr. Howie gave a Power Point Presentation which highlighted the key points of this year's CAFR.

Responding to Mr. Carey, Mr. Howie stated that he would provide further information on how the .20 cent increase has affected the budget. Mr. Carey noted that Public Safety revenue is listed at 4.4% and expenses are listed at 14.3% and requested further information on how the difference is being funded.

Staff recommended acceptance of the Comprehensive Annual Financial Report (CAFR) for Fiscal Year Ended June 30, 2005.

Mr. Hogan moved to recommend acceptance of the Comprehensive Annual Financial Report for the Fiscal Year Ended June 30, 2005, as recommended by staff. The motion was seconded by Mr. Shevock and unanimously carried.

Analysis of Impediments - Addendum to 2005 Consolidated Plan (*CDBG*)

The U. S. Department of Housing and Urban Development (HUD) requires the City of Dover to submit a Consolidated Plan application in order to receive Community Development Block Grant funds. 24 CFR Part 91.225(1) that governs the Consolidated Plan application requires the City to conduct an analysis to identify impediments to fair housing choice within the jurisdiction and take appropriate actions to overcome the effects of any impediments identified through that analysis.

Mrs. Tracey Harvey, Director of Community Development, advised members that the Delaware State Housing Authority contracted the Center of Community Research at the University of Delaware to conduct an Analysis of Impediments (AI) study for the State of Delaware. The plan was completed in September of 2003 and an addendum to the AI was completed in January 2004. The City of Dover was incorporated in the development of the Analysis of Impediments and assisted in the development of the Fair Housing Plan to remedy the impediments that were identified during the study.

The HUD Office of Fair Housing and Equal Opportunity conducted an onsite technical assistance visit on July 21, 2004 during which it was agreed that the City would tailor the AI for Dover and make an addendum to the State's AI. Once this is accomplished, the City would adopt the State's AI Plan and incorporate the City's addendum to the 2005 Consolidated Plan.

Members reviewed an addendum prepared by the Community Development Department which provides corrective actions to remedy the impediments of Lack of Affordable Housing General and for Persons with Disabilities; Lack of Fair Housing Education and Outreach; and Segregated Housing and Fair Housing Programs and Activities for the City of Dover.

Responding to Mr. Hogan, Mrs. Harvey stated that the lack of affordable housing for persons with disabilities can be addressed by requiring a certain number of handicapped accessible rental units with new construction.

Responding to Mr. Ruane, Mrs. Harvey stated that clustering is not an impediment to Section 8 housing since it is distributed throughout the City.

Mr. Ruane felt that in order to resolve the housing issue it would have to be addressed regionally, including County jurisdictions. Mrs. Harvey stated that the City is working with the State of Delaware and the Dover Housing Authority is trying to resolve the housing issues within the City of Dover. Council President Williams advised members that County housing issues are addressed in the Delaware State Housing Authority CDBG Plan. She also noted that the Homeownership Initiative is being enthusiastically embraced by all housing authorities and the Federal Government.

Staff recommended acceptance of the Addendum to the 2005 Consolidated Plan.

Mr. Shevock moved to recommend approval of the Addendum to the 2005 Consolidated Plan *(Attachment #1)*, as recommended by staff. The motion was seconded by Mr. Hogan and unanimously carried.

Resolution of Outstanding Utility Billing (Schwartz Center)

For the past few years, the Schwartz Center for the Arts has had financial difficulties resulting in its incurrence of an outstanding utility bill in the amount of $33,782. The City Manager and Dr. Scott Miller, President of Wesley College, discussed this issue. Dr. Miller suggested that the City forgive one-half of the outstanding balance, and that the remaining one-half be paid over an 18-month period at $1,000 per month. The Schwartz Center has been paying current utility bills steadily since August 2004.

The proposal was discussed with both Mayor Speed and Council President Williams, and they as well as the City Manager, felt this would not be acceptable to Council. The City Manager wrote a letter to Dr. Miller dated September 22, 2005 outlining the following alternative which was felt would be more acceptable to Council:

- The City of Dover would purchase $16,000 in services in advance from the Schwartz Center. The Schwartz Center staff would in turn take this cash payment and use it to pay off $16,000 of its outstanding debt. The City would then accept the $1,000 per month payment to pay off the remaining debt of $17,782 over approximately 18 months.

- The City of Dover, at its convenience, would use the pre-purchased services of the Center over time. The services the City would be interested in would be room rental for meetings and tickets for distribution. Tickets would be distributed to employees and volunteers for incentives and gifts of appreciation. Another option would be to distribute them to children through our recreation, library, and community development programs. Ticket distribution would have the added benefit of bringing people to the Center who would not otherwise be exposed to the outstanding performances offered.

Mr. DePrima stated that approval of the concept outlined in his letter would be a "win-win" for both parties. The City does have a need to hold off-site meetings at times, and we already provide incentives to employees through our Bonus Program. Providing tickets to children for various performances would serve as an outreach effort and allow many children who would be unable to experience cultural activities to do so. The City recruits many volunteers for different activities - especially through our Parks, Recreation and Library Department; and providing tickets to the Schwartz Center would be one more way of showing how much the City appreciates their services.

Mr. Wayne Holden, Vice President of the Schwartz Center Board of Directors, stated that the Board could have taken legal recourse, such as bankruptcy, to avoid paying the outstanding debt; however, they preferred to eliminate their debt responsibly. He also noted that the Board was interested in refinancing or paying off the mortgage and it would be beneficial to have the previous debt resolved.

Dr. Scott Miller advised members that a consortium of The Friends of the Capital Theater, Delaware State University, and Wesley College was formed to address the day-to-day operations and, as a result, the Center has been doing well since July 2004.

Mr. Donald Parks, Director of Programming, advised members of the value of the community's volunteer involvement in the Center and the projects and programs benefitting local organizations and students.

Staff recommended allowing the City to purchase $16,000 in services and allow the Schwartz Center to pay off the balance of $17,782 at the rate of $1,000 per month.

Responding to Mr. Hogan, Mr. DePrima stated that there would be no time limit on the use of the pre-purchased services; however, the Board has requested that no more than 100 tickets be used at one time.

With regard to concerns that there may be other requests for similar agreements, Mr. DePrima stated that he did not anticipate other requests. Mayor Speed noted that the Schwartz Center is an asset to the community and it would be beneficial if the City could provide this assistance.

Responding to Mr. Slavin, Mr. DePrima stated that he did not believe this arrangement would effect the City's bond issues.

Mr. Hogan moved to recommend allowing the City to purchase $16,000 in services and allow the Schwartz Center to pay off the balance of $17,782 at the rate of $1,000 per month, as recommended by staff. The motion was seconded by Mr. Shevock and unanimously carried.

Proposed Ordinance Amendment - Requirement to Audio Tape Meetings

Members were provided a proposed amendment to Division 2, Section 2-51 of the Dover Code which would codify the current practice of audio taping meetings in order to ensure transcription accuracy, enhance accountability and deliver information efficiently to the public.

Mrs. Green, City Clerk, advised members that the recent purchase of new recording equipment has enabled recording in remote locations and the ability to provide the recordings to interested citizens and Council or committee members so that they may listen from their computers. As a result, the length of the meeting minutes has also been reduced.

Staff recommended adoption of the proposed Ordinance amending Division 2, Section 2-51 of the Dover Code.

Mr. Shevock moved to recommend adoption of the proposed ordinance amendment (*Attachment #2*), as recommended by staff. The motion was seconded by Mr. Hogan and unanimously carried.

Discussion - Increase of Bond Limit

During the Council Retreat held January 27, 2006, Council members suggested that consideration be given to an increase in the debt limit. Members reviewed Article IV - Financial Affairs, Section 50 - Debt limit, of the City of Dover Charter which authorizes the City to finance public storm sewers, streets and appurtenances up to $1,000,000.00 without a referendum.

Mr. Hogan noted that several local communities have recently increased their debt limits and members felt it was time to discuss increasing the City of Dover's $1,000,000 limit. Mr. Ruane noted that the City of Laurel increased their debt limit from $2,000,000 to $5,000,000 and the Town of Smyrna is authorized to borrow $13.5 million in General Obligation bonds without a referendum.

Mayor Speed suggested that, rather than a fixed amount, the debt limit be based on an index. Mr. Ruane recommended that the debt limit be coordinated with the Capital Improvement Program. He also suggested that consideration be given to raising the City's ceiling on the bonded indebtedness, which is a percentage of assessed value.

Responding to Mr. Slavin, Mr. Ruane stated that one of the reasons the City is not being considered for the library funding is its lack of matching funds. He felt that passage of an amendment to the debt limit would provide the City with the capability of acquiring the necessary matching funds.

Mr. Carey stated that under normal circumstances this item would be referred to the 2005 Charter Review Committee for their consideration; however, he felt it was important to submit a recommendation to the General Assembly prior to September 2006, when the Charter Review Committee will present its recommendations.

Members requested staff to provide the dollar amount that the debt limit of $1,000,000 would be if it were adjusted for inflation from the time the limit was set and a schedule of the debt limits of other municipalities in Delaware for consideration at the next meeting.

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

Meeting Adjourned at 6:48 P.M.

Respectfully submitted,

Timothy Slavin
Acting Chairman

TS/tm
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Attachments to Original Minutes and File Copy:
Attachment #1 - Addendum to the 2005 Consolidated Plan
Attachment #2 - Proposed Ordinance Amendment - Section 2-51 of the Dover Code

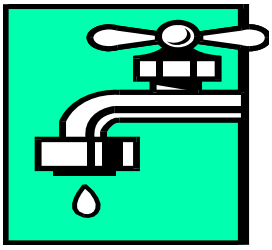
CITY OF DOVER

FINANCE DEPARTMENT

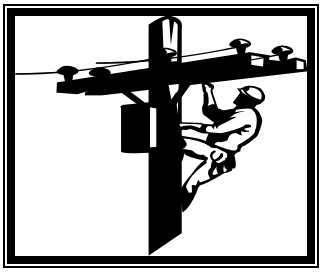
MONTHLY BUDGET REPORT

JANUARY 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
January 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	841	817
Total Amount of All Deposits	$ 58,046,738	$ 63,480,655
Number of Bank Accounts	24	28
Payroll:		
Number of Pay Periods	15	15
Number of Payroll Checks	5,839	5,790
Number of Pension Checks	1,474	1,517
Total Gross Payroll	$ 9,753,864	$ 10,028,248
Total Pension Payments	$ 2,103,590	$ 2,222,597
Total Overtime	$ 330,753	$ 373,175
Accounts Payable:		
Number of Vouchers	4,870	4,857
Dollar Amount Disbursed	$ 12,545,076	$ 12,773,150
Wire Transfers	N/A	$ 34,834,953

City of Dover
Finance Department
Monthly Report – January, 2006

General Fund Summary

	Original Budget	Revised Budget	YTD	Balance	58% of Budget
Receipts					
Property Taxes	$ 8,161,808	$ 8,585,623	$ 8,683,903	$ (98,280)	101.1%
Transfer Taxes	2,400,000	2,400,000	2,049,501	350,499	85.4%
Licenses & Permits	2,146,400	2,146,400	1,882,556	263,844	87.7%
Fines & Police Revenues	1,169,740	1,169,740	582,442	587,298	49.8%
Sanitation Revenues	1,250,560	1,241,560	788,970	452,590	63.5%
Library & Recreation Revenues	516,950	516,950	362,386	154,564	70.1%
Franchise Fees	360,000	360,000	204,294	155,706	56.7%
Court of Chancery Fees	540,000	540,000	388,260	151,740	71.9%
Intrafund Services	5,099,571	5,099,571	2,715,625	2,383,946	53.3%
Grants	260,000	473,581	398,073	75,508	84.1%
Transfers-In from Grants & Utilities					
Electric Fund	5,716,956	5,716,956	2,800,000	2,916,956	49.0%
Water/Wastewater Fund	535,785	535,785	250,000	285,785	46.7%
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	247,774	(4,911)	102.0%
Total	$ 29,692,633	$ 30,188,733	$ 22,233,732	$ 7,955,001	73.6%
Expenditures					
City Clerk & Council	$ 489,511	$ 489,511	$ 217,807	$ 271,704	44.5%
Mayor, City Manager & Human Resources	896,558	896,558	523,317	373,241	58.4%
Police & Police Extra Duty	11,210,074	11,223,275	6,013,848	5,209,427	53.6%
Public Works	5,302,014	5,302,014	3,029,099	2,272,915	57.1%
Central Services	2,478,052	2,478,052	1,197,214	1,280,838	48.3%
Planning & Inspections	1,279,287	1,279,287	612,973	666,314	47.9%
Finance, I/T & Administrative Services	2,760,116	2,796,766	1,425,210	1,371,556	51.0%
Library & Recreation	1,656,257	1,701,857	866,117	835,740	50.9%
Fire	969,254	969,254	692,240	277,014	71.4%
Assessor	168,400	168,400	121,780	46,620	72.3%
Debt Service	435,247	435,247	438,719	(3,472)	100.8%
Insurance	465,980	465,980	252,522	213,458	54.2%
Retirees' Health Care	732,555	732,555	375,339	357,216	51.2%
Street Lights	533,000	533,000	312,063	220,937	58.5%
DSWA Recycling Program	-	-	2,692	(2,692)	0.0%
Homeland Security Grant	-	213,581	-	213,581	0.0%
Appropriation to Post-Retirement Benefits Fund	150,000	150,000	150,000	-	100.0%
Transfers Out - Contingency Reserve	34,000	-	-	-	#DIV/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	-	100,000	0.0%
Total	$ 29,820,305	$ 30,429,080	$ 17,109,263	$ 13,319,817	56.2%
Excess Receipts/(Expenditures)	$ (127,672)	$ (240,347)	$ 5,124,469	$ (5,364,816)	
Working Capital & Reserve Balances-Unaudited					
Working Capital - Ending Budget Balance	$ 2,466,681	$ 2,983,201	TBD		
Contingency	$ 605,795	$ 817,705	$ 808,623		
Capital Asset Replacement	$ 319,918	$ 322,507	$ 321,620		
Parkland/Recreation	$ -	$ 1,350,259	$ 1,714,249		

City of Dover
Finance Department
Monthly Report – January, 2006

Water/Wastewater Fund Summary

	Original Budget	Revised Budget	YTD	Balance	58% of Budget
Revenue					
Water Fees	$ 4,120,930	$ 4,120,930	$ 2,579,892	$ 1,541,038	62.6%
Water Tank Leases	303,000	303,000	223,240	79,760	73.7%
Wastewater Fees	3,191,760	3,191,760	1,515,288	1,676,472	47.5%
Impact Fees	665,000	665,000	642,962	22,038	96.7%
Kent County Treatment Fees	3,690,948	3,690,948	2,257,341	1,433,607	61.2%
Miscellaneous	81,950	81,950	110,739	(28,789)	135.1%
Total	$ 12,053,588	$ 12,053,588	$ 7,329,462	$ 4,724,126	60.8%
Expenses					
Water	$ 927,211	$ 927,211	$ 430,694	$ 496,517	46.5%
Water Treatment Plant	649,662	649,662	393,969	255,693	60.6%
Wastewater	797,329	797,329	445,094	352,235	55.8%
Water Meter Reading	56,816	56,816	33,068	23,748	58.2%
Construction & Inspection	538,366	538,366	294,788	243,578	54.8%
Kent County Treatment Fees	3,834,000	3,834,000	2,173,140	1,660,860	56.7%
Retiree's Health Care	142,983	142,983	68,011	74,972	47.6%
Debt Service	1,604,166	1,604,166	925,526	678,640	57.7%
Intrafund Services	1,101,076	1,101,076	609,300	491,776	55.3%
Transfers Out					
General Fund	535,785	535,785	250,000	285,785	46.7%
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	$ 6,856,757	$ 5,063,804	57.5%
Excess Revenues/(Expenses)	$ 133,027	$ 133,027	$ 472,705	$ (339,678)	
Working Capital & Reserve Balances - Unaudited					
Working Capital - Ending Budget Balance - Water	$ 1,853,993	$ 1,684,571			
Working Capital - Ending Budget Balance - WW	$ 892,225	$ 669,775			
Working Capital - Ending Budget Balance - KSA	$ (1,554,468)	$ (1,086,395)			
Contingency-Water	$ 214,910	$ 300,640	$ 297,736		
Contingency-Wastewater	$ 223,682	$ 312,855	$ 310,095		
Capital Asset Replacement	$ 602,440	$ 602,491	$ 608,232		
Impact Fee Reserve	$ -	$ -	$ 2,107,789		
Bond Coverage Ratio (Covenant 1.20)	1.73	2.13	2.80 *		

* High ratio attributed to timing of expenses and transfers.

City of Dover
Finance Department
Monthly Report – January, 2006

Electric Revenue Fund Summary

	Original Budget	Revised Budget	YTD	Balance	58% of Budget
Revenue					
Sales to Customers	$ 57,157,712	$ 57,157,712	$ 35,929,811	$ 21,227,901	62.9%
Purchase Power Adjustment	6,561,106	6,561,106	4,169,327	2,391,779	63.5%
Utility Tax	1,245,946	1,245,946	691,253	554,693	55.5%
Weyandt Hall Rents	170,885	170,885	104,687	66,198	61.3%
Miscellaneous Revenues	601,000	601,000	514,399	86,601	85.6%
Total	$ 65,736,649	$ 65,736,649	$ 41,409,477	$ 24,327,172	63.0%
Expenses					
Purchased Power	$ 42,636,070	$ 42,636,070	$ 25,446,095	$ 17,189,975	59.7%
Electric Operating Divisions	6,026,808	6,026,808	3,057,640	2,969,168	50.7%
Utility Tax	1,245,946	1,245,946	714,604	531,342	57.4%
Interest on Deposits	25,000	25,000	16,606	8,394	66.4%
Retirees Health Care	527,487	527,487	269,708	257,779	51.1%
Accounts Receivable Write-Offs	125,000	125,000	125,000	-	100.0%
Debt Service & Arbitrage	2,640,257	2,640,257	1,540,154	1,100,103	58.3%
Intrafund Services	3,998,495	3,998,495	2,106,325	1,892,170	52.7%
Transfers Out					
Improvement & Extension	2,829,840	2,829,840	2,829,840	-	100.0%
General Fund	5,716,956	5,716,956	2,800,000	2,916,956	49.0%
Post-Retirement Benefit Fund	100,000	100,000	100,000	-	100.0%
Total	$ 65,871,859	$ 65,871,859	$ 39,005,972	$ 26,865,887	59.2%
Excess Revenues/(Expenses)	$ (135,210)	$ (135,210)	$ 2,403,505	$ (2,538,715)	
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	$ 1,138,777		
Insurance Reserve	$ 242,508	$ 250,518	$ 221,929		
Rate Stabilization Reserve	$ 2,565,850	$ 2,690,331	$ 2,646,175		
Depreciation Reserve	$ 15,909,467	$ 15,783,081	$ 15,498,385		
Future Capacity Reserve	$ 8,680,019	$ 8,639,197	$ 8,484,537		
Bond Coverage Ratio (Covenant 1.25)	2.02	2.02	4.44 *		

* High ratio attributed to timing of expenses and transfers.

City of Dover
Finance Department
Monthly Report – January, 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	$	135,000	*	$ 135,000	$ -	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	*	$ 14,285	$ 10,010	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		$ 104,488	$ 253,262	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
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		$ -	$ 50,000	PR0601
Develop Strategy/Implement Citywide GIS	$ 57,000	$	57,000		$ 19,142	$ 37,858	IT0602
Upgrade H T E to Naviline Version	$ 103,080	$	103,080		$ 59,523	$ 43,557	IT0603
Police Second Floor Expansion	$ 77,340	$	90,541		$ 76,953	$ 13,588	PD0603
Concrete Program 06	$ 40,000	$	40,000		$ 29,287	$ 10,713	ST0602
Handicapped Access Program 06	$ 39,200	$	39,200		$ 12,846	$ 26,354	FM0601
City Fiber Phone Program	$ 130,000	$	130,000		$ -	$ 130,000	CS0601
Pear Street Warehouse Renovation	$ 25,000	$	25,000		$ 1,632	$ 23,368	SP0001
IT Emergency Preparedness Plan	$ 100,000	$	100,000		$ -	$ 100,000	IT0504
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		$ 57,889	$ 2,111	WS0603
Division St Water Main	$ -	$	785,886	*	$ 582,485	$ 203,401	WD0304
Elev Storage Tank Program 06	$ 70,130	$	70,130		$ 40,575	$ 29,555	WS0604
Wellhead Redevelopment Program 06	$ 35,000	$	35,000		$ 723	$ 34,277	WS0606
SE Water Loop	$ 80,000	$	80,000		$ 44,160	$ 35,840	WD0701
Water Quality Evaluation	$ -	$	88,340	*	$ 39,553	$ 48,787	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		$ 127	$ 49,873	WS0602
Inflow/Infiltration Removal	$ 75,000	$	142,650	*	$ 12,342	$ 130,308	WS0501
Misc. Sewer System Improvements Program 06	$ 60,000	$	60,000		$ 4,676	$ 55,324	WS0605
Garrison Oak Pump Station	$ 724,000	$	-	*	$ -	$ -	WW0304
White Oak Farm P S Force Main	$ 160,000	$	160,000	*	$ 15,555	$ 144,445	WW0501
Puncheon Run Int. Sewer Extension	$ 75,000	$	121,205	*	$ 82,085	$ 39,120	WW0505
Mifflin Road Sewer Ext	$ -	$	16,000	*	$ 16,000	$ -	WW0506
Puncheon Run Pump Station Upgrade	$ -	$	1,083,125	*	$ 14,464	$ 1,068,661	WW0302
U.S. 13 Sanitary Sewer Interceptor Extension	$ -	$	621,286	*	$ -	$ 621,286	WW0101
Kings Highway Sewer Diversion	$ 60,000	$	60,000		$ -	$ 60,000	WW0602
Electric Revenue Fund							
New Developments Upgrade Program	$ 410,000	$	438,542		$ 316,315	$ 122,227	EE0606
Emerald Point	$ 50,000	$	38,374		$ 38,374	$ -	EE0515
Cannon Mill	$ 60,000	$	70,000		$ 46,593	$ 23,407	EE0608
Radio Read Meter Change Out Program	$ 545,000	$	545,000		$ 521,576	$ 23,424	ET0501
Pole Inventory System	$ 160,000	$	160,000		$ 126,272	$ 33,728	EE0503
Outage Reporting System	$ 76,500	$	76,500		$ -	$ 76,500	EE0504
4kv to 12 kv Upgrades	$ -	$	158,331		$ 83,682	$ 74,649	ED0501
Cartanza Substation & Lines	$ 187,000	$	187,000		$ -	$ 187,000	ES0103
College Road Capacitor	$ 155,000	$	120,000		$ 5	$ 119,995	EE0604
Mayfair to Mid-City 69kv	$ 723,200	$	723,200		$ 80,506	$ 642,694	ET0502
69kv Feeders 3 and 4	$ 190,000	$	190,000		$ 1,736	$ 188,264	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		$ 23,821	$ 26,179	EE0605
Distribution Upgrade Programs 06	$ 300,000	$	300,000		$ 56,319	$ 243,681	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		$ -	$ 35,000	EE0610

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

Dover Police Department

Monthly Report
To
Mayor & City Council

"To Protect and Serve"

January 2006

DEPARTMENT OF POLICE

Jeffrey Horvath
Chief of Police
F.B.I.N.A.

400 South Queen Street
Dover, Delaware 19904
302/736-7111
Fax 302/672-1842

February 15, 2006

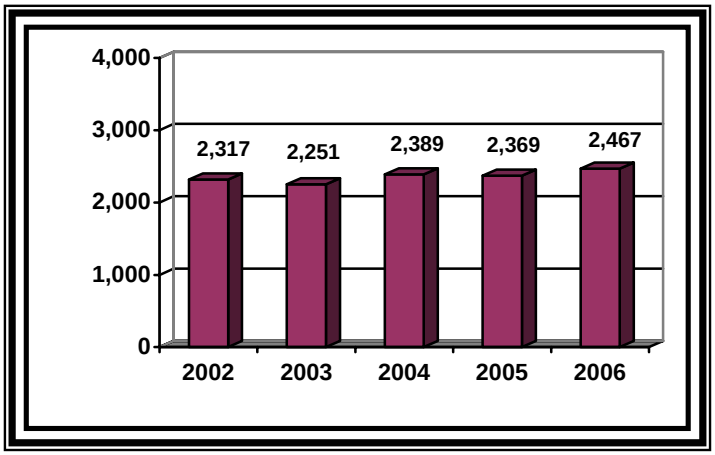
The Honorable Stephen R. Speed, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

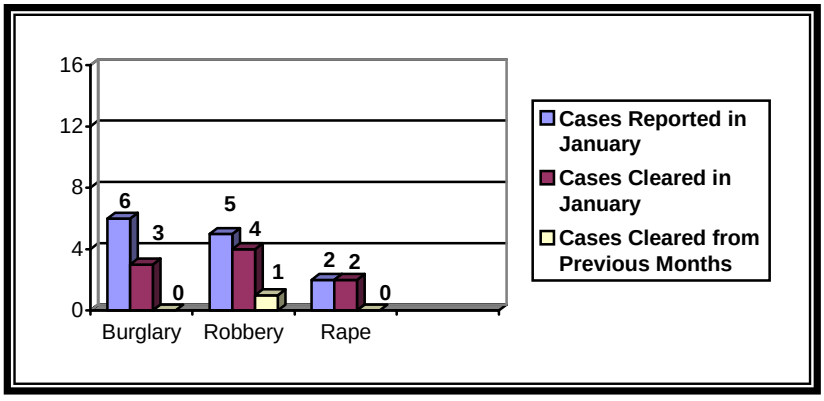
Mayor Speed and Council Members:

The following is the report on Police Department activities for the month of January 2006:

COMPLAINTS

Total complaints received through January 31st, numbered 2,467. This is an increase of 98 complaints over the same time period for last year.



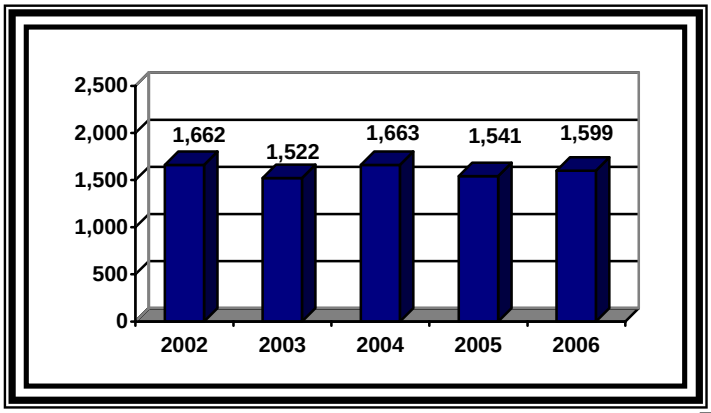


CRIMINAL INVESTIGATIONS

QUALITY OF LIFE TASK FORCE

The Quality of Life Task Force began on January 17, 2006. The Task Force was deployed in the following areas throughout the City: Downtown Dover, Manchester Square, Liberty Court, Dover Mall, Wesley College, Towne Point, Capitol Green, Mayfair Apartments and White Oak Condominiums.

ENFORCEMENT ACTION	ARRESTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS	4
ASSIST OTHER	2
BIKE ON SIDEWALK	1
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	24
DRUG RELATED ARRESTS	12
LOUD MUSIC	3
MISCELLANEOUS VIOLATIONS	0
PARKING VIOLATIONS	27
PEDDLER	0
PROSTITUTION	0
WANTED CHECKS /CPC's	15
WARNINGS/TRAFFIC ARREST	34
FUGITIVE	4
TOTAL ARRESTS	126

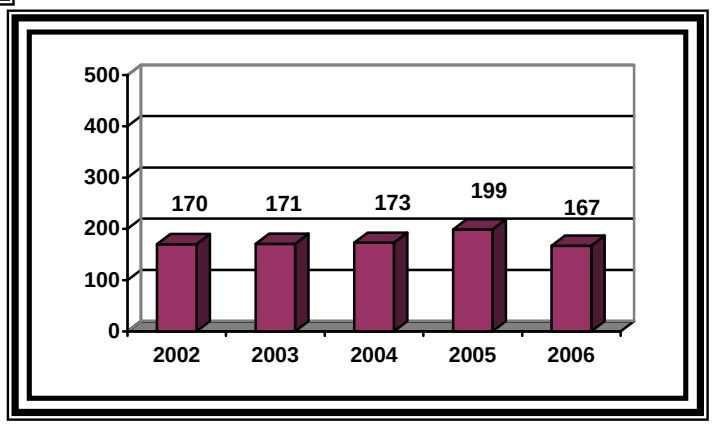


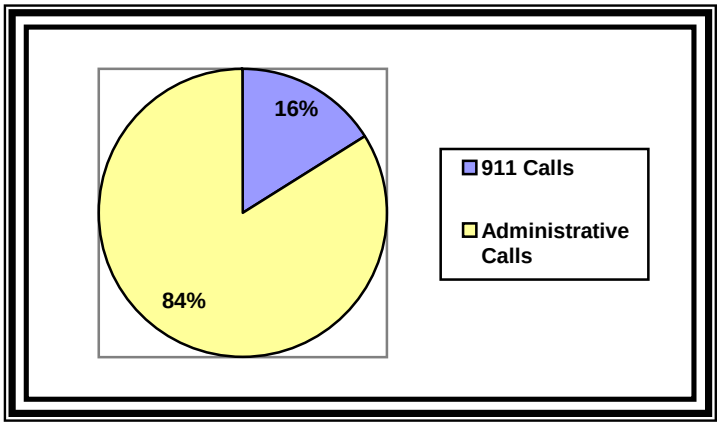
TRAFFIC ARRESTS

The department issued 1,599 traffic citations through this reporting period. This is an increase of 58 citations over the number issued during the same period last year.

TRAFFIC ACCIDENTS

Through January 31st, Dover Police investigated 167 traffic accidents. This is a decrease of 32 accidents investigated during the same period last year.



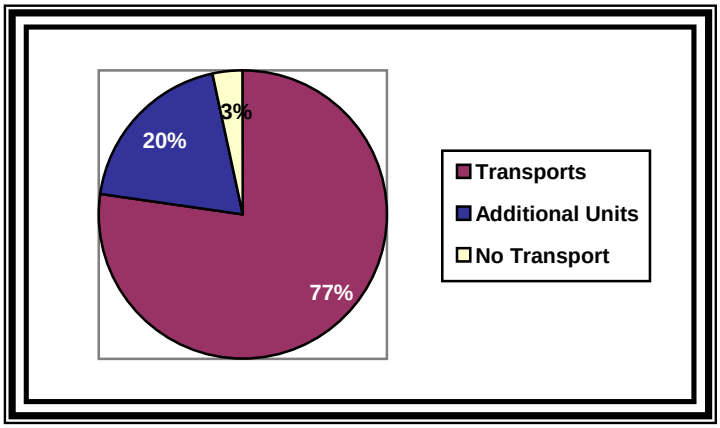


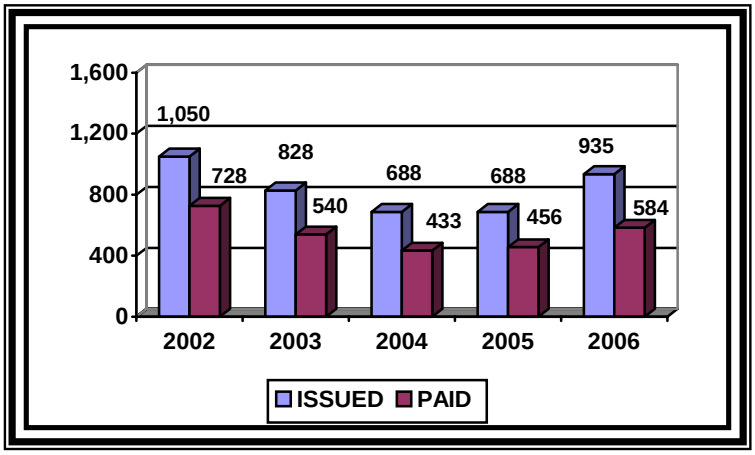
911 CENTER

During the month of January, our 911 Center handled a total of 11,418 calls averaging 369 calls per day. Dispatchers handled 1,847 calls on the 911 lines, an average of 60 calls per day.

EMERGENCY PREPAREDNESS & BASIC LIFE SUPPORT DIVISION:

Prime Care Medical Transport, Inc. responded to 367 emergency calls in January, resulting in 283 patient transports. The average response time from dispatch by 911 to arrival on scene was 8 minutes and 08 seconds. Additional units responded to 72 of the 367 calls.





CITY ORDINANCE SUMMONS

Through January 31st, we issued 935 city ordinance summons an increase of 247 summons over January of last year. *Note: of those summonses issued in January , 43 were issued for handicapped parking violations, 34 for fire lane parking violations, 9 for false alarms (6 for 3-5 alarms, 3 for 6-9 alarms, 0 for 10-15 alarms, and 0 for 16 or more alarms) and 9 for noise violations (4 for vehicle violations and 5 for residence violations).

Listed below are the major crimes and activities that occurred during the month of January:

- On January 3, 2006, Dover Officers arrested a subject for three counts of Kidnapping 1st degree, Attempted Robbery 1st, and Burglary 1st, after he entered an apartment on Lakeview Drive with a handgun and demanded money from the residents. The subject was arrested by responding officers.

- During the month of January 2006, two officers retired after 20 years of service to the City. Cpl. Kevin Szramiak retired on January 16th and Cpl James Whitmore retired on January 18th.

- On January 20, 2006, 240 students at William Henry Middle School graduated from the fall D.A.R.E. class.

- On January 26, 2006, members of the Drugs, Vice, and Organized Crime Section executed a drug search warrant on Nimitz Road. As a result of the search warrant, one person was arrested and 525 grams of marijuana and over $8,000 United States Currency was seized from the residence.

- On January 27, 2006 four recruits graduated from the Delaware State Police Academy. The new officers are Ptlm. Thomas Webster, Ptlm. Thomas Hannon, Ptlm. Peter Martinek and Ptlm. Jason Pfeiffer.

- On January 28, 2006, investigators arrested two subjects for the Jan. 22, 2006 and the Jan 27, 2006 robberies at the Dunkin Donut Shop on South DuPont Highway. Both subjects were arrested without incident.

- On January 30, 2006, members of the Drug Unit executed a drug search warrant at a residence in Towne Point Apartments. As a result of the search warrant, three people were arrested and 30 grams of marijuana was seized.

Respectfully Submitted,

Jeffrey Horvath
Chief of Police

Monthly Report
January 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
					-					
Tax Adjustments								$ 60,128		
Year to Date (excludes BID tax)				$ 744,439,600				**8,219,883**	**$ 7,901,814**	

Other Tax Related Cash Receipts

	Current Month	YTD
Penalties (recorded when received; not billed)	$ 7,248	$ 38,138
Pay In Lieu Of		
Dover Housing	$ 3,000	$ 25,686
State of Delaware	$ -	$ 333,473
		$ 359,159
Farmland Rollback		
Lafferty Lane	$ -	$ 5,043
Eden Hill	$ -	61,679
		$ 66,722
Total Property Tax Receipts		**$ 8,683,902**
Transfer Taxes	**$ 206,912**	**$ 2,049,501**

CITY OF DOVER

PROPERTY TRANSFERS -EXISTING FOR THE MONTH OF JANUARY 2006 **RESIDENTIAL**

	BUYER/SELLER	PROPERTY LOCATION	APPRAISAL	SALE PRICE	SALES RATIO	TRANSFER TAX	TYPE # SALES
S	DOROTHY J. BRIGGS	927 BUCK DR.	$117,700.00	$158,000.00	74%	$1,185.00	RESIDENTIAL
B	REINALDO & MARISOL MELENDEZ	FIRST TIME BUYER					1
S	BENJAMIN H. WEBB	528 SCHOONER WAY	$117,200.00	$144,000.00	81%	$1,080.00	RESIDENTIAL
B	CARL CROCKER & LINDA GRAVES	FIRST TIME BUYER					1
S	MARK POTTS	326 NORTHDOWN DR.	$135,400.00	$165,000.00	82%	$1,237.50	RESIDENTIAL
B	FRANCIS & CHIOMA EGEONU	FIRST TIME BUYER					1
S	VICTOR N. & LINDA E. SCHIMP	3 DECLARATION DR.	$207,300.00	$230,000.00	90%	$3,450.00	RESIDENTIAL
B	BENJAMIN R. JR. & TRACY J. GOODBRED						1
S	TODD O. KELLEHER	102 FALMOUTH WAY	$192,800.00	$245,000.00	79%	$3,675.00	RESIDENTIAL
B	SAMUEL E. & DOROTHY ADAMS						1
S	WILLIAM J. & KATHLEEN K. GILLESPIE	1414 WOODMILL DR.	$141,700.00	$157,000.00	90%	$1,177.50	RESIDENTIAL
B	MADELYN DESHIELD & GLORIA JOHNSON	FIRST TIME BUYER					1
S	JAMES A. DOLAN	102 N. CAROLINE PL. SUITE 303	$70,800.00	$78,000.00	91%	$1,170.00	RESIDENTIAL
B	LISA A. MATHENA & DONNA M. GIROD						1
S	SHAWN M. & MELISSA L. WILSON	130 CREEK BEND RD.	$261,700.00	$275,000.00	95%	$4,125.00	RESIDENTIAL
B	DENNIS J. ORRICO						1
S	JAMES B. HURD	17 PATRIOT DR.	$192,900.00	$215,000.00	90%	$3,225.00	RESIDENTIAL
B	ROLF G. & VALERIE A. SCHMID						1
S	SCOTT R. & MELISSA A. RUTLEDGE	716 FAIRVIEW AVE.	$143,400.00	$184,900.00	78%	$1,386.75	RESIDENTIAL
B	ROY C. & JACQUI C. TOLES	FIRST TIME BUYER					1

S K'KEENYA M. SMITH	412 CHARRING CROSS DR.	$124,500.00	$155,000.00	80%	$2,325.00	RESIDENTIAL	
B RONALD W. HOHREIN JR.						1	
S WILLIAM H. SITZER III	35 STARBOARD CT.	$121,900.00	$145,000.00	84%	$2,175.00	RESIDENTIAL	
B WENDY DOMINICK						1	
S SHANNON LEE CHARLES	1152 CHARLES DR.	$159,900.00	$185,000.00	86%	$2,775.00	RESIDENTIAL	
B JOHN P. & CAROL A. SPILLANE						1	
S JOHN D. & OFELIA E. MYREN	750 HOLLY DR.	$122,500.00	$169,900.00	72%	$1,274.25	RESIDENTIAL	
B KOKETTE C. & KEISHA R. NKOP	FIRST TIME BUYER					1	
S MARGARET M. RICHARDS	961 WOODFORD DR.	$169,100.00	$239,900.00	70%	$3,598.50	RESIDENTIAL	
B DAVID J. & ERIN C. LECLAIRE						1	
S JOHN F. DASCHER & HELLE I. OLESEN	221 FALMOUTH WAY	$184,700.00	$259,000.00	71%	$1,942.50	RESIDENTIAL	
B JENNIFER F. & BENNY DIVITA II	FIRST TIME BUYER					1	
S ANTHONY A. BROWN	323 COLD SPRING PL.	$99,800.00	$97,850.00	102%	$1,467.75	RESIDENTIAL	
B LAVERNE A. ISAAC						1	
S PHYLLIS F. LUNN	713 PEAR ST.	$135,000.00	$180,000.00	75%	$2,700.00	RESIDENTIAL	
B SALVADORE III & OMAIRA GARCIA						1	
S CHRISTOPHER P. & SARAH L. KNIER	928 WOODCREST DR.	$154,000.00	$201,000.00	77%	$1,507.50	RESIDENTIAL	
B RICARDO E. & MELISSA J. PALOMO	FIRST TIME BUYER					1	
S ELBA LUCIANO	27 KAREN PL.	$72,300.00	$98,000.00	74%	$1,470.00	RESIDENTIAL	
B EFRAIN A. ROBLES & ARELIS M. TORRES						1	
S THOMAS W. & ELLEN DICUIRCI	11 TEAL CT.	$184,400.00	$239,500.00	77%	$3,592.50	RESIDENTIAL	
B DAVID U. & LISA L. WISE						1	
S MICHELLE A. HUTSON	97 STONEY DR.	$129,300.00	$155,000.00	83%	$1,162.50	RESIDENTIAL	
B KENT L. ROBINSON JR. & LAUREN JOHNSON	FIRST TIME BUYER					1	

S MICHAEL A. SIPPLE	1 N. HALSEY RD.	$132,600.00	$162,000.00	82%	$1,215.00	RESIDENTIAL	
B ABBIE D. WATSON & MEGAN MARVEL	FIRST TIME BUYER					1	
S DENNIS BEAUDET & MATTHEW BEARWOOD	424 WORCHESTER DR.	$148,200.00	$177,500.00	83%	$2,662.50	RESIDENTIAL	
B STEVEN M. & TERRI H. LLOYD						1	
S ROBERT G. & YVONNE C. NELSON	308 N. BRADFORD ST.	$108,400.00	$135,000.00	80%	$2,025.00	RESIDENTIAL	
B WILLIAM H. PRETTYMAN JR.						1	
S ANN C. CASE	10 FREEDOM DR.	$178,500.00	$208,000.00	86%	$3,120.00	RESIDENTIAL	
B SUSAN E. FRANCIS						1	
S MATTHEW B. HAWES	41 ACACIA PL.	$136,400.00	$159,900.00	85%	$1,199.25	RESIDENTIAL	
B GAVIN B. ITEEN	FIRST TIME BUYER					1	
S HIDDEN CREEK LLC	211 CANAL ST.	$256,500.00	$273,858.00	94%	$4,107.87	RESIDENTIAL	
B ERIK B. & HOLLY L. FORAKER						1	
S HIDDEN CREEK LLC	330 CRICKLE CREEK LN.	$255,000.00	$247,950.00	103%	$3,719.25	RESIDENTIAL	
B RICHARD & LINDA SILVAY						1	
S HIDDEN CREEK LLC	207 CANAL ST.	$257,900.00	$268,185.00	96%	$4,022.78	RESIDENTIAL	
B JOHN C. JR. & JESSICA D. SPURLOCK						1	
S ROBINO-SEA CHASE LLC	202 WESTOVER DR.	$166,300.00	$170,525.00	98%	$2,557.88	RESIDENTIAL	
B JUANITA W. SYKES						1	
S HIDDEN CREEK LLC	226 CANAL ST.	$255,100.00	$242,400.00	105%	$3,636.00	RESIDENTIAL	
B PING JIANG						1	
S TODD Y. CASE	217 CHARRING CROSS DR.	$147,500.00	$181,000.00	81%	$2,715.00	RESIDENTIAL	
B GAYLE E. KING						1	
S HIDDEN CREEK LLC	210 CANAL ST.	$234,200.00	$245,150.00	96%	$1,838.63	RESIDENTIAL	
B JAMES T. & ANDREA COOPER	FIRST TIME BUYER					1	

S HIDDEN CREEK LLC	214 CANAL ST.	$255,400.00	$254,750.00	100%	$1,910.63	RESIDENTIAL	
B ROBERT M. JR & SHARON L. JONES	FIRST TIME BUYER					1	
S HIDDEN CREEK LLC	338 CRICKLE CREEK LN.	$255,100.00	$264,400.00	96%	$3,966.00	RESIDENTIAL	
B JOSEPH K. JR. & ANITA J. ANDERSON						1	
S EMERALD POINTE LLC	7 MINERAL CT.	$281,300.00	$289,130.00	97%	$2,168.47	RESIDENTIAL	
B SHEIKH R. & RABIA R. MAJEED	FIRST TIME BUYER					1	
S HIDDEN CREEK LLC	342 CRICKLE CREEK LN.	$248,000.00	$242,400.00	102%	$3,636.00	RESIDENTIAL	
B ALBERT & ANGELA MELHUS						1	
S HIDDEN CREEK LLC	203 CANAL ST.	$263,900.00	$241,875.00	109%	$1,814.06	RESIDENTIAL	
B JEROME & RHONDA TROTT	FIRST TIME BUYER					1	
S HIDDEN CREEK LLC	206 CANAL ST.	$245,600.00	$241,900.00	102%	$1,814.25	RESIDENTIAL	
B ARDYS & TAWANA D. REYNOLDS	FIRST TIME BUYER					1	
S ROBINO-SEA CHASE LLC	212 WESTOVER DR.	$168,500.00	$166,950.00	101%	$2,504.25	RESIDENTIAL	
B RAMON R. RODRIGUEZA						1	
S CHARTWELL OVERLOOK LLC	102 OVERLOOK PL.	$458,700.00	$589,900.00	78%	$8,848.50	RESIDENTIAL	
B ANGELA Y. PARK						1	
S ROSEMARK DEVELOPMENT LLC	112 MATTERHORN DR.	$206,800.00	$231,163.00	89%	$3,467.45	RESIDENTIAL	
B JERRY W. & UNSUN WHITMORE						1	
S ROBINO-SEA CHASE LLC	409 WORCHESTER DR.	$167,900.00	$182,890.00	92%	$1,371.67	RESIDENTIAL	
B ROBERT M. JR & JAMIE L. DURNALL	FIRST TIME BUYER					1	
S BARONESS INVESTMENTS LLC	144 PINE ST.	$155,700.00	$215,000.00	72%	$3,225.00	RESIDENTIAL	
B JACQUELINE D. ALLEN						1	
S EMERALD POINTE LLC	4 GEMSTONE BLVD.	$269,000.00	$302,935.00	89%	$4,544.03	RESIDENTIAL	
B MICHAEL JAMES STERMER						1	

S MICHAEL J. & DAWN M. HARRIS	38 FAIR WIND PL.	$117,100.00	$144,000.00	81%	$2,160.00	RESIDENTIAL	
B WADE & KATHERINE SAULTERS						1	
S MARK W. & CAROLINE M. LOGAN	14 WATERFALL DR.	$128,800.00	$155,000.00	83%	$2,325.00	RESIDENTIAL	
B JOHN E. JR & JUDITH ANN HALLER						1	
S BRIAN O'NEIL & RACHEL TAYLOR	11 PENNSYLVANIA AVE.	$186,500.00	$255,000.00	73%	$3,825.00	RESIDENTIAL	
B JASON E. & TRICIA K. ARNDT						1	
S SANDRA W. PRICE REVOC TRUST	201 FALMOUTH WAY	$193,900.00	$250,000.00	78%	$1,875.00	RESIDENTIAL	
B JENNIFER L. BLACK	FIRST TIME BUYER					1	
S DAVID E. & STEPHANIE A. HERBISON	217 NORTHDOWN DR.	$132,000.00	$170,000.00	78%	$1,275.00	RESIDENTIAL	
B MARY ANN MAYER	FIRST TIME BUYER					1	
S ERNEST J. & CAROL B. ALT	1405 S. FARM VIEW DR.	$129,900.00	$163,900.00	79%	$1,229.25	RESIDENTIAL	
B PETER E. MARTINEK	FIRST TIME BUYER					1	
S ANTHONY C. MISCISKIA	46 STARBOARD CT.	$116,500.00	$149,000.00	78%	$1,117.50	RESIDENTIAL	
B BRIAN A. & JENNIFER L. WARREN	FIRST TIME BUYER					1	
S ROBERT B. & MARY E. WOLFE	152 OLD FORGE DR.	$86,000.00	$116,000.00	74%	$1,740.00	RESIDENTIAL	
B MARY C. FENIMORE						1	
S JOSE R. TUMA-AID & VIRGINIA F. DE TUMA	62 CARNOUSTIE RD.	$218,300.00	$283,500.00	77%	$4,252.50	RESIDENTIAL	
B FRANCIS D. III & ERLENE D. GEORGE						1	
S JENNIFER L. SHIELDS	186 HAMAN DR.	$113,100.00	$150,000.00	75%	$2,250.00	RESIDENTIAL	
B ROGER E. & B.J. ELIZABETH PRADELLI						1	
S FRANCES S. SCOTTON & LINDA MARIE BURKE	130 ROOSEVELT AVE.	$120,800.00	$137,025.00	88%	$1,027.69	RESIDENTIAL	
B FRIENDOLL Y. JR. & NICOLE Y. TUCKER	FIRST TIME BUYER					1	
S DANA T. GAINES	462 ALDER RD.	$198,000.00	$193,000.00	103%	$2,895.00	RESIDENTIAL	
B WILLIAM J. & KATHLEEN M. GILLESPIE						1	

S	JOHN C. HAMMOND	851 E. LOOCKERMAN ST.	$136,100.00	$143,500.00	95%	$2,152.50	RESIDENTIAL	
B	GUISSEPE & ANTHONY CURTO						1	
	TOTAL JANUARY		$10,367,800.00	$11,981,736.00	87%		59	

CITY OF DOVER

PROPERTY TRANSFERS -EXISTING FOR THE MONTH OF JANUARY 2006 **COMMERCIAL**

BUYER/SELLER	PROPERTY LOCATION	APPRAISAL	SALE PRICE	SALES RATIO	TRANSFER TAX	TYPE # SALES

NO COMMERCIAL SALES

CITY OF DOVER

PROPERTY TRANSFERS -EXISTING FOR THE MONTH OF JANUARY 2006

LAND

BUYER/SELLER	PROPERTY LOCATION	APPRAISAL	SALE PRICE	SALES RATIO	TRANSFER TAX	TYPE # SALES

NO LAND SALES

SUMMARY SHEET

	TYPE	MONTH # SALES	TOTAL # SALES	MONTH APPRAISED VALUE	TOTAL APPRAISED VALUE	MONTH SALE PRICE	TOTAL SALE PRICE	MONTH RATIO	TOTAL RATIO	PERMITS	MAILING LISTS
Jul-05	**RES**	54		$8,058,200.00		$9,087,815.00		89%			
Thru	**COMM**	0		$0.00		$0.00		0%			
Aug-05	**LAND**	1		$189,900.00		$200,000.00		95%			
Jul-05	**TOTAL**		**55**		**$8,248,100.00**		**$9,287,815.00**		**89%**	**268**	**17**
Sep-05	**RES**	86		$13,031,800.00		$14,518,667.00		90%			
	COMM	1		$3,391,200.00		$3,350,000.00		101%			
	LAND	0		$0.00		$0.00		0%		**176**	**12**
	TOTAL		**87**		**$16,423,000.00**		**$17,868,667.00**		**92%**		
Oct-05	**RES**	61		$8,420,500.00		$9,926,068.00		85%			
	COMM	0		$0.00		$0.00		0%			
	LAND	0		$0.00		$0.00		0%		**167**	**6**
	TOTAL		**61**		**$8,420,500.00**		**$9,926,068.00**		**85%**		
Nov-05	**RES**	25		$3,575,600.00		$4,027,100.00		89%			
	COMM	0		$0.00		$0.00		0%			
	LAND	0		$0.00		$0.00		0%		**182**	**5**
	TOTAL		**25**		**$3,575,600.00**		**$4,027,100.00**		**89%**		
Dec-05	**RES**	31		$4,340,800.00		$4,895,389.00		89%			
	COMM	1		$173,700.00		$193,000.00		90%			
	LAND	1		$49,900.00		$60,000.00		83%		**148**	**1**
	TOTAL		**33**		**$4,564,400.00**		**$5,148,389.00**		**89%**		
Jan-06	**RES**	59		$10,367,800.00		$11,981,736.00		87%			
	COMM	0		$0.00		$0.00		0%			
	LAND	0		$0.00		$0.00		0%		**162**	**6**
	TOTAL		**59**		**$10,367,800.00**		**$11,981,736.00**		**87%**		
	F-Y-D		**320**		**$51,599,400.00**		**$58,239,775.00**		**89%**	**1103**	**47**

CITY MANAGER'S REPORT

January 2006



"ROAD TO RESULTS"

MONTHLY HIGHLIGHTS

Customer Services

- Reviewed seven RFPs for VoIP phone system; selected four finalists; finalists made presentations to VoIP team.
- Met with committee to work on Internal customer survey.
- To date, we have 281 recycling customers.

Budget, Program Development:

- Reviewed FY 2007 CIP vehicles with City Manager and Central Services Director.
- Met with Councilwoman Russell to discuss/review budget.
- Began mid-year review with Finance Director.

Electric

- RFPs for the Energy Supply and Power Plant Operations were sent and posted on the City's Web site.
- Pre-bid meeting for the Energy Supply and Power Plant Operations was conducted.

Human Resources

- Director and Coordinator attended a meeting regarding employment discrimination claims.
- Nutritionist from Bayhealth presented a Healthy Luncheon seminar to employees.
- Continued exploring training and offerings with regard to health and safety.

Information Technology

- 338 potential virus attacks were detected and averted.
- Continued work with Microsoft to improve licensing pricing and cost projections.
- New Sr. Programmer Analyst, Shirley Davis, began employment on January 9. She has already completed several open iSeries requests and is beginning research on e-government implementation.

Parks, Recreation & Library

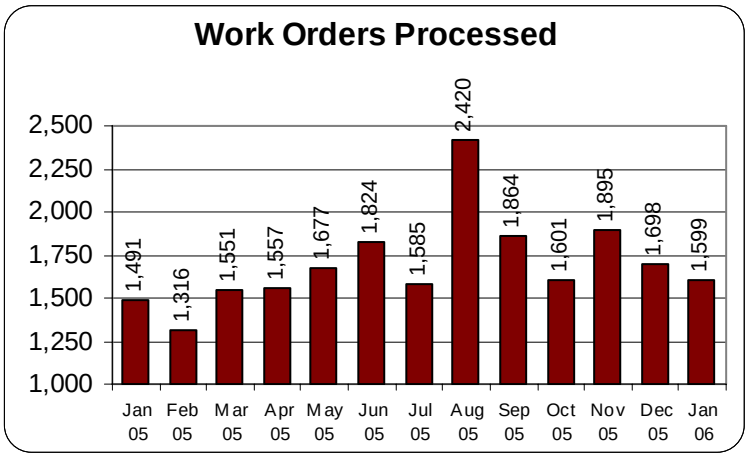
- Hamlet Park Playground improvement completed and the Dover Park ADA approved sidewalk was completed from White Oak Road to the playground, pavilion, and the building.
- 200+ people attended the Martin Luther King, Jr. Anti-Violence Symposium.
- 100+ gathered for the PlayStation II Kick-off event for youth in the Weed & Seed target area.

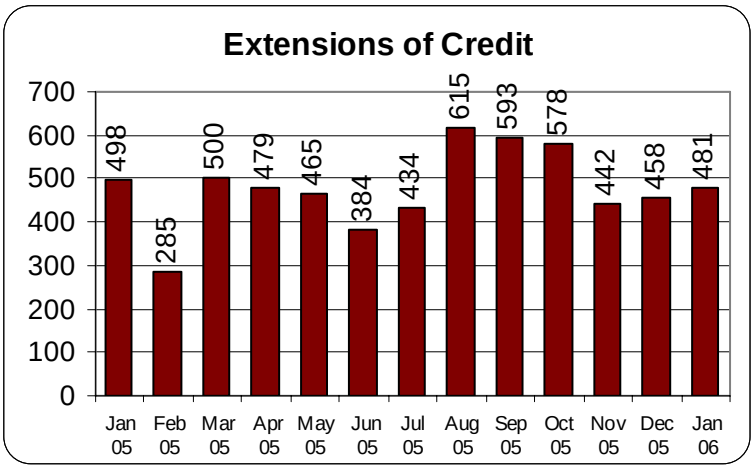
Public Works

- Received 20 brown water complaints.

CUSTOMER SERVICES







Write-Off / Electric Bills

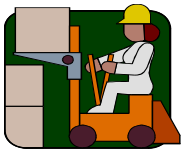
The electric write-off is for outstanding electric bills with dates ranging mainly from October 2003 - December 2003. The proposed write-off of $10,391.62 includes $1,377.11 from accounts that filed for bankruptcy. The $10,391,62 is the second write-off for FY06 and is .08 percent of the revenue ($13,800,821) for the write-off period. In other words, the City collected 99.92 percent of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $.08 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

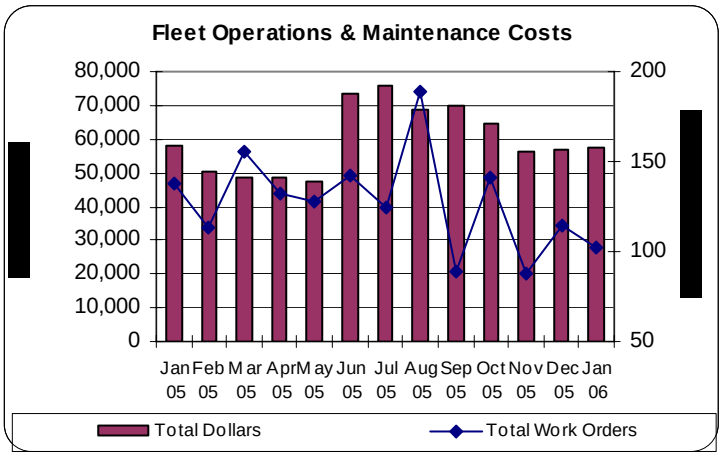
	Jan 2006	Jan 2005	Difference	FY 2006 Year-to-Date	FY 2005 Year-to-Date
Final Bills	527	500	27	4,304	4,100
Estimated Bills	176	223	(47)	1,408	1,351
Penalties Posted	5,708	7,640	(1,933)	85,887	70,565
Extensions of Credit - Amount Extended	$82,614.60	$83,061.62	($447.02)	$665,401.58	$557,086.18
Balance Transfers	$4,464.93	$1,632.85	$2,832.08	$40,742.60	$24,283.24
Utility Collections	$25,601.65	$27,291.16	($1,689.51)	$229,632.72	$287,403.11
Special Assessments	$109.89	$290.00	($180.11)	$1,752.80	$2,559.79
Miscellaneous Billings	$13,996.89	$13,086.31	$910.58	$390,203.55	$355,996.53
Returns - Checks	$11,745.75	$7,140.81	$4,604.94	$101,414.69	$100,868.65
Return Check Charges	$1,375.00	$600.00	$775.00	$7,310.84	$9,107.37
Cuts for Non-Payment	560	453	107	4,490	3,452
Cuts for Non-Payment - Amount	$139,887.82	$72,854.27	$67,033.55	$957,908.50	$615,520.02
Reconnects - Service Charges	$10,450.00	$10,000.00	$450.00	$110,145.00	$83,750.00
Court Cases	$0.00	$0.00	$0.00	$0.00	$0.00
Tamperings	1	0	1	12	5
Recycling Customers	62	--	62	281	--

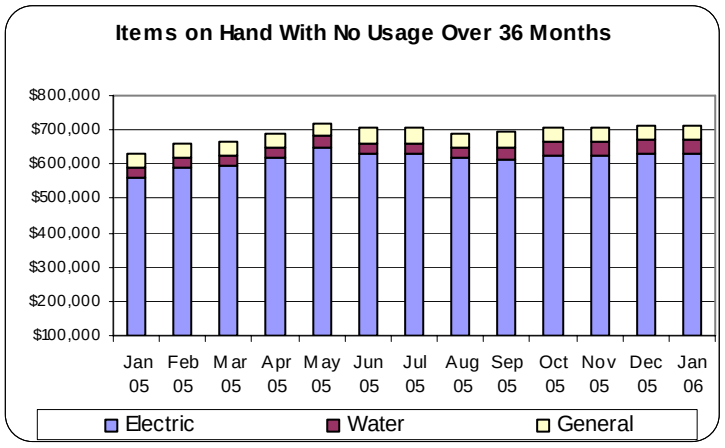
SOP / CIP Updates

- *Allow new customers to sign up for utility service on the City's Web site.* Project has been reassigned to the new Web Programmer in I/T.
- *Re-sequence and re-route meter routes.* To date, approximately 10,913 electric and 9,877 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.* Development of survey has been completed. Plans are to distribute it in February.
- *Work with the City Manager's Office to restructure Administrative Services to Customer Services.* Restructuring complete.



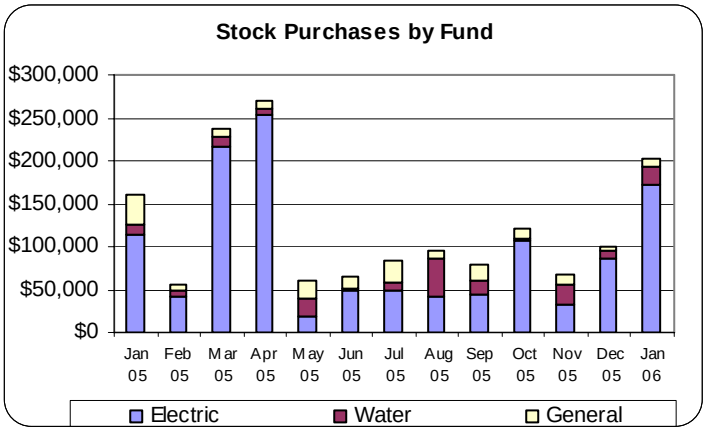
CENTRAL SERVICES

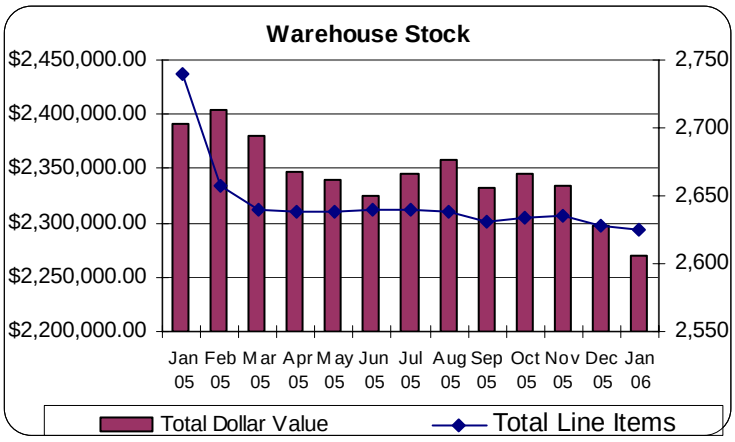




Work Orders	102
Fleet Maintenance	$22,727.95 (Excludes Melvin's Sunoco)
Fuel	$34,533.39

Electric	$632,697.54
Water	$ 41,833.86
General	$ 39,188.62





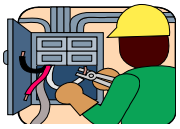
Electric $173,181.23 Water $20,402.55 General $9,422.22

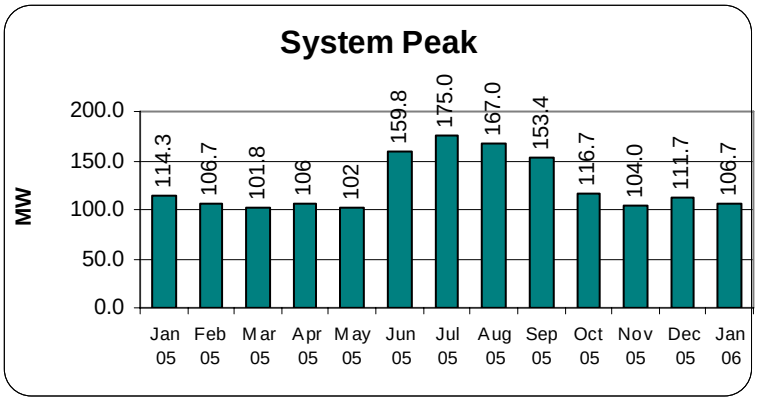
Total Dollar Value $2,269,145.22 Total Line Items 2,625

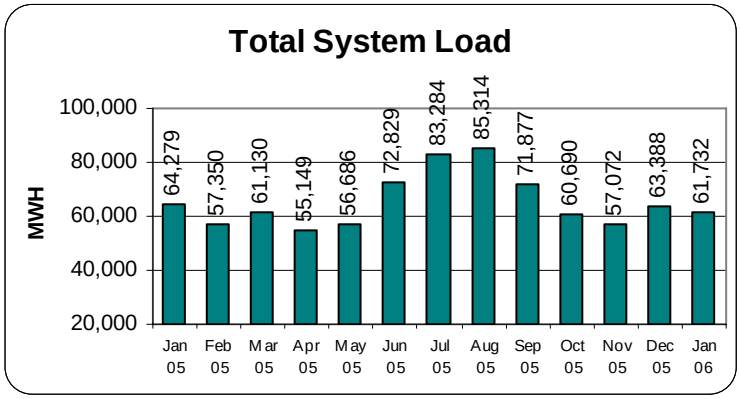
SOP / CIP Updates (percentages below represent percent completed)

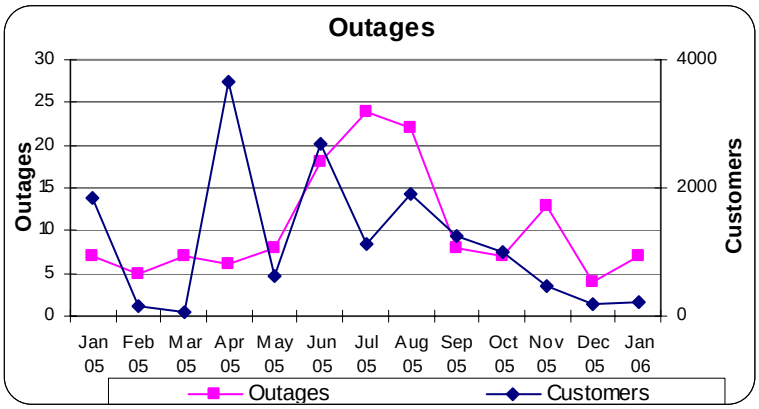
- *Purchase a two-post truck lift for Fleet Maintenance.* The lift was ordered on July 7, 2005 and received on August 4, 2005 from Kunkel Service Company. (100%)
- *Implement Fiscal Year 2006 ADA Compliance Program.* (60%)
- *Assist the Senior City Administrator in conducting a survey to determine internal customer satisfaction.* (75%)
- *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. (100%) 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. Need to install two rows of lights in open area. Construction continues as weather permits. (97%)
- *Citywide Fiber Optic Network with support from I/T.* (0%)
- *Fuel Management System.* Draft sent by Pete Gregg to I/T and Finance departments in August 2005 for review. (5%)

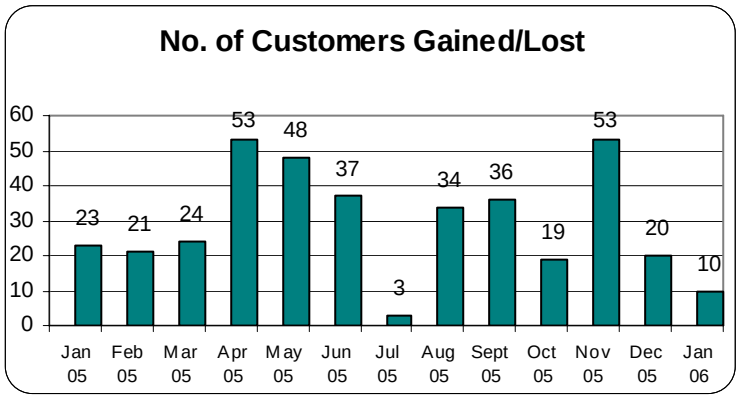
ELECTRIC











Outages 7 Customers 224

ELECTRIC OUTAGE REPORT

OUTAGE #	DATE	TIME OUT	TIME IN	CIRCUIT	LOCATION	DEVICE	# OF CUST.	CAUSE	ACTION	URD OVH
06-0001	01-02	21:27	23:51	12403	Kent Acres	Primary Wire	36	I	Repaired Primary	OVH
06-0002	01-14	20:10	21:19	12502	Marshtown Rd.	Jumper	5	I	Repaired Jumper	OVH
06-0003	01-15	03:41	06:01	12401	Fairfield Farm	Primary	94	H	Removed Tree Limb	OVH
06-0004	01-15	04:54	07:17	1260	971 Buck Dr.	Service	1	H	Repaired Service	OVH
06-0005	01-20	05:37	07:32	12301	Evergreen Dr.	Fuse	79	C	Removed Limb & Refused	OVH
06-0006	01-28	13:55	14:40	12401	9 Royal Ln.	Service	1	P	Replaced Service	URD
06-0007	01-29	07:28	08:48	12401	Smallwood Dr.	Fuse	8	Q	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
Fairfield Farm Addition Rodney Village Lighting Secure Storage - Phase II	Grandview Mobile Home Park – 80% Cannon Mill – 50% 69KV Line to VanSant – 50% Robbins Hose Company #1 – 70% Dover Post Office – 95% Independence Square – 50% Creekstone Center – 90% Lexington Farms – 10% Luther Village – 50% Cardiology 2 – 99% Stone Ridge - Phase II – 0% 69KV to Mayfair Substation – 0% ADA Improvements – 10% Wolf Creek Office Park – 95% Rt. 9 Reconductoring – 80% Buffalo Wild Wings – 50% DE Federal Credit Union – 50%	Mayfair Bus Work – 80% 4KV to 12KV Conversion – 90% Mayfair Lighting - 100% Crossgates Lighting – 100% Kent Acres Rehab. – 100% Governors Avenue Rehab. – State Contract – 100% Riverwalk Hotel – 100% Chick-Fil-A – 0% Fiber Map – 0% 69KV Line Relocated to Garrison Tract (Changed to White Oak Road) - 100% SR1/SR9 Rebuild – 100% New Burton Road Office Building – 80% First Tenth – 100% Clearview – 100% Dover Air Force Base – 99% Feeders 3 & 4 – 50% Dover Police Tower – 0% Emerald Pointe - Phase II – 100% Governors Lighting Wesley – 100% Cahne Medical Building – 0% Seskinore Townhouses – 50% North Street Improvements – 50% Cannon Mill - Phase II – 100% Cannon Mill - Phase III – 100% White Oak - Phase III – 100%

Underground Work	% Completed	Overhead Work	% Completed
Extend primary electric - Wild Meadows	99%	Pole replacements for poles tagged through the Pole Testing Program	100%
Upgrade electric system - Grand View Mobile Home Park	100%	Overhead maintenance	Ongoing
Post Office upgrade – 4KV to 12KV	80%	Maintenance of City lighting	Ongoing
Wild Meadows	Ongoing	Infrared electric system & repairs	92%
Emerald Point	Ongoing	Pole rreplacements (11 poles)	90%
Stone Ridge	Ongoing	Reconductor primary electric from Horsepond Substation to Kitts Hummock	15%
Wolf Creek	Ongoing		
New three phase electric for John Hunn Brown Road – Clearview Meadows	5%	Rodney Village Lighting	100%
Secure Storage – Phase II	100%		
Creekstone	50%		

FY 05 Meter Stats

	Jan 05	Feb 05	Mar 05	Apr 05	May 05	Jun 05	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06
Meter Installations													
w/electronic registers	290	179	229	340	247	260	309	361	273	253	357	272	367
RX/A1R CT (Current Transformer)	0	0	0	0	2	1	-	-	-	-	-	-	-
Radio read	287	176	229	340	247	255	309	361	273	253	357	272	367
Meters Tested							661	614	670	342	278	194	243
Single phase	580	426	361	625	382	312	-	-	-	-	-	-	-
Three phase	46	0	5	41	4	32	-	-	-	-	-	-	-
Customer requests	0	0	0	0	0	0	-	-	-	-	-	-	-
Meters Junked	308	184	168	226	177	183	277	383	283	222	271	273	295
Meters Removed	3	22	15	22	24	24	20	21	15	20	8	11	28
Meter Changes	261	136	185	261	175	198	251	301	220	213	293	234	327
New Services	17	30	33	53	51	46	40	35	37	26	48	25	27
Services Retired	0	0	2	0	0	0	0	1	0	1	2	3	0
System Operations Center													
Switching schedules	3	8	3	3	2	12	0	8	14	9	8	10	7
Work orders	726	621	861	972	844	1020	891	639	764	957	1143	639	520
Miss Utility tickets called back	1449	1530	1545	2082	1756	2007	1824	1334	2049	2093	2484	1341	1332
Tickets located	484	457	536	1950	1929	2049	1938	2001	2037	1893	1629	1326	1296

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
Frazier	Completed maintenance
All Substations	Battery maintenance was performed
Cartanza	Set tap changers to manual

SOP / CIP Updates (percentages below represent percent completed)

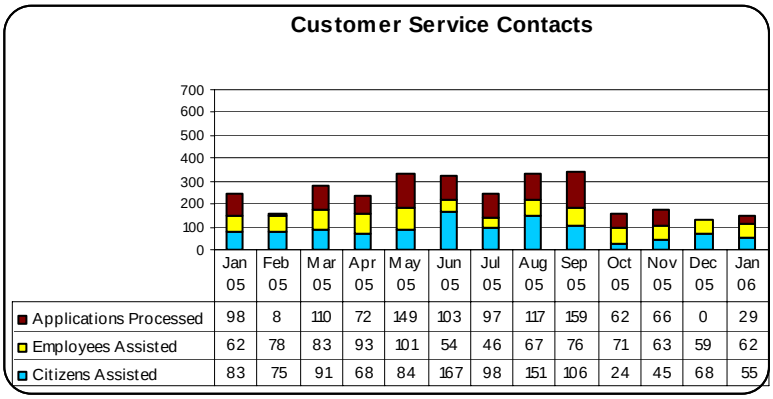
- *Change all mechanical electric meters to radio read electric meters.* Meters have been received, and meter change-out program is on schedule.
- *Prepare and design Feeders 3 and 4 from Cartanza Substation to Downtown Dover.* Preparing specifications for bid.
- *Develop an Electric Department mapping 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 continue.
- *Preliminary design of "Blue Light" Safety Program system for downtown and City parks.*

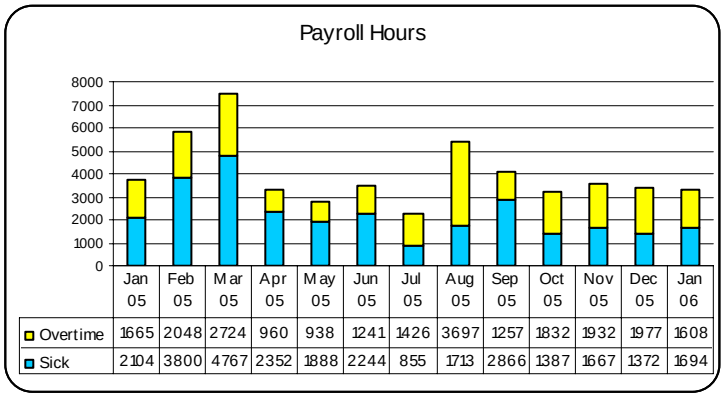
CIP Project	% Work Completed	CIP Project	% Work Completed
Mayfair 69/12KV Transformer and Breaker * (Carry Balance) – Project #ES0105	30%	SCADA Remote Terminal Units	90%
4KV to 12KV Upgrade * (Carry Balance) – Project #ED0501	55%	Governors Avenue Rebuild – Project #EE0603	0%
69KV Feeders 3 and 4 – Project #EE0601	30%	College Road Capacitor – Project #EE0604	0%
Outage Reporting System – Project #EE0504	80%	System OPS Radio Replacement	10%
Pole Inventory System – Project #EE0503	95%	Lighting Project and Rehab. – Project #EE0605	99%
Replacement of 69KV Breakers	15%	Conectiv 230 Line Rehab. – Project #ES0103	0%
Mayfair to Mid City – Project #ET0502	5	Heart Start ADS	5%
Distribution Upgrades – Project #EV0601	30%	Meter Testing Bench	0%
Kesselring Feeder – Project #EE0602	95%		

* Project carried over from FY 05



HUMAN RESOURCES

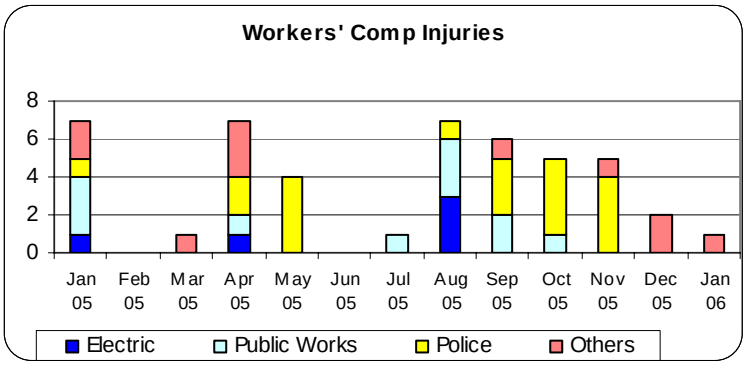




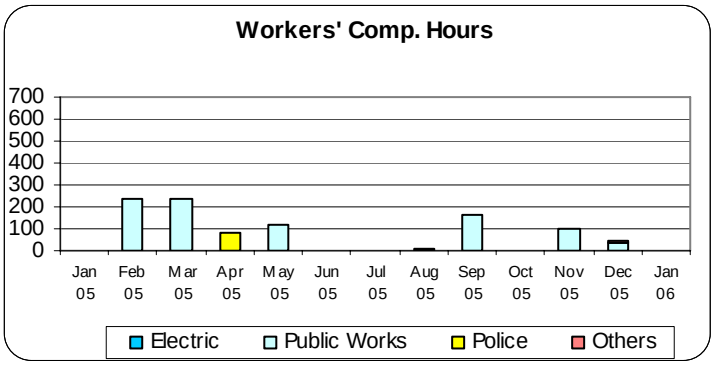
Category	Jan 05	Feb 05	Mar 05	Apr 05	May 05	Jun 05	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Dec 05	Jan 06	Total
Caucasian	323	323	323	323	324	324	326	328	302*	304	304	305	305	N/A
Minorities	64	64	65	64	64	63	65	65	66*	66	66	67	67	N/A
Hired	1	1	5	1	1	1	6	3	8	4	1	2	1	35
Terminated / Resigned / Retired	4	1	4	2	0	2	2	1	3	2	1	0	1	23
Promoted	0	0	2	2	0	2	3	0	0	2	2	0	0	13
Jobs Posted	5	5	6	9	1	6	1	5	6	2	3	0	4	53
Workers' Comp. Injuries	7	0	1	7	4	0	1	7	6	5	5	2	1	46
Workers' Comp. Hours	0	238	240	82	120	0	0	12	161	2	104	43	0	1002

**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 Caucasian 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 –Lineman 3rd Class, Water Treatment Plant Operator I and II, Electrical Engineer I and II and Librarian II
- Employee(s) Hired: Senior Computer Programmer Analyst



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

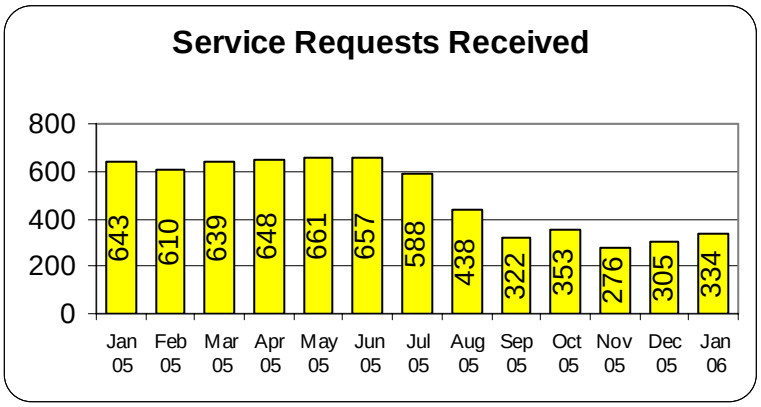


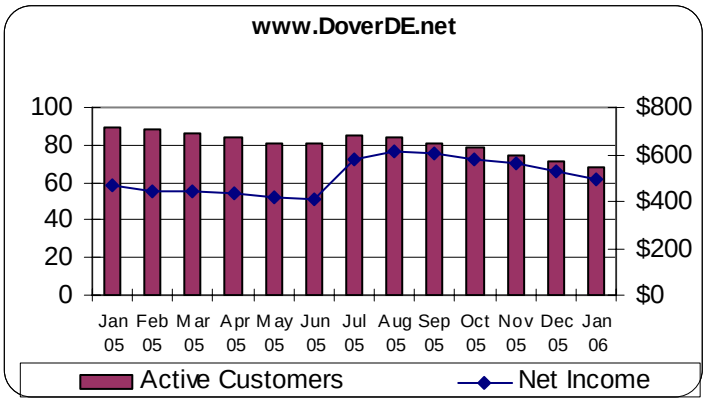
Electric – 0 Public Works –0 Police - 0 Others – 0

SOP / CIP Updates

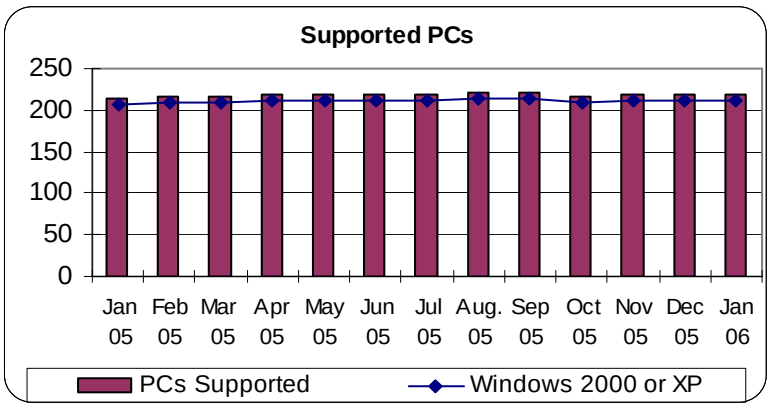
- *Establish a CDL program which includes random drug testing.* DOT physicals were conducted for all employees with a CDL. Drug testing is scheduled to begin in February 2006. Testing will continue each month thereafter.
- *Effectively negotiate a labor agreement with the FOP.* Negotiations began on January 26, 2006. Meetings are scheduled for February and March.
- *Work with Finance, Administrative Services, and the local Union leadership to investigate medical benefit alternatives for employees and retirees.* The Human Resources, Finance, Public Works and I/T directors along with the Human Resources Coordinator and Senior City Administrator will begin meeting weekly in February as discussions with local unions were unsuccessful.
- *New employee identification cards and organizational identification system.* Advantech began the installation in January 2006 and will continue into February. Human Resources staff will be receiving training in February.
- *Partner with Kent County to participate in the 2006 Compensation Study.* The results were received at the end of December.
- *Customer Satisfaction Survey.* Survey will be conducted in February 2006.
- *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.

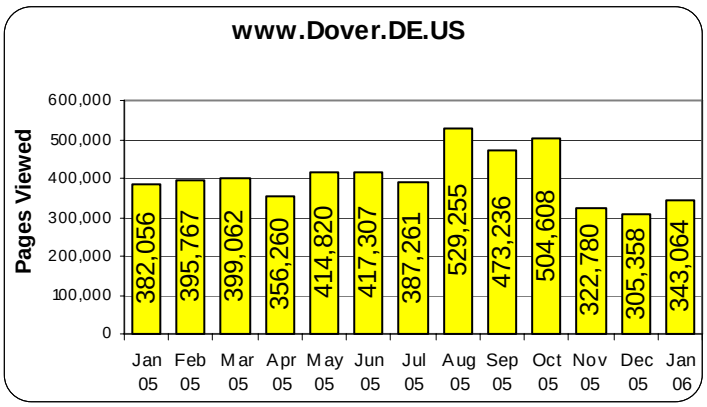
INFORMATION TECHNOLOGY





Active Customers - 68 Net Income - $490





PCs Supported – 218 Windows 2000 or XP – 211

Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100.0%	100%	100%
Server Availability	94.6%	99.9%	100%
Programming Requests Completed	18	0	0
AS/400 Connections (concurrent/authorized users)	39%	37%	37%
PCs Supported	218	218	214
Servers Supported	7	7	6
(Availability statistics based on 7:00 a.m. to 5:00 p.m. M-F)			

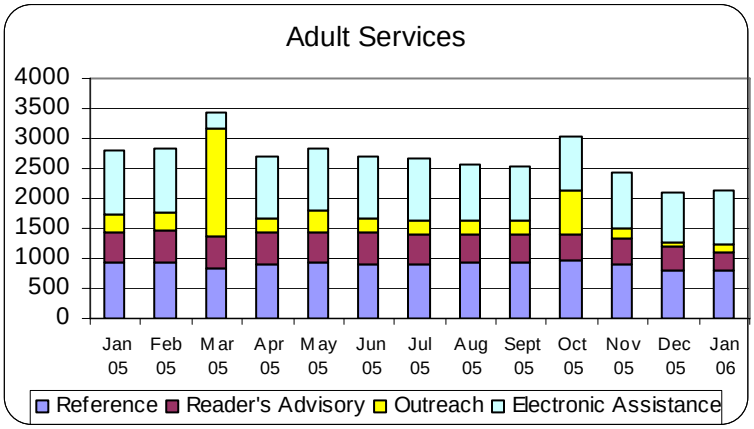
Other Items of Interest

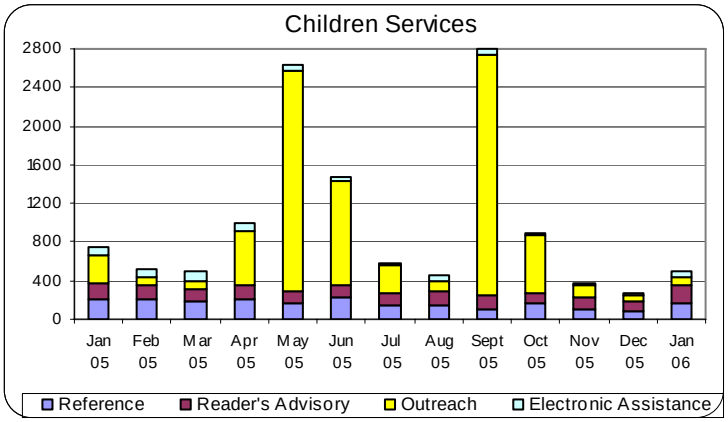
- More enhancements were completed for the electronic version of CIP submissions, and a few bugs were fixed.

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.* Three REPs were published.
- *Develop and implement GIS (Graphical Information System) for the City.* No activity as intermittent server problems required attention most of the month.
- *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.* Rollout plan delayed until February due to intermittent server problems. Server was replaced.

Library





Reference – 805 Reader's Advisory – 307
Outreach – 128 Electronic Assistance – 888

Reference – 168 Reader's Advisory - 187
Outreach – 75 Electronic Assistance - 62

Circulation	January 06	FYTD 06	January 05	FYTD 05
Dover residents	15,689	106,184	15,678	105,150
Kent residents	17,130	119,794	17,078	108,895
Non-county residents	996	6,833	1,091	7,305
Registrations				
Dover residents	184	1,328	160	1,085
Kent residents	222	1,445	206	1,196
Non-county residents	15	100	18	82
Other				
Visiting patrons -	32,981	201,078	18,215	123,216
Meeting room usage	340	1,340	40	500
Photocopier usage	2,460	15,570	1,481	11,644
Holds placed	1,348	8,789	1,121	7,401
Dial-a-Story	1,302	8,538	2,086	12,628
Internet usage	4,957	34,889	5,113	28,467

Other Points of Interest

Interlibrary: 1,741 items loaned out
921 items borrowed

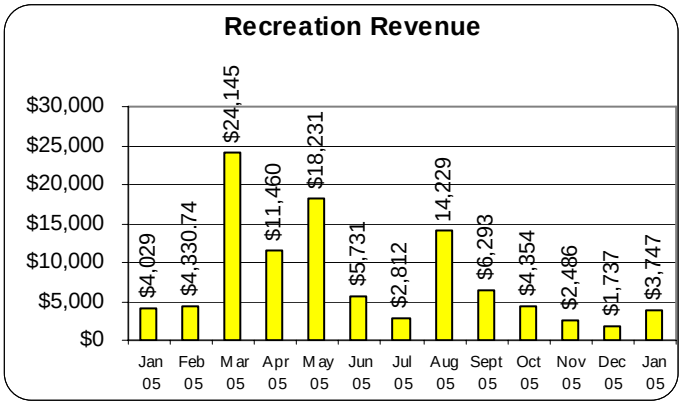
Technical services: Added 1,284 items
Deleted 271 items

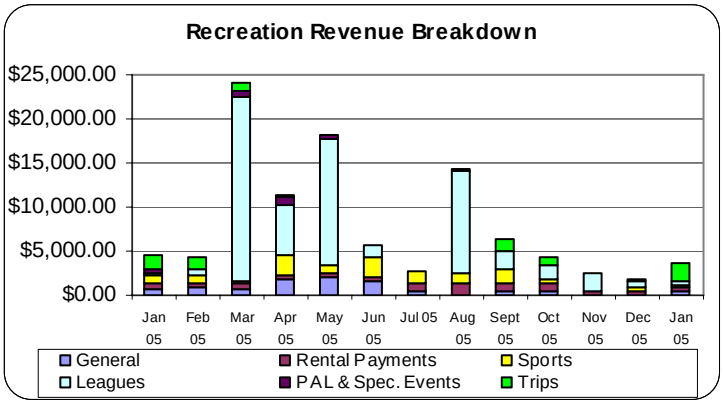
Volunteers completed 69 hours of service.

SOP / CIP Updates

- *Enhance the library's Web page at* www.doverpublic*library.org by adding 15 more links, five feedback forms and surveying online users to determine the Web site's functionality*. Managers met with IT Department staff to finalize plans for the Web site.
- *Develop potential locations, funding sources, and preliminary operating concepts for regional library in Dover*. Met with State of Delaware officials regarding the future library.

Parks and Recreation





General - $545 Rental Payments - $289 Sports - $355
Leagues - $500 PAL & Special Events - $0 Trips - $2,003

Rentals	January 06		FYTD 06		January 05		FYTD 05
Baseball/Softball Field Rentals*	0		175		0		142
Dover Park Pavilions (2)	0		29		0		4
Multipurpose/Field Hockey Field Rentals*	0		31		0		38
Recreation Center	15		161		16		150
Silver Lake Pavilions (2)	0		23		0		15
Soccer Field Rentals*	0		15		0		25
Stage	0		20		1		26
These numbers reflect **groups that utilized our facilities during January.*							
Program Attendance							
Piano Class "Basic Note Reading"	6		8		5		12

Delaware Prevention Network	Weed and Seed
Creating Lasting Family Connections continued collaboration of program efforts with local agencies. Worked with the Youth Connections program on a "parenting" component. Participated in Anti-Violence Symposium and the PlayStation II program.	Monthly Steering Committee was held. The PlayStation II Program kicked off on January 27 at the Calvary Baptist Church. With more than 100 people in attendance, this event was a huge success. Mayor Speed and Scott Curley from the Department of Alcohol, Tobacco & Firearms spoke at the event. The Martin Luther King, Jr. Anti-Violence Symposium was held on January 14 at Delaware Tech, Terry Campus. More than 200 people were in attendance to hear R. V. Brown as the keynote speaker. Youth basketball is going well. The participants are excited about the practices and games.

SOP / CIP Updates

- *Initiate Americans with Disabilities Act (ADA) compliance in City parks and recreational facilities.* Handicap accessible sidewalk completed from White Oak Road to park playground, parking lot, and park office.
- *Implement a maintenance plan for each park and playground.* Reviewed plan with staff.
- *Implement Construction Plan for indoor recreation facility.* Submitted grant proposal to the Delaware Community Foundation with a request of $25,000.
- John W. Pitts Recreation Center (two-year project) – Met with Becker Morgan and the John W. Pitts Recreation Center Working Group. Continued work on the contract.
- Playground Equipment Replacement Program - PR0601 (two-year project) – Equipment installed in Williams Park, and in The Hamlet Park. The Hamlet Park playground was completed with the wood chip surfacing. Williams Park will be completed in February.
- Dover Park Enhancement - PR0504 (State Match) – Received approval from DNREC Division of Parks & Recreation in December 2005.
- Mayfair Park Playground Enhancement - PR0505 (State Match) - Received approval from DNREC Division of Parks & Recreation in December 2005
- Mirror Lake Dredging - PR0402 – Continued to follow up with DNREC to determine the cost and the method for dredging.



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 21 subdivisions under construction and 40 individual sites.

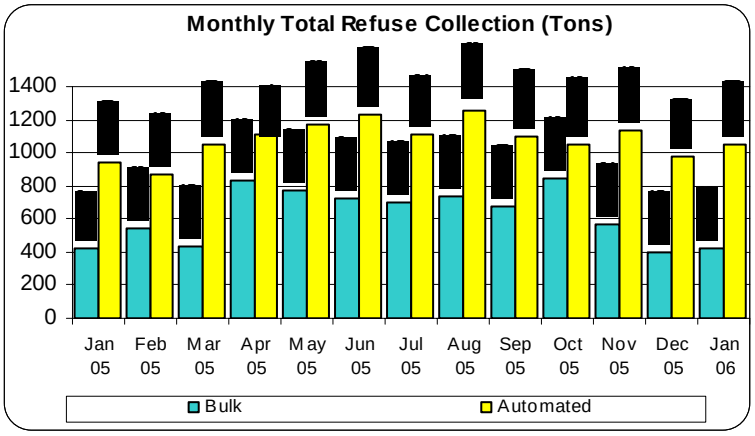
- Utility crew:
  1. Oak Lane Storm Drainage Project – Installed new 24" storm drain pipe and new catch basin. Rip-rapped interior bank to stop erosion.
  2. Brandywine Court Apts. – Removed old water meter from pit.
  3. White Oak Pump Station – Started work on new meter pit and bypass connection.

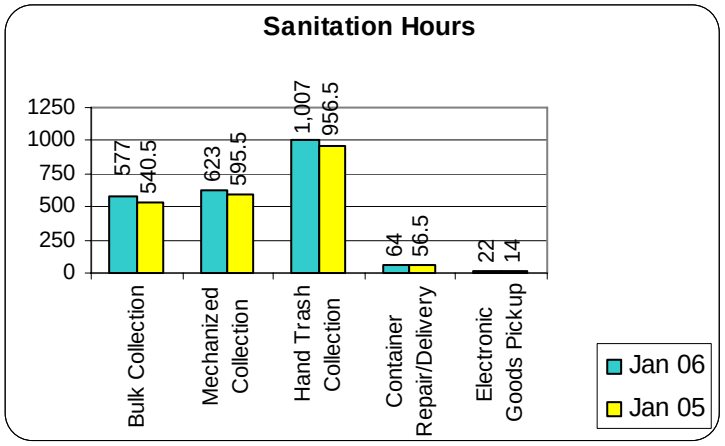
- FY-05 Street Program – Concrete work completed on Virginia Avenue and Queen Street well entrance. Contractor must complete all punch list items in order to close out the contract.

- Division Street Water Main Upgrade – Connections made on American Avenue, Maple Drive, Kent Avenue and Kings Highway. Phase I of the project is now in service, and road patching is complete. Started layout of Phase II. Site meeting held on January 31, 2006 with DelDOT to discuss open cutting of Kings Highway and Division Street.

- FY-06 Street Program – Woodcrest pedestrian walk has been 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.

Sanitation





	JANUARY 06	FYTD 06	JANUARY 05	FYTD 05
Tons Dry Waste Collected	152.21	2,095.29	182.05	1,647.42
Tipping Fee Savings Realized	$2,968.10	$40,858.76	$3,367.93	$33,845.02
Trips to DSWA Sandtown Landfill	295	2,363	291	2,256
Total Tonnage to DSWA	1,471.17	12,032.56	1,363.16	11,609.03
90-Gallon Containers Delivered	37	342	46	215
300-Gallon Containers Delivered	10	29	5	51

Streets

	JANUARY 06	FYTD 06	JANUARY 05	FYTD 05
Signs Installed	5	181	9	229
Signs Repaired	20	105	5	74
New Posts Installed	5	52	5	46
Storm Catch Basins Cleaned	0	150	134	296
Storm Catch Basin Cleaning (Hrs.)	76	114	100	226
Hot Mix Patching (Tons)	0	137	0	108.5
Cold Mix Patching (Hrs.)	16	259	0	126
Concrete Work (Hrs.)	480	538	0	1030
Street and Alley Maintenance (Hrs.)	152	1006	181	1544
Street Sweeping (Miles)	702	5,832	588	5,390
Street Sweeping (Cubic Yards)	132	912	84	880
Leaves Collected (Cubic Yards)	475	9.737	180	8,565
Leaf Collection (Miles)	415	5,528	780	5,820

Grounds

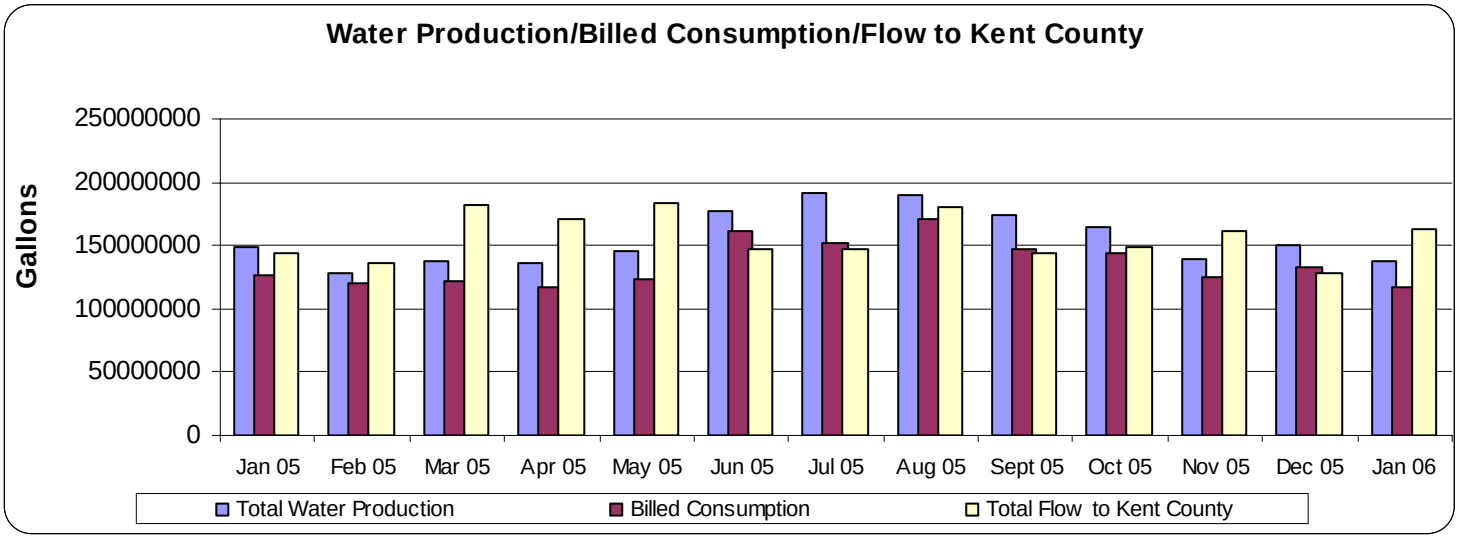
Arborist Crew		
	JANUARY 06	JANUARY 05
Trees Pruned	18	18
Trees Removed	40*	5
Root Pruning	6	4
*The majority of removals were park trees. Grounds began removing trees recommended to be removed in the Tree Inventory Management Plan that was developed by the Davey Resource Group and paid for through a grant from the Delaware Coastal Programs, with funding form the Office of Ocean and Coastal Resource Management and Atmospheric Administration.		

Beautification Crew
Helped collect and chip Christmas trees.
Took down the wreaths and candles at City Hall, Weyandt Hall and the Library.
Raked all 53 annual beds to break up any weeds.
Began edging and mulching areas on The Plaza and City Hall.

Landscape Repair/Special Projects Crew	
Helped with the collection of Christmas trees around the City.	
Backfilled against new sidewalk poured at Dover Park	
Trees Planted (Parks)	27
Trees Planted (Streets)	53

Grounds Maintenance/Mowing Crews
Took down and stored chairs, tables and any other materials form First Night® Dover.
Brought in the three floating Christmas trees from Silver Lake and Mirror Lake.
Collected and chipped approximately 2,000 Christmas trees.
Mulched areas with Christmas tree mulch from last year.

Water/Wastewater



Total Water Production – 138,100,000 Billed Consumption – 117,515,000 Total Flow to Kent County – 163,207,132

	JANUARY 06	JANUARY 05
Water Production – Daily Average	4,454,839	4,808,642
Fire Hydrants – Flushed	0	1
Fire Hydrants – Tested	1	3
Final Readings	304	133
Cutoffs	4	22
Turn-ons	7	10
New Inspections	24	38
Curb Boxes Located	39	114
Curb Boxes Adjusted	7	9
Water Service Lines Repaired	12	4
Water Meters Repaired	19	16
Radio Technology Installations	115	43
New Meters Added	23	46
Total Water Meters in City Distribution System	12,830	12,392

	JANUARY 06	JANUARY 05
L.F. Sewer Lines Flushed	76,055	16,573
Sewer Lines Inspected	77,555	18,673
Feet Sewer Mains Videotaped	1,400	850
Manholes Inspected	355	105
Manholes Cleaned	345	97

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 is working 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 is taking raw water samples as requested by Black & Veatch. Work continued on the Division Street Water Main Project, and staff is preparing material lists for additional system enhancements. Overall, complaints were low and associated with specific incidents related to water main breaks and/or work.
- *Reduce cost to the City arising from inflow/infiltration.* Bids were received on January 25, 2006 for services to video inspect and smoke test several miles of pipe. Council will consider bids in February, and work will commence pending Council approval and contract award. Target start date is the first week of March.
- *Integrate the new pump station mechanic crew into the maintenance operations.* One Mechanic II position was filled in January. The remaining three vacancies are progressing through the hiring process. Job offers have been extended to two candidates.
- *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)	99%	Water System Master Plan Update * (WD0401)	99%
FY-2006 Street Program (ST0601)	40%	Elevated Storage Tank Painting/Maintenance Contract (WS0604)	50%
FY-2006 Concrete Program (ST0602)	71%	Meter Reading Technology Upgrade (WS0603)	97%
Generic Subdivision Signs (ST0505)	25%	Well Head Redevelopment Program (WS0606)	5%
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)	9%
Southeast Water Loop (Design Phase) (WD0701)	55%	Garrison Oak Pumping Station (Construction) (WW0304)	2%
Scarborough Road Interconnection (Tidewater) (WD0601)	0%	Puncheon Run Interceptor Sewer Extension (Design) (WW0302)	80%
Cast Iron Main Replacement / Relining Project	0%	U.S. 13 East Sanitary Sewer Interceptor * (WW0101)	2%
Water Quality Study * (WD0504)	46%	Inflow/Infiltration Removal (WS0501)	9%
Division Street Water Main Upgrade * (WD0304)	74%		

* Project carried over from FY 05

City of Dover

Office of the Mayor

MEMORANDUM

TO: Members of City Council

FROM: Stephen R. Speed, Mayor

DATE: February 22, 2006

RE: **Monthly Report – January 2006**

It is an honor and pleasure to provide you with the efforts of the Mayor's office for January 2006. As always, I would be happy to answer any questions or provide any additional information.

Here are the highlights for the Mayor's office for January:

Date ***Event/Meeting/Activity***

1 First Night Dover – The festivities of the previous evening concluded in the morning on Legislative Mall with a Ball Drop, a spectacular fireworks display, the singing of Auld Lang Syne, and music by Jack the Penguin. Thousands of people from Dover and other neighboring communities attended this event.

7 Dover's Caring Community Coalition (DC3) Kick-Off – Carlos Holmes hosted the DC3's announcement to build a community-based, interdisciplinary substance abuse education and prevention service delivery system in the City of Dover. Dr. Rhodes, Councilman Salters, Councilwoman Russell, Levy Court Commissioners Blakey and Angel, and members of DC3 attended the kick-off.

9 Booker T. Washington (BTW) Elementary School National Blue Ribbon School Award Assembly – Marcia Johnson, BTW Principal, hosted an assembly to commemorate the schools selection as a National Blue Ribbon School. Administrators, teachers, students, family and other well-wishers attended the assembly.

11 Capital School District Partnership Gala – Capital School District unveiled a new community partnership initiative at the Dover Downs Rollins Center. State Rep. Nancy Wagner, Capital School District Board of Education members, Dr. Michael Thomas, and other interested parties attended the gala.

14 Special Olympics Bowling Competition – Brunswick Doverama hosted two Special Olympic bowling events for youth and adults. The Special Olympics Bowling Tournaments and Opening Ceremonies were attended by representatives from Kraft Foods (primary event sponsor on Saturday), Steve West from Eagle 97.7 FM, dozens of Special Olympic volunteers, and hundreds of athletes from across the entire State of Delaware.

Weed & Seed Anti-Violence Day – Dover's Weed & Seed program hosted a youth event at Delaware Technical and Community College. Rev. John Moore, RV Brown, Assistant U.S. Attorney Kim Reeves, Councilwoman Russell, Sherwanda Rachal, and numerous volunteers and youth attended the program.

Robbins Hose Company Annual Banquet – Robbins Hose Company hosted its annual banquet at the Modern Maturity Center. Numerous local elected officials, volunteer fire fighters, and their families attended the banquet.

16 The Alpha Phi Alpha Annual King Day Breakfast – The Zeta Rho Lambda Chapter of the Alpha Phi Alpha Fraternity hosted the annual breakfast at the Modern Maturity Center to commemorate the life and achievements of Dr. King. Sen. Carper, Congressman Castle, local legislators, Levy Court Commissioners, members of City Council, other dignitaries, and members of the public attended the breakfast.

The Rev. Dr. Martin Luther King, Jr. Commemorative Program – Mt. Zion AME Church hosted this event to commemorate the life and achievements of Dr. King. Sen. Carper, Council members Salters, Ruane, and Russell, and other dignitaries were in attendance.

17-19 & 24-25 House Bill 287/Senate Bill 19 Discussions – Representatives from Wilmington, Newark, Camden, Kent County, and the Delaware League of Local Governments met with members of the General Assembly and representatives from the Appoquinimink, Smyrna, Polytech, and Woodbridge School Districts to discuss alternatives to proposals which would prohibit municipalities and counties from charging any fees related to school construction.

19 Gov. Minner's State of the State Address – Gov. Minner offered her assessment to the Delaware General Assembly of the current state of the State and presented her priorities for the next four years. Members of the Delaware Judiciary, Gov. Minner's Cabinet, and elected officials from New Castle County also attended.

27 64th Municipal and 73rd State Police Academy Graduation Ceremony – Sen. Biden, Gov. Minner, numerous other dignitaries, graduates, families, and friends attended the graduation ceremony. The graduating class included four new City of Dover Police Officers, who earned three out of the four municipal graduate awards.

Dover's First Playstation Too Tournament – Sherwanda Rachal and Rev. John Moore hosted this new weekly Weed & Seed initiative at Calvary Baptist Church. Dozens of children listened to a presentation by the Bureau of Alcohol, Tobacco, & Firearms, ate supper, and played Sony Playstation II games.

28 Delaware Wing Civil Air Patrol (CAP) Annual Banquet & Awards Ceremony – The Delaware Wing CAP held its Annual Banquet and Awards Ceremony at DAFB. The guest speaker was Superior Court Judge Jane Brady. Col. Sam Cox, members of the CAP and their families attended the event.

31 Kent County Comprehensive Economic Develop Strategy (CEDS) Committee – The Kent County CEDS Committee met at the Kent County Administration Building to continue development of Kent County's strategy as part of the State of Delaware CEDS program, and to prioritize Kent County projects submitted to the State CEDS Committee. Facilitators from the State's consultant and the University of Delaware, and members of the Kent County CEDS Committee attended the meeting.

Other meetings/events and grand openings/ribbon cuttings attended:

City Council Meeting
Council President Staff Meeting
Central Delaware Economic Development Council
Greater Dover Committee
Dover/Kent County Metropolitan Planning Organization
Rotary
Delaware Homeland Security Terrorism Preparedness Working Group
Utility Committee
Legislative, Finance, & Administration Committee
Safety Advisory and Transportation Committee
Parks, Recreation, & Community Enhancement Committee
Weed & Seed Meeting
West Dover Connector Public Workshop
July 4th Committee
Corporal Kevin Szramiak Retirement
800 MHZ Radio Training
Constituent Meetings
Liberty Tax Service Ribbon Cutting
USO Board of Directors Meeting
Council Retreat and Workshop
Interviews for Planning & Inspection Director
Delaware League of Local Governments Homeland Security Committee
Legislator Meetings
Delaware League of Local Governments Annual Meeting
Persimmon Park Homeowners Association Committee
Boys & Girls Club Task Force
Capital School District DARE Graduation
State of Delaware Comprehensive Economic Development Strategy Committee
Dover Community Partnership
Dover Human Relations Commission
Dover Police Department Officer Swearing-In Ceremony
DelDOT Secretary Nathan Hayward Retirement Banquet

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
JANUARY 2006

PERSONNEL: On January 27, 2006 the office held an office clean-up day that included going through files and boxing them for warehouse storage, cleaning up work space areas and disposing of materials that would no longer be needed.

COMPREHENSIVE PLAN AMENDMENTS
In December, the City received notification from the Office of State Planning Coordination of the certification of the Comprehensive Plan Update including the Amendments of May 2005. Staff will now begin publication of the final document in a variety of media formats. The consulting firm of Davis, Bowen & Friedel is also working on updating the Cost-Revenue Study Module for annexations and is to provide Staff training on the program.

EDEN HILL TND REZONING:
The property known as Eden Hill Farm is now 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. The next step in the process will be the submittal of Implementation Plans outlining more detailed development activities in accordance with the Conceptual Master Plan for review by the Planning Commission.

ST. JONES TRIBUTARY ACTION TEAM:
Planning Staff is participating in the St. Jones Tributary Action Team. As part of the Delaware Tributary Action Team program of DNREC, this group will focus on the St. Jones River and its watershed. Currently, the Team is working on public outreach materials for a series of public information workshops to be held in early March 2006.

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). Final notice was sent to the property owner of 299 College Road to either start repairs or the property would be brought before City Council with recommendation to demolish. The notice was sent certified on January 14, 2006 and green card notification of signature and receipt was received by Staff. To date, the property owner has not contacted 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 12, Citizen Contacts 83, Total number of arrests 1.

Micro Enterprise Program: During the month of January, intakes were conducted for three (3) new clients interested in setting businesses in the Downtown area. All three (3) clients were minority females and one (1) client was considered to be low to moderate income status. In addition, three (3) referrals were made to the Small Business Development Center for technical assistance. For the month of January, the breakdown of statistics for clients served is: 3 new clients, 1 low moderate income, 3 minorities, 3 referrals, 3 walk-ins, 0 jobs gained and 0 businesses closed.

The Resource Conservation and Development Council (RC&D) is currently working on emergency repairs for two (2) housing units in the target area.

The Community Development Office is currently accepting grant applications for Fiscal Year 2006 for eligible CDBG activities. The application deadline is February 23rd.

MEETING REPORTS

Board of Adjustment:
The Board of Adjustment met on January 18, 2006 and considered the following application. The next scheduled meeting for the Board of Adjustment is February 15, 2006.

1. **Applicant # V-06-01: 1298 McKee Road: DIAKALP, LLC:** Approved with conditions.

Dover Parking Authority: At its meeting of January 5, 2006 reports were given on the budget, permit sales, Police Department activities, Main Street, DDDC Report and Water Street Collections.

Historic District Commission:
The Historic District Commission did not meet during the month of January. The next meeting is scheduled for February16, 2006.

Planning Commission
At its meeting of January 17, 2006, the Planning Commission took the following actions:

1. **C-05-08 DayCare Facility at 951 Forrest Street:** Tabled – Given 90 days from December 19, 2005 to submit necessary information.
2. **AX-05-06 Lands of Antoine Ashburn, Robert and Karen Crisler and JNK, LLC: College Road and McKee Road:** Moved to forward recommendation of approval to City Council.
3. **SB-06-01 Lands of Beiser Group at Gateway West Shopping Center: Minor Subdivision:** Moved to approve with conditions.
4. **S-06-02 Children of Love Daycare at 1417 Hopkins Avenue:** Moved to approve with conditions.
5. **S-06-03 West North Street Mini-Storage:** Moved to approved with conditions.

INSPECTIONS ACTIVITY
Permits and Licenses

Rental Dwelling, Public Occupancy & Lodging House Permits: Year to Date	3,348
Number of New Occupancies – January 2006	918
Permit Fees Collected for Rental, Public Occupancy & Lodging Permits, Jan 2006	$101,251.25

Number of Business Licenses & Mobile Homes Issued – Jan 2006	72
Total Number of Business Licenses & Mobile Homes for Year 7/1/05 to 6/30/06	3,764
Total Fee Collected for Business Licenses & Mobile Homes for Jan 2006	$ 6,513.00

Total all Construction Permits* and Certificate of Occupancies Issued for Jan 2006	165
Value of Construction & Fire Prevention projects permitted in Jan 2006	$6,281,503.00
Fees Collected for Construction Permits and CO's for Jan 2006	$ 57,673.50

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

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

Office of the Fire Marshal	
Fire and Safety Inspections	119
Fire Code Inspections	91
Sprinkler and Fire Alarm	15
Certificate of Occupancy	6
Alarm Activation Follow-ups	1
Fire Investigations	6
Total Inspections	**238**
Non-Inspection Hours	
Office	118
Training	13
Plan Review	11

Building and Property Maintenance Inspections	
Building	159
Plumbing/Mechanical	206
Certificate of Occupancy	33
Total New Construction	**398**
Complaints	114
Observed by Inspectors	366
Fire/Life Safety	222
Total Inspections	**1,100**
Non-Inspection Hours Office	350
Training	8
Plan Review	69

The Fire Marshal's office under the direction of the City of Dover's Safety Program conducted a CPR training course on January 31, 2006 for City employees as well as a confined space training session for warehouse employees on January 25, 2006.

The Fire Marshal's Office investigated a building fire at the Village of Westover Apartments on January 19, 2006 which involved the north end of the building in the attic space. No one was hurt during this fire. Estimate fire loss will be one million dollars.

On January 25, 2006 one hundred and seventy one (171) flat file storage boxes containing commercial plans dating back to 1934 were transported to Public Archives for permanent storage. This effort took over a year to complete as these plans had to be retrieved from many various locations within the warehouse, unrolled, logged and placed in the flat map boxes.

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

Signature on behalf of
Planning and Inspections Department

DOVER FIRE DEPARTMENT

Established 1882

February 18, 2006

Mayor & Council
City of Dover
P.O. Box 475
Dover, Delaware 19903

Dear Mayor & Council,

During the month of January we responded to 77 incidents with an average response time of 5.8 minutes.

The Fire Headquarters building project is moving along on schedule and within budget, we are on schedule to begin moving in the end of April.

The incidents of most severity for the month are listed below:

1. January 2 – Firefighters responded to Cranberry Run Drive for the report of a serious Motor Vehicle Collision, patients were trapped in two vehicles as firefighters used the Jaws of Life on both vehicles. 48 firefighters responded to the incident.
2. January 13 – Firefighters responded to a reported building fire at 430 College Road, a fire, which started in the kitchen, was confined to the room of origin. 43 firefighters responded to the incident.
3. January 19 – Firefighters responded to the Village of Westover for a reported building fire, upon arrival there was catastrophic roof collapse and several apartments were involved in fire. A 2nd Alarm was dispatched summoning all Dover fire apparatus and 67 Dover firefighters, additional firefighters assisted from Little Creek, Camden and Smyrna.
4. January 24 – Firefighters responded to 447 Phoenix Drive for the report of a mobile home fire, the fire was confined to the kitchen area of the home. 32 firefighters responded to the incident.
5. January 30 – Firefighters responded to Lake Club Apartments for a reported apartment fire, the fire was contained to the apartment of origin with heavy damage. 43 firefighters responded to the incident.

Please contact me with any questions or concerns.

Respectfully Submitted,

B. F. B.

Brian F. Bashista
Fire Chief

103 South Governors Avenue • Dover, Delaware 19904
Headquarters: (302) 736-7168 • Fire Chief's Office: (302) 736-7167 • FAX: (302) 736-7166

Robbins Hose Company #1, Inc	Fire Department: 30046 Companies: All Date Range: From 01/01/2006 to 01/31/2006 Box/Zone/ Code: All District: All Situation Found: All Exclude Mutual Aids: No Exclude Exposures: No
Incident Reponse Performance Analysis	

Response Time

Response Time (Minutes)	Number of Incidents	Totals	Additional
0 - 1		27	Longest Time: 8.0
2 - 3		25	Incident#: 000014
4 - 5		20	Average Time: 2.7
6 - 7		4	
8 - 9		1	
> 10		0	

Apparatus Travel Time

Travel Time (Minutes)	Number of Incidents	Totals	Additional
0 - 4		63	Longest Time: 7.0
5 - 9		14	Incident#: 000014
10 - 14		0	Average Time: 3.1
15 - 19		0	
20 - 24		0	
> 25		0	

Incident Length

Incident Length (Minutes)	Number of Incidents	Totals	Additional
0 - 29		61	Longest Time: 1448.0
30 - 59		8	Incident#: 000004
60 - 89		3	Average Time: 56.8
90 - 119		2	
120 - 149		0	
> 150		3	

Dover Police Department

Annual Report

2005



"To Protect & Serve"

Dover Police Department

Annual Report
2005

Table of Contents

Chief Jeffrey Horvath's Letter	*page 1*
Complaints	*page 3*
Total Group A Crimes	*page 4*
Violent Crimes	*page 5*
Robberies	*page 6*
Robbery Clearance Rate	*page 7*
Burglaries	*page 8*
Burglary Clearance Rate	*page 9*
Drug Offenses	*page 10*
Actual Drug Arrests made by D.V.O.C. & TAC Section	*page 11*
Property Crime	*page 12*
Crime Clearance Comparison	*page 13*
Criminal Summary	*page 14*
Accident Totals	*page 17*
Accident Breakdown	*page 18*
Accident Summary	*page 19*
Traffic Arrests	*page 20*
Traffic Arrest Summary	*page 21*
Police Revenue Parking Fines & Reports	*page 22*
City Ordinance Summons & Cash Receipts	*page 23*
Miscellaneous Calls for Service	*page 24*
Time Distribution Hours	*page 25*
Grant Funding Summary	*page 26*
Officers of the Quarter	*page 27*
Civilians of the Quarter	*page 28*
Officer & Civilian of the Year	*page 29*
Retirements	*page 30*
New Officers	*page 31*
Promotions	*page 32*
Awards Ceremonies	*page 33*
Awards Received by Other Agencies	*page 34*
Dover Police Department's Staff	*page 35*
Patrol Unit	*page 36*

Dover Police Department

Annual Report
2005

Table of Contents Continued

K-9 Officers & Their Partners	*page 37*
Public Information Officer	*page 37*
Accident Investigation & Reconstruction Team	*page 38*
Criminal Investigation Unit	*page 39*
Operation Disarm Task Force	*page 39*
Drugs, Vice, & Organized Crime Section	*page 40*
D.E.A. Task Force	*page 40*
Operation Safe Streets	*page 40*
Internal Affairs Unit	*page 41*
Collision, Awareness, Responsibility & Safety Program	*page 41*
Citizen's Police Academy	*page 42*
Accreditation Section	*page 42*
Juvenile Section	*page 43*
Dover Police Athletic League/Weed & Seed Initiative	*page 44*
Community Policing Section	*page 44*
Motorcycle Section	*page 45*
Crisis Negotiation Team	*page 45*
Special Operations Response Team	*page 46*
Parking Enforcement Section	*page 46*
Electronic Red Light Safety Program	*page 47*
Emergency Preparedness	*page 48*
Police Resources Manager	*page 49*
Central Services Coordinator	*page 49*
Evidence Technician/Photographer	*page 49*
Building Maintenance	*page 50*
Animal Control Section	*page 50*
LAN Analyst	*page 51*
911 Dispatch Center	*page 52*
Victim Services Unit	*page 53*
Planning & Training Section	*page 54*
Records Unit	*page 55*
Volunteers	*page 55*
Police Chaplains	*page 56*
Honor Guard	*page 56*
Bagpiper	*page 56*

DEPARTMENT OF POLICE

Jeffrey Horvath
Chief of Police
F.B.I.N.A.

400 South Queen Street
Dover, Delaware 19904
302/736-7111
Fax 302/672-1842

February 21, 2006

The Honorable Stephen Speed, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Speed and Council Members:

It is my pleasure to submit to you the Dover Police Department's 2005 Annual Report. The members of the Dover Police Department have met the many challenges that faced them during the past year. Once again, the department has distinguished itself among other agencies in the National Crime Clearance Comparison Study. In this study the Dover Police Department's clearance rates are compared to other cities with populations of 25,000 to 49,999. Although the national clearance rates are not yet available for 2005 it is safe to say that the rates will be within one or two percentage points of the 2004 national averages. I am confident that we will exceed the national average clearance rates in 26 out of 29 comparisons. In one category we should meet the national average and in another category we had no complaints for comparison.

During the past year, we continued to build strong bridges with the community. Our School Resource Officers have made Dover High School and Central Middle School safer for our children. We continued with our community oriented programs such as, D.A.R.E., Collision, Awareness, Responsibility & Safety Program (CARS), the Citizen's Police Academy, the After Prom Promise, the Police Athletic League, Weed & Seed, the Crime Free Multi-Housing Program, the "Are You Okay" program, Neighborhood Watch and Special Olympics.

For the first time in five years, we have seen a slight decrease in the total number of complaints handled by the department. We had 667 less complaints than in 2004 for an average of 1.8 less complaints each day. The total number of Group A crimes which are the more serious crimes remained very consistent with a total decrease of three. The total number of violent crimes dropped by 7.6% and we cleared 71% of those crimes.

I am very pleased to say that we have had a 34% decrease in the number of robberies reported with a total of only 44 robberies. Of those 44 robberies we were able to clear 59.1% which will, once again, far exceed the national average.

I would also like to point out that we had a 24% decrease in the number of burglaries reported with a total of 103. This is the lowest number of burglaries that I have seen for the City of Dover in the past twenty-two years. We cleared 54.4% of those burglaries which will be over 4 times greater than the national clearance rate.

The Department's Patrol Officers and the Drugs, Vice, and Organized Crime Section continue to rid our streets of illegal drug dealers. Total drug offenses are up from 568 to 653. Please remember that almost all drug cases are self initiated and require pro-active enforcement from the officers. The actual drug arrests made by the officers assigned to the D.V.O.C. Section are up 14.6% and have gone up every year since 2001. I honestly believe that our aggressive enforcement of the States drug laws is a contributing factor in the decrease of the robbery, burglary and property crime totals.

On page 20 of this report you will see a 7% decrease in the total number of traffic tickets issued for 2005. However, if you look on page 21 there are three things I would like to bring to your attention:

1) *There was a decrease of 300 traffic signal (red light) ticket written. This is due to the fact that the city now has six intersections set up with the Nester cameras to catch violators. Officers no longer perform manual enforcement at these intersections.*
2) *Even with this decrease of 300 red light tickets our officers issued 127 more tickets for dangerous moving violations.*
3) *The actual decrease in the number of tickets is a result of less license and registration violations and less other non-moving violations.*

In 2005, we also faced numerous technology challenges. All of the department's radios are now encrypted for safety and security reasons. We have installed new state of the art 800 MHz radio consoles and a new 911 phone system. We also had to replace all of our in-car computer modems in order to be compatible with the new, mandated, digital technology. We will strive to continue to keep up with the many technology demands that we will face in the future.

Over-all I think 2005 was a good year for the City of Dover and the Dover Police Department. Please take the time to review this Annual Report as I believe it reflects the hard work of the men and women of the department. I believe this report also reflects the accomplishments of a police department that you can truly be proud of.

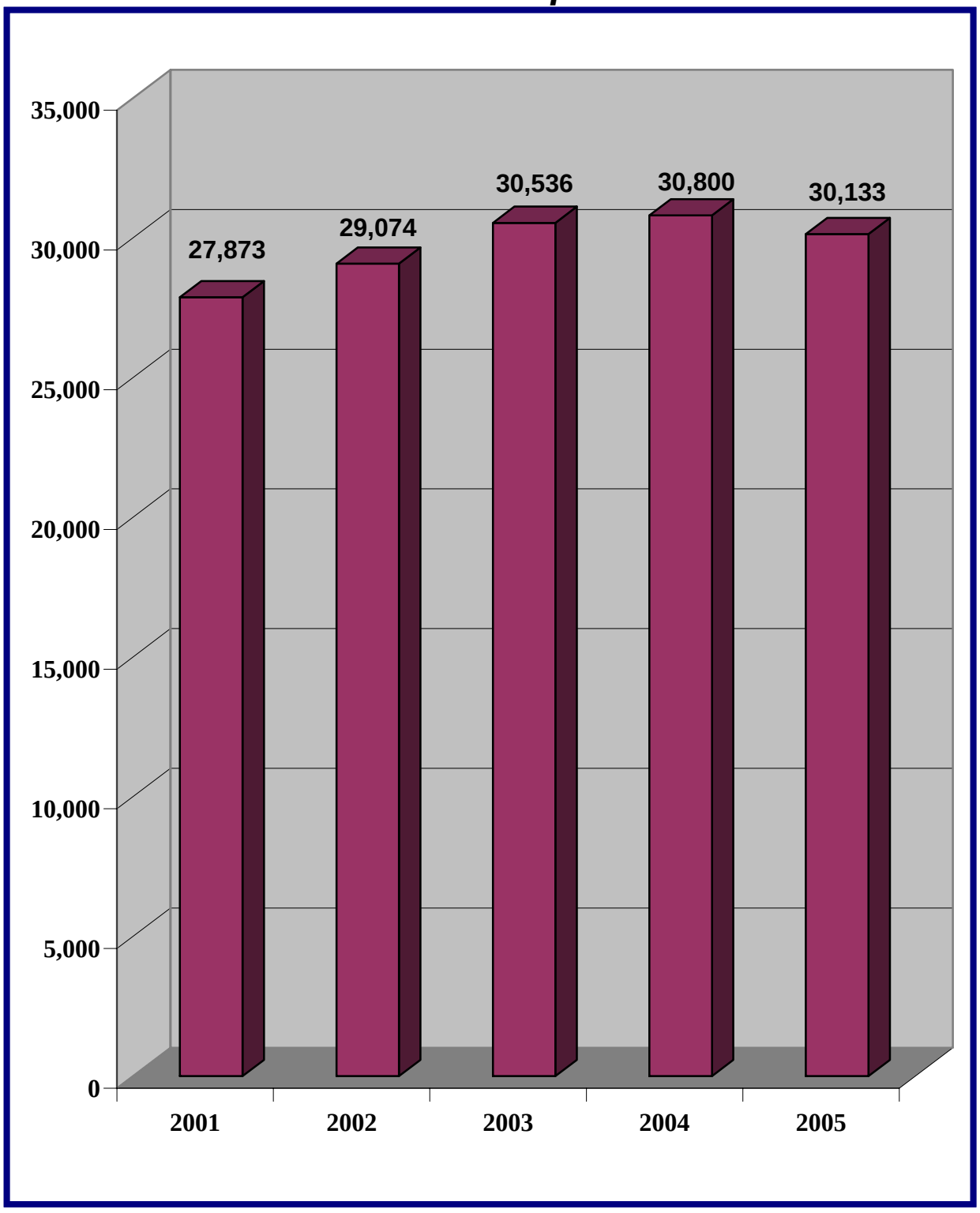
Sincerely,



Jeffrey Horvath
Chief of Police

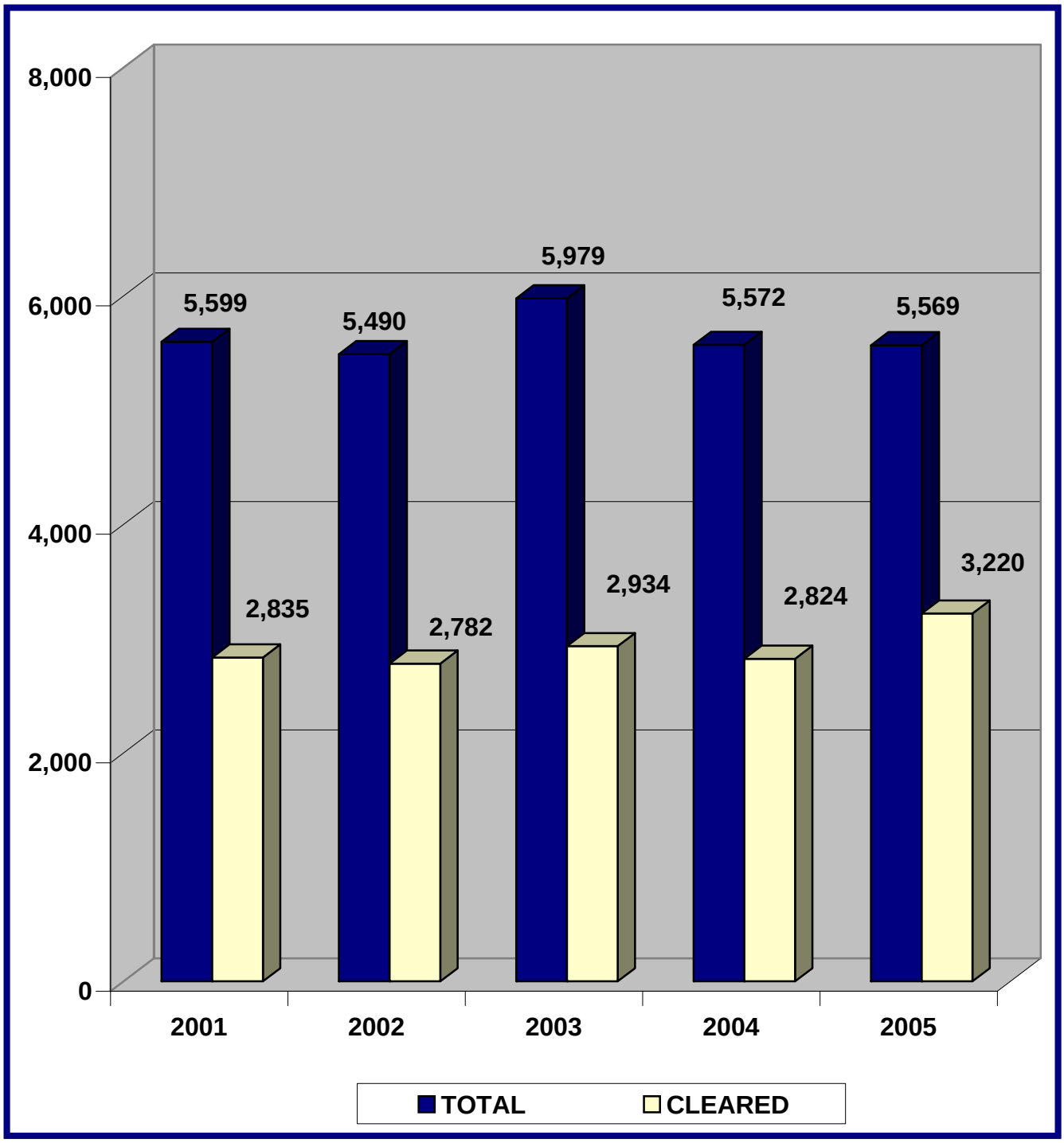
City of Dover Police Department
Annual Report

Complaints
Five Year Comparison



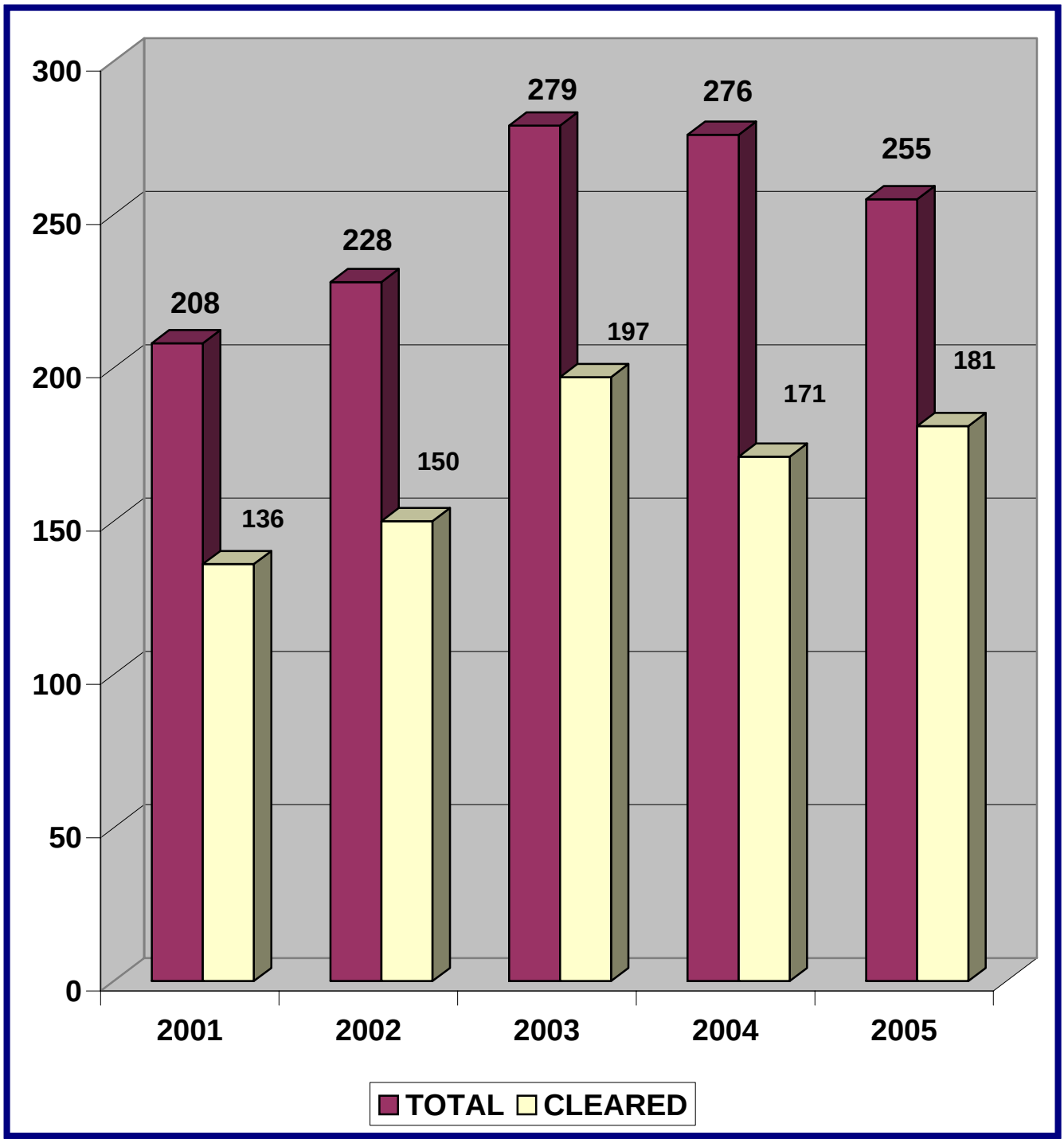
Dover Police Department
Annual Report

Total Group A Crime
Five Year Comparison



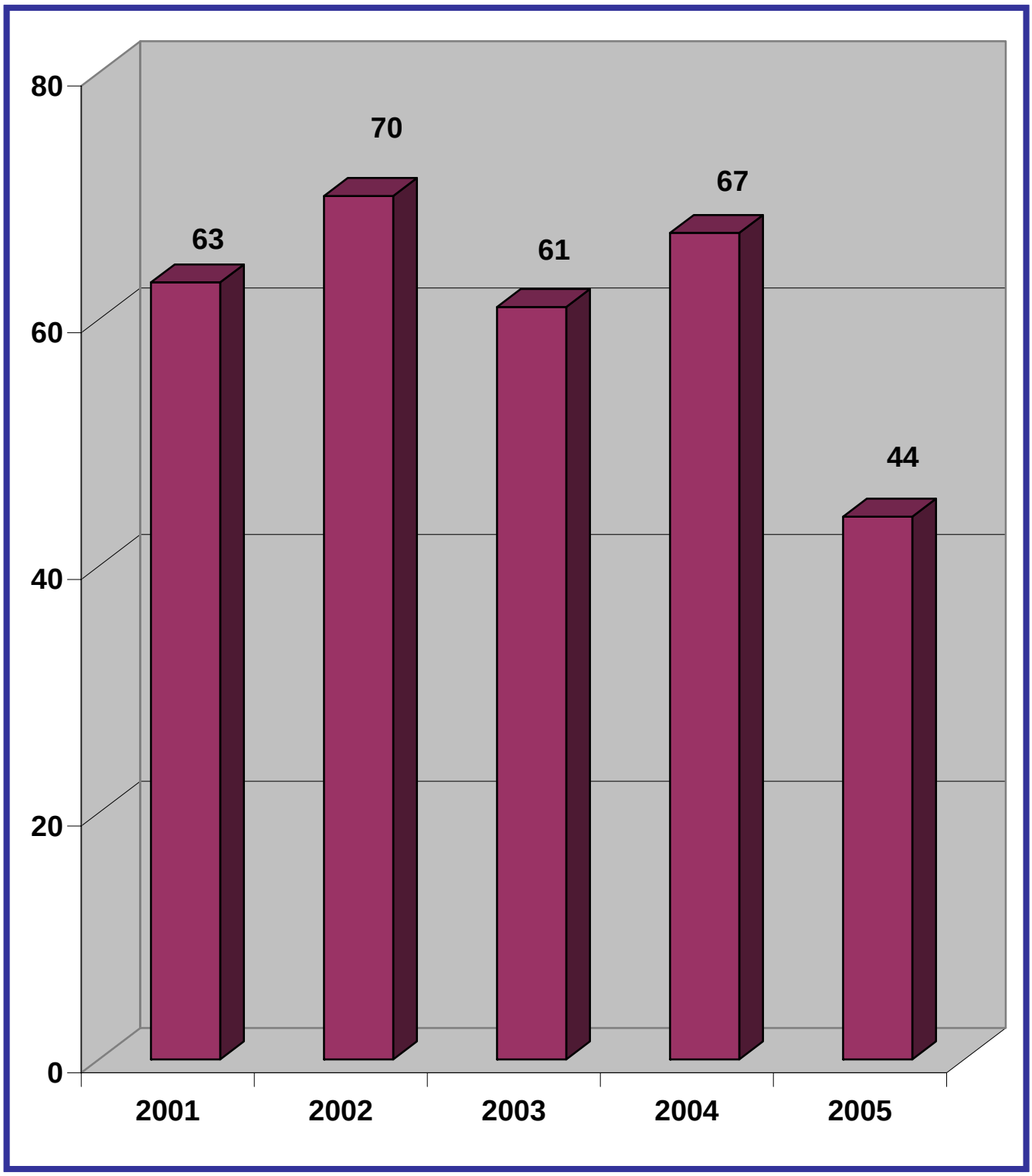
Dover Police Department
Annual Report

Violent Crime
Five Year Comparison



Dover Police Department
Annual Report

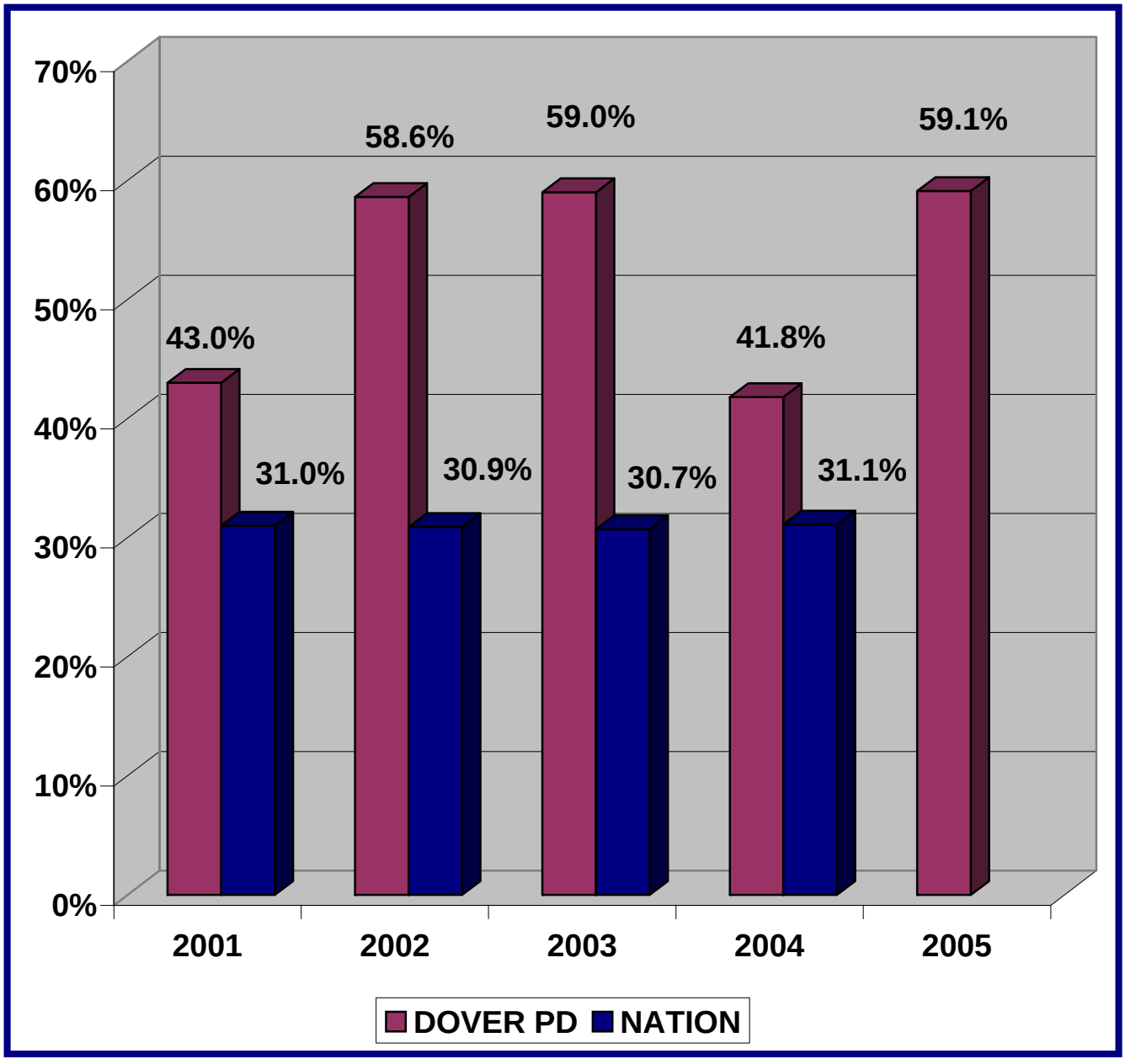
Robberies
Five Year Comparison



Dover Police Department
Annual Report

Robbery Clearance Rate

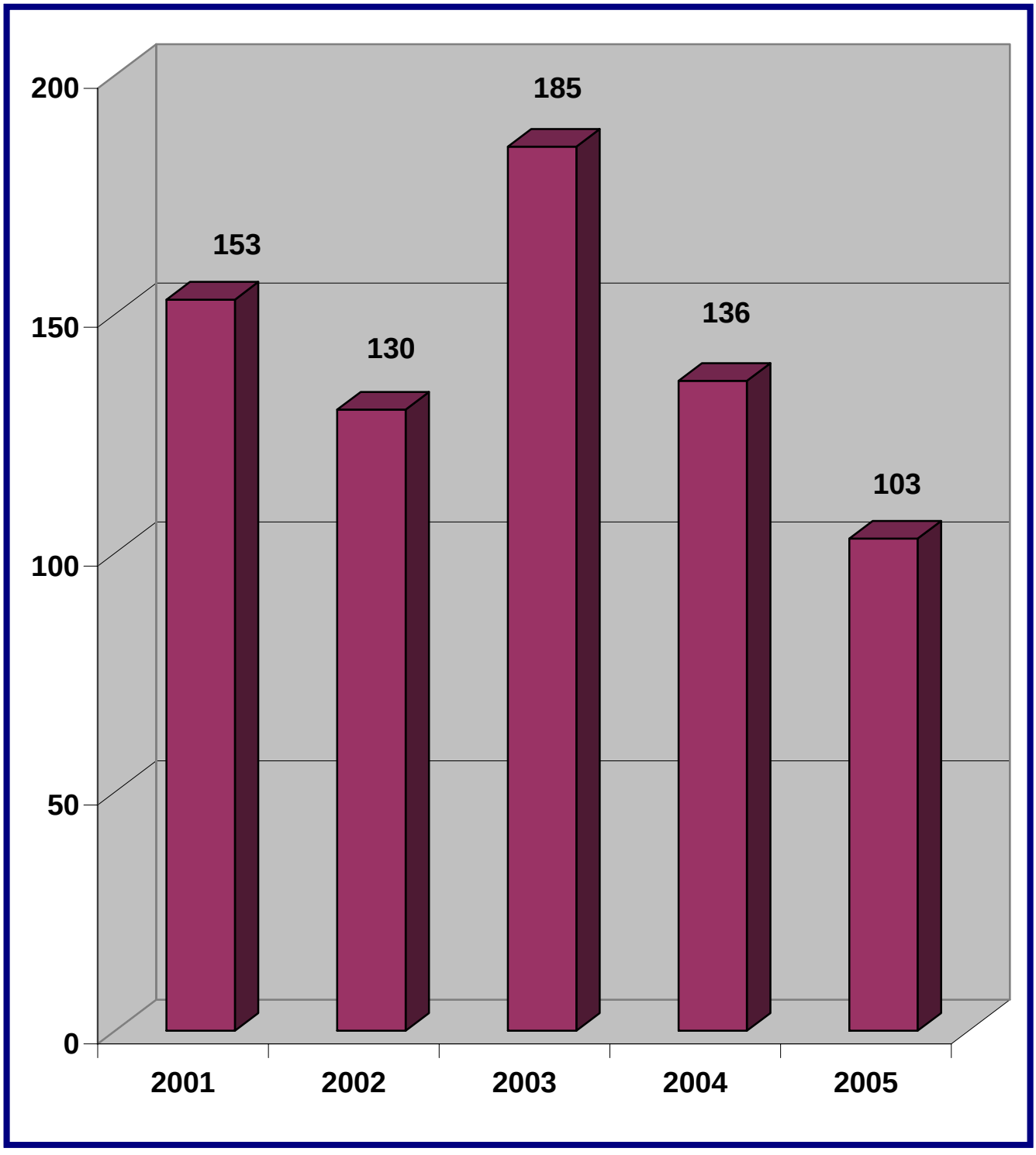
Dover Police Department
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NATIONAL FIGURES NOT AVAILABLE FOR 2005

Dover Police Department
Annual Report

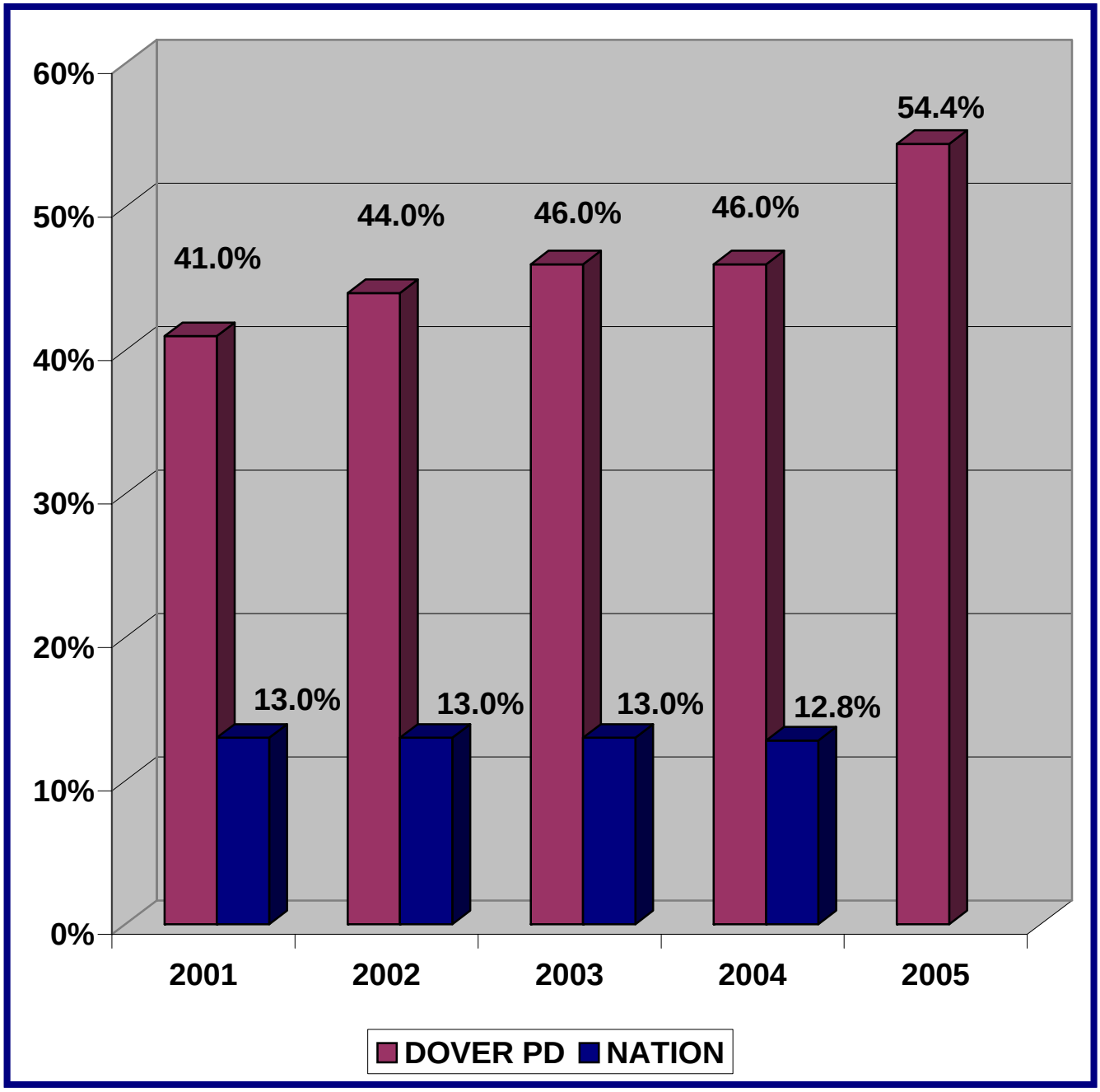
Burglaries
Five Year Comparison



Dover Police Department
Annual Report

Burglary Clearance Rate

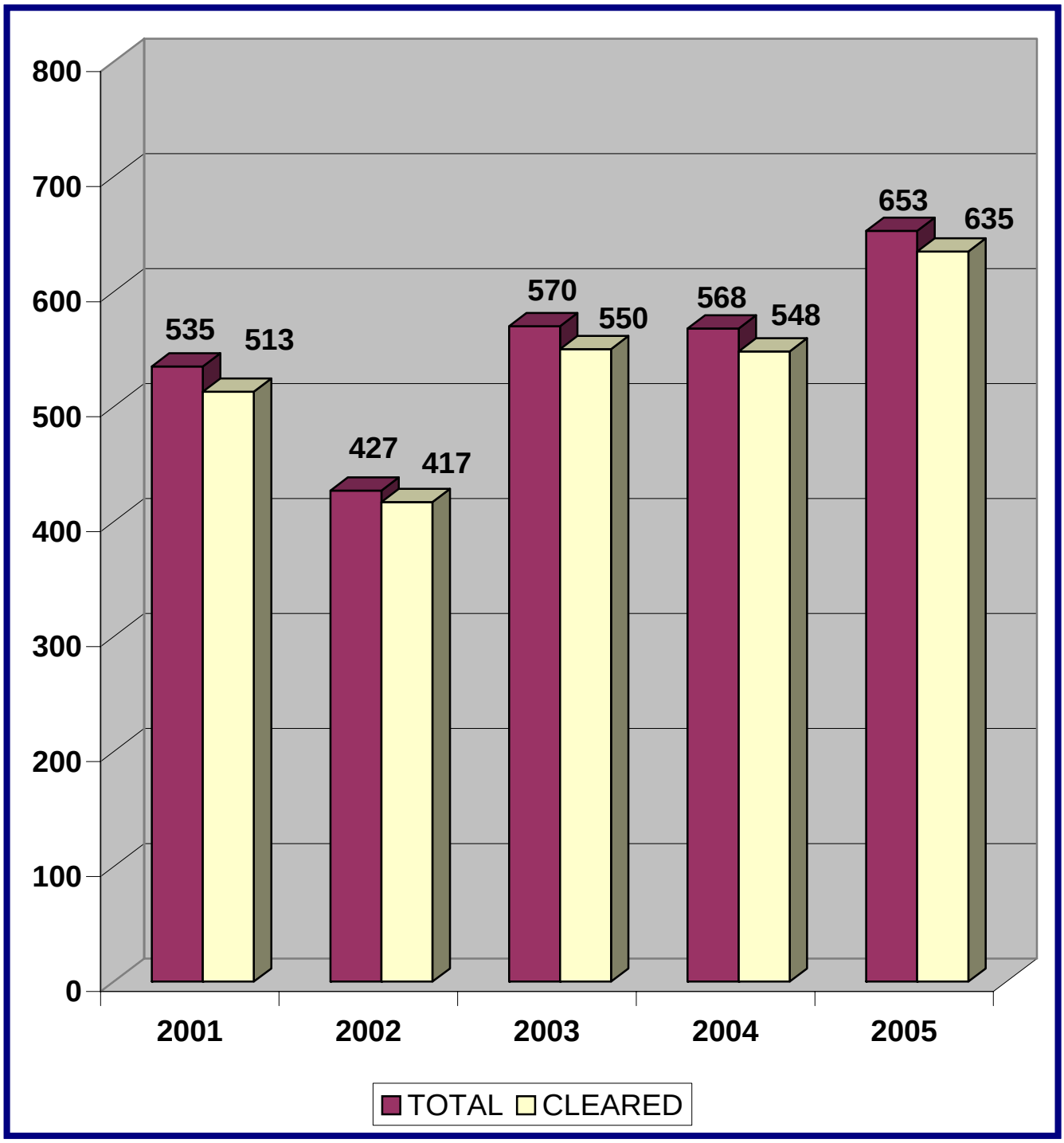
Dover Police Department
-vs-
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NATIONAL FIGURES NOT AVAILABLE FOR 2005.

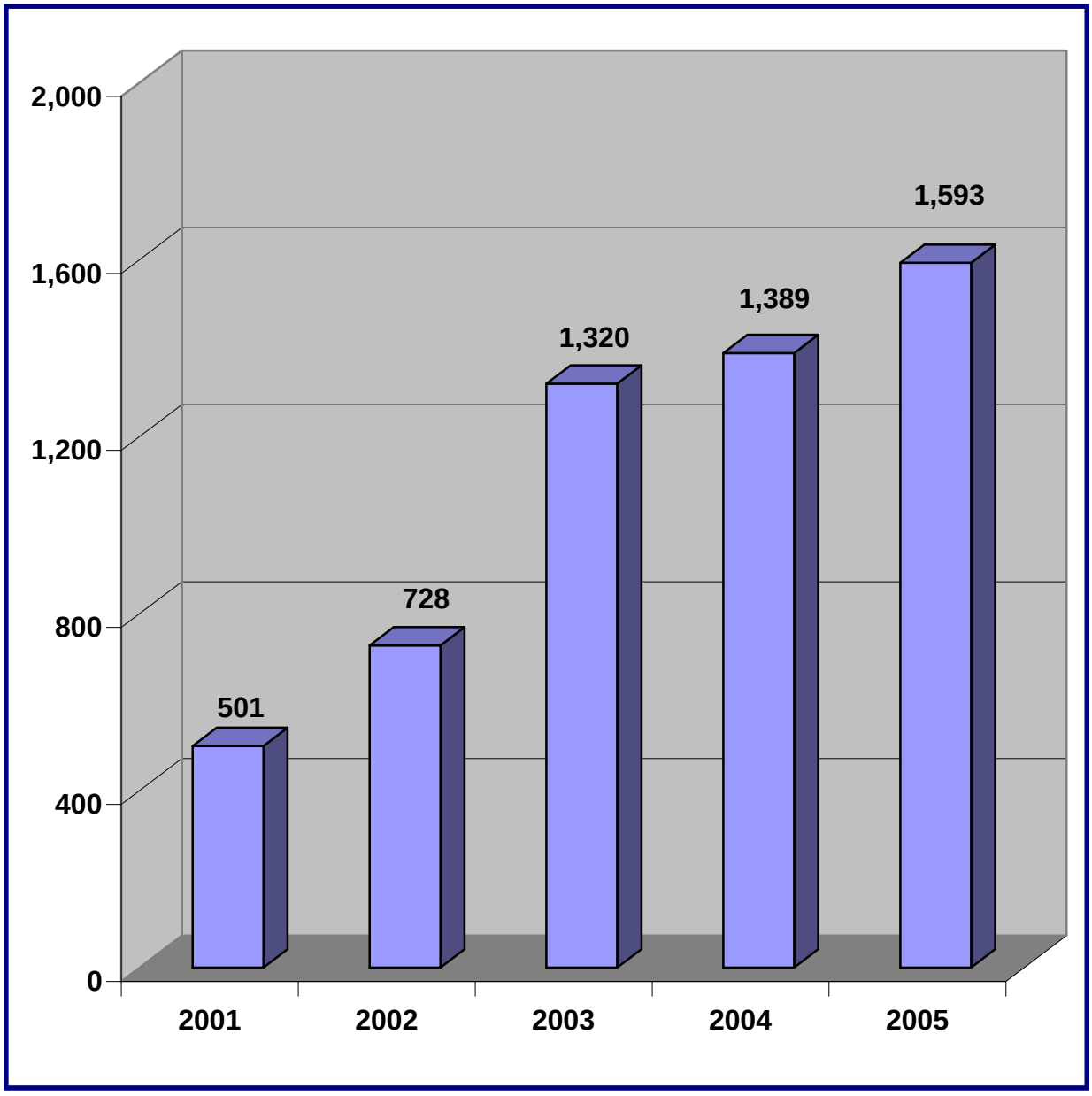
Dover Police Department
Annual Report

Drug Offenses
Five Year Comparison



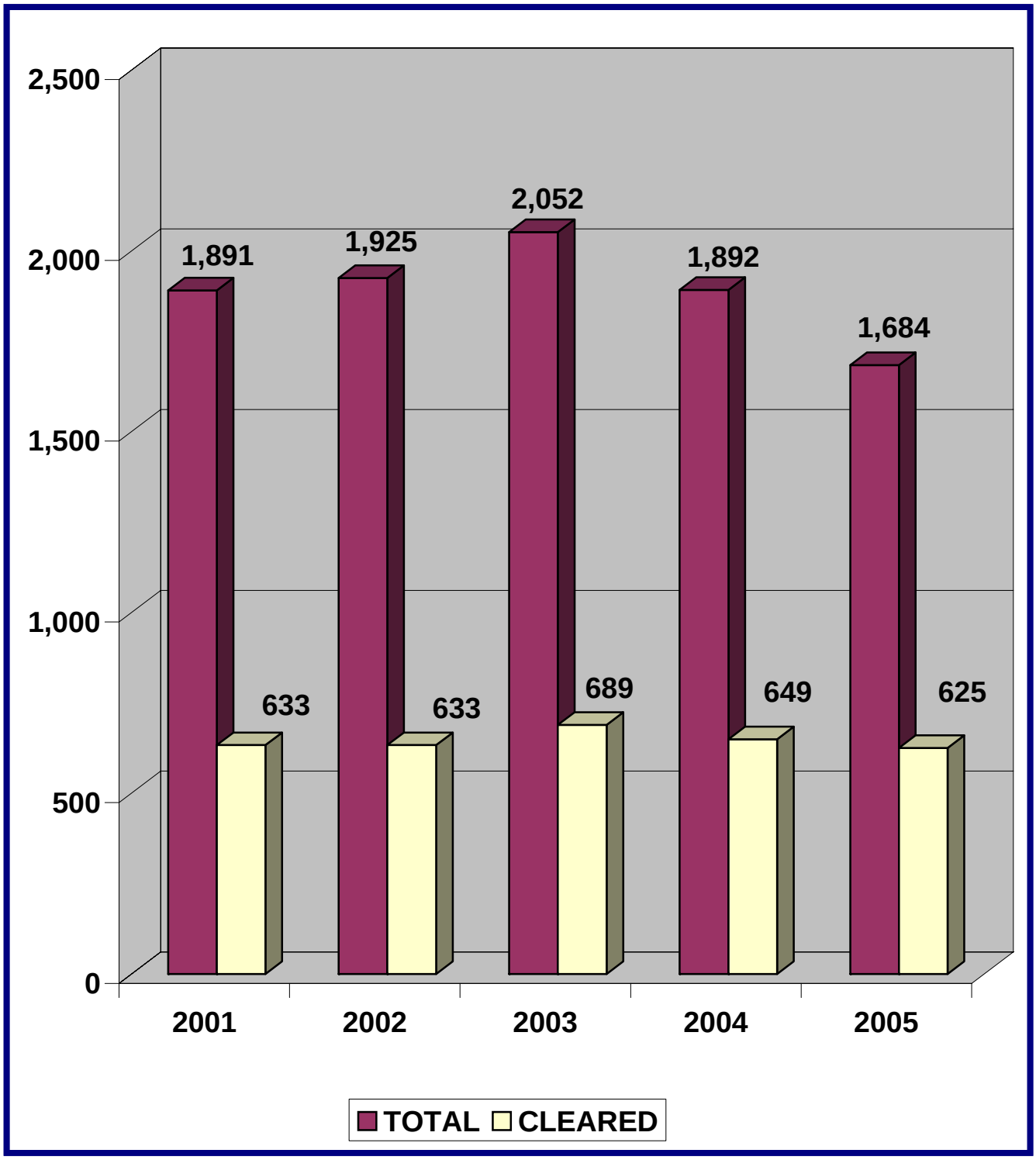
Dover Police Department
Annual Report

Actual Drug Arrests made by the Drugs, Vice, and Organized Crime Section



Dover Police Department
Annual Report

Property Crime
Five Year Comparison



CRIME CLEARANCE COMPARISON
NATIONAL AVERAGE VS. DOVER POLICE DEPARTMENT

CITIES WITH POPULATION 25,000 TO 49,999

	NATIONAL 2004	DOVER 2004	DOVER 2005
VIOLENT CRIME (TOTAL)	*49.0%*	*62.0%*	*71.0%*
Murder	*69.3%*	*100.0%*	*100.0%*
Forcible Rape	*38.6%*	*80.0%*	*86.3%*
Robbery	*31.1%*	*41.8%*	*59.1%*
Aggravated Assault	*57.9%*	*66.7%*	*68.6%*
PROPERTY CRIME (TOTAL)	*18.8%*	*34.3%*	*37.1%*
Burglary	*12.8%*	*45.6%*	*54.4%*
Theft	*20.8%*	*34.6%*	*37.0%*
Motor Vehicle Theft	*15.3%*	*15.5%*	*19.5%*
Arson	*22.2%*	*41.7%*	*87.5%*
FORCIBLE RAPE			
Rape by Force	*38.2%*	*76.5%*	*77.3%*
Assault to Rape	*40.0%*	*100.0%*	*N/A*
ROBBERY			
Firearm	*25.1%*	*42.1%*	*66.7%*
Knife	*32.2%*	*25.0%*	*60.0%*
Other Dangerous Weapon	*33.2%*	*40.0%*	*33.3%*
Strongarm	*33.8%*	*45.0%*	*66.7%*
AGGRAVATED ASSAULT			
Firearm	*44.5%*	*48.8%*	*48.6%*
Knife	*62.9%*	*81.8%*	*86.5%*
Other Dangerous Weapon	*57.5%*	*66.3%*	*70.7%*
Hands, Feet, Other	*61.1%*	*75.0%*	*66.7%*
BURGLARY			
Forcible Entry	*11.8%*	*52.9%*	*42.9%*
Unlawful Entry, No Force	*14.0%*	*34.0%*	*68.6%*
Attempted Forcible Entry	*10.2%*	*0.0%*	*100.0%*
MOTOR VEHICLE THEFT			
Autos	*15.1%*	*18.8%*	*19.7%*
Trucks and Buses	*15.6%*	*20.0%*	*28.6%*
Other Vehicles	*12.5%*	*3.8%*	*14.3%*
ARSON			
Structural	*27.6%*	*57.1%*	*100.0%*
Mobile	*10.7%*	*0.0%*	*0.0%*
Other	*21.3%*	*50.0%*	*100.0%*

CRIMINAL SUMMARY

	ACTUAL COMPLAINTS		CASES CLEARED		ADULT ARRESTS		JUVENILE ARRESTS	
CLASSIFICATION OF OFFENSE	**2004**	**2005**	**2004**	**2005**	**2004**	**2005**	**2004**	**2005**
CRIMINAL HOMICIDE TOTAL	**3**	**4**	**2**	**4**	**2**	**4**	**0**	**0**
MURDER NON-NEGLIGENT MANSLAUGHTER	3	2	2	2	2	1	0	0
NEGLIGENT MANSLAUGHTER	0	2	0	2	0	3	0	0
KIDNAPPING & ABDUCTION	**14**	**9**	**12**	**8**	**11**	**7**	**0**	**0**
SEXUAL OFFENSES, FORCIBLE	**20**	**51**	**16**	**44**	**6**	**14**	**4**	**9**
RAPE BY FORCE	17	22	13	17	3	9	3	1
FORCIBLE FONDLING*	1	27	1	26	2	5	0	8
RAPE BY FORCE - ATTEMPTED	2	0	2	0	1	0	1	0
FORCIBLE FONDLING - ATTEMPTED	0	2	0	1	0	0	0	0
ROBBERY TOTAL	**67**	**44**	**28**	**26**	**29**	**17**	**3**	**4**
FIREARM	38	12	16	8	14	3	2	0
KNIFE OR CUTTING INSTRUMENT	4	5	1	3	1	3	0	0
OTHER DANGEROUS WEAPON	5	9	2	3	4	3	0	0
STRONG-ARM	20	18	9	12	10	8	1	4
ASSAULT TOTAL	**934**	**993**	**722**	**818**	**444**	**421**	**117**	**160**
AGGRAVATED ASSAULT TOTAL	186	156	124	107	87	57	21	27
FIREARM	43	37	21	18	16	7	2	2
KNIFE OR CUTTING INSTRUMENT	44	37	36	32	28	19	8	8
OTHER DANGEROUS WEAPON	83	58	55	41	34	25	8	8
AGGRAVATED - STRONG-ARM	16	24	12	16	9	6	3	9
NON-AGGRAVATED TOTAL	748	837	598	711	357	364	96	133
NON-AGGRAVATED - SIMPLE/HARASSMENT	599	685	484	587	314	317	76	119
NON-AGGRAVATED - INTIMIDATION	149	152	144	124	43	47	20	14
BURGLARY TOTAL	**136**	**103**	**62**	**56**	**33**	**33**	**10**	**8**
FORCIBLE ENTRY	85	63	45	27	22	12	5	1
UNLAWFUL ENTRY NO FORCE	50	35	17	24	11	20	5	7
ATTEMPTED FORCIBLE ENTRY	1	5	0	5	0	1	0	0

** Forcible Fondling coded differently in NIBRS*

CRIMINAL SUMMARY

	ACTUAL COMPLAINTS		CASES CLEARED		ADULT ARRESTS		JUVENILE ARRESTS	
CLASSIFICATION OF OFFENSE	**2004**	**2005**	**2004**	**2005**	**2004**	**2005**	**2004**	**2005**
LARCENY - THEFT TOTAL	**1,628**	**1,460**	**564**	**540**	**340**	**347**	**205**	**172**
PICK POCKET	5	4	1	3	0	2	0	1
PURSE SNATCH	5	2	1	0	0	0	0	0
SHOPLIFTING	534	469	405	370	274	282	181	144
THEFT FROM BUILDING	429	477	96	110	33	38	13	16
THEFT FROM COIN-OP MACHINE	5	6	1	0	0	0	0	0
THEFT FROM A MOTOR VEHICLE	281	223	14	29	13	19	2	7
THEFT OF VEHICLE PARTS/ACCESSORIES	139	95	9	9	1	2	3	0
OTHER	230	184	37	19	19	4	6	4
MOTOR VEHICLE THEFT TOTAL	**116**	**113**	**18**	**22**	**4**	**11**	**2**	**3**
AUTOS	80	71	15	14	4	5	2	1
TRUCKS & BUSES	10	14	2	4	0	3	0	1
OTHER VEHICLES	26	28	1	4	0	3	0	1
ARSON TOTAL	**12**	**8**	**5**	**7**	**0**	**1**	**3**	**3**
STRUCTURAL	7	3	4	3	0	1	3	3
MOBILE	3	1	0	0	0	0	0	0
OTHER	2	4	1	4	0	0	0	0
EXTORTION/BLACKMAIL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
COUNTERFEIT/FORGERY	**117**	**203**	**85**	**151**	**59**	**71**	**2**	**0**
FRAUD TOTAL	**508**	**664**	**350**	**451**	**138**	**131**	**10**	**7**
FALSE PRETENSE/SWINDLE	271	418	169	258	70	74	7	5
CREDIT CARD/ATM	91	112	60	85	1	3	2	0
IMPERSONATION	146	134	121	108	67	54	1	2
WELFARE FRAUD	0	0	0	0	0	0	0	0
WIRE FRAUD	0	0	0	0	0	0	0	0
EMBEZZLEMENT	**49**	**37**	**27**	**22**	**25**	**18**	**2**	**3**
RECEIVING STOLEN PROPERTY	**30**	**37**	**24**	**36**	**11**	**26**	**7**	**7**

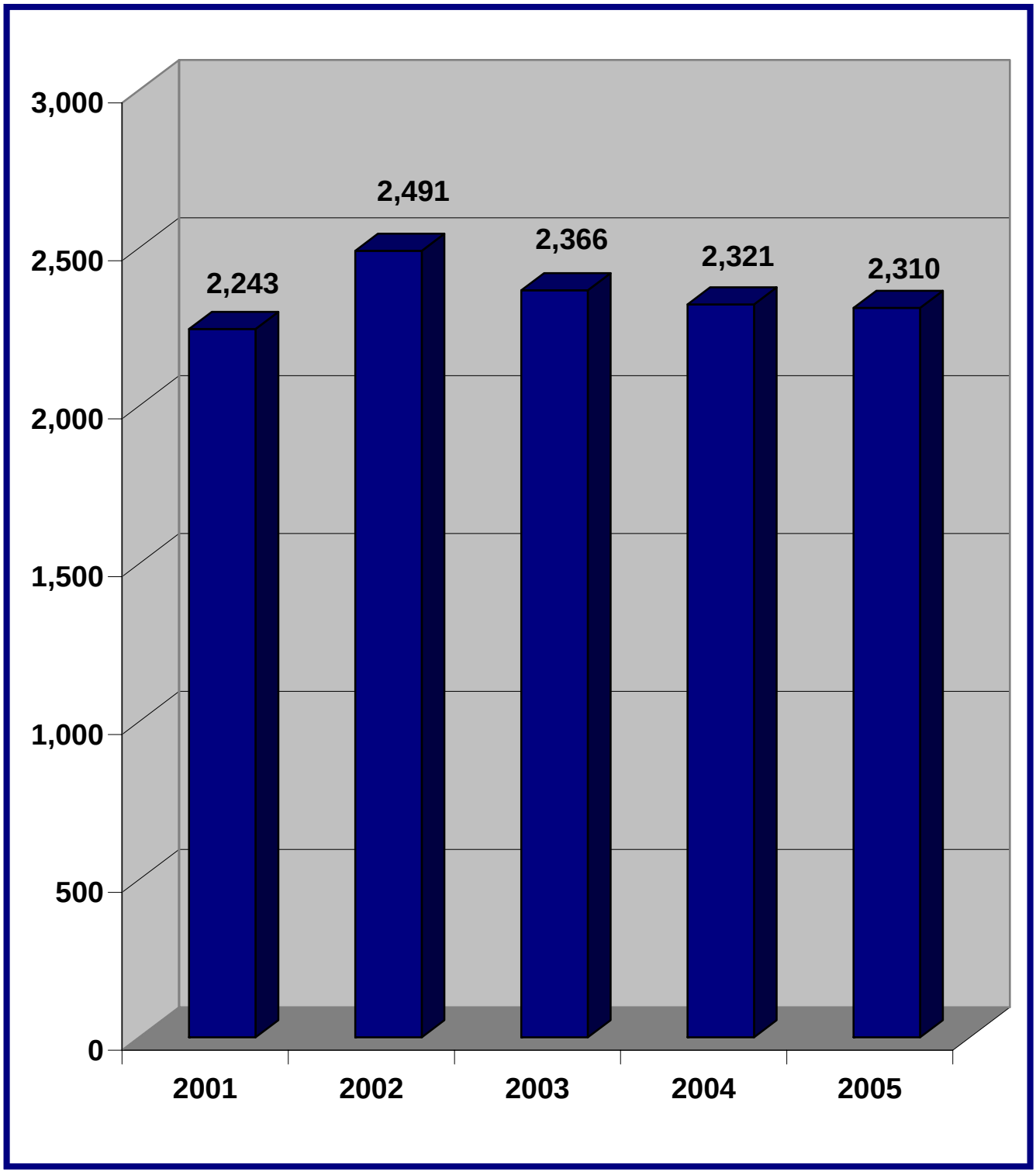
CRIMINAL SUMMARY

Page 3 of 3

	ACTUAL COMPLAINTS		CASES CLEARED		ADULT ARRESTS		JUVENILE ARRESTS	
CLASSIFICATION OF OFFENSE	**2004**	**2005**	**2004**	**2005**	**2004**	**2005**	**2004**	**2005**
DESTRUCTION/DAMAGE PROPERTY	**1,204**	**1,042**	**230**	**270**	**70**	**62**	**16**	**34**
DRUG/NARCOTIC OFFENSES	**568**	**653**	**548**	**635**	**331**	**349**	**48**	**49**
DRUG/NARCOTIC	302	344	284	329	290	307	47	48
DRUG EQUIPMENT	266	309	264	306	41	42	1	1
SEXUAL OFFENSES, NON-FORCIBLE	**0**	**6**	**0**	**6**	**0**	**2**	**0**	**2**
INCEST	0		0	0	0	0	0	0
STATUTORY RAPE	0	6	0	6	0	2	0	2
PORNOGRAPHY/OBSCENE MATERIAL	**5**	**3**	**4**	**3**	**2**	**2**	**0**	**0**
GAMBLING OFFENSES	**1**	**3**	**1**	**3**	**0**	**0**	**1**	**2**
PROSTITUTION TOTAL	**24**	**26**	**24**	**26**	**15**	**18**	**0**	**0**
PROSTITUTION	13	15	13	15	4	7	0	0
PATRONIZING/PROMOTING PROSTITUTION	11	11	11	11	11	11	0	0
BRIBERY	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
WEAPONS LAW VIOLATIONS	**136**	**110**	**102**	**92**	**17**	**19**	**11**	**7**
TOTAL PART A OFFENSES	**5,572**	**5,569**	**2,824**	**3,220**	**1,537**	**1,553**	**441**	**470**

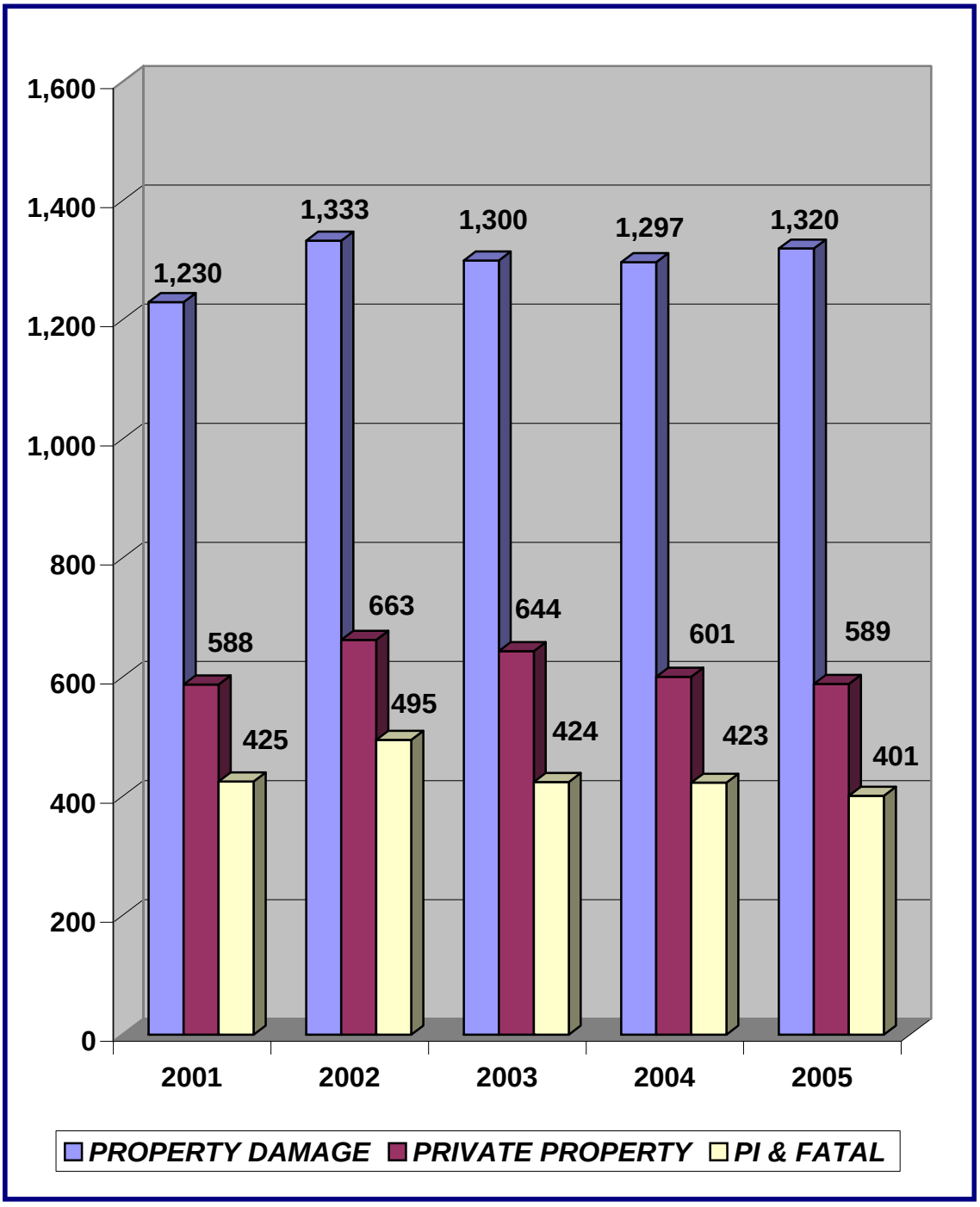
City of Dover Police Department
Annual Report

Accidents
Five Year Comparison



Dover Police Department
Annual Report

Accident Breakdown
Five Year Comparison

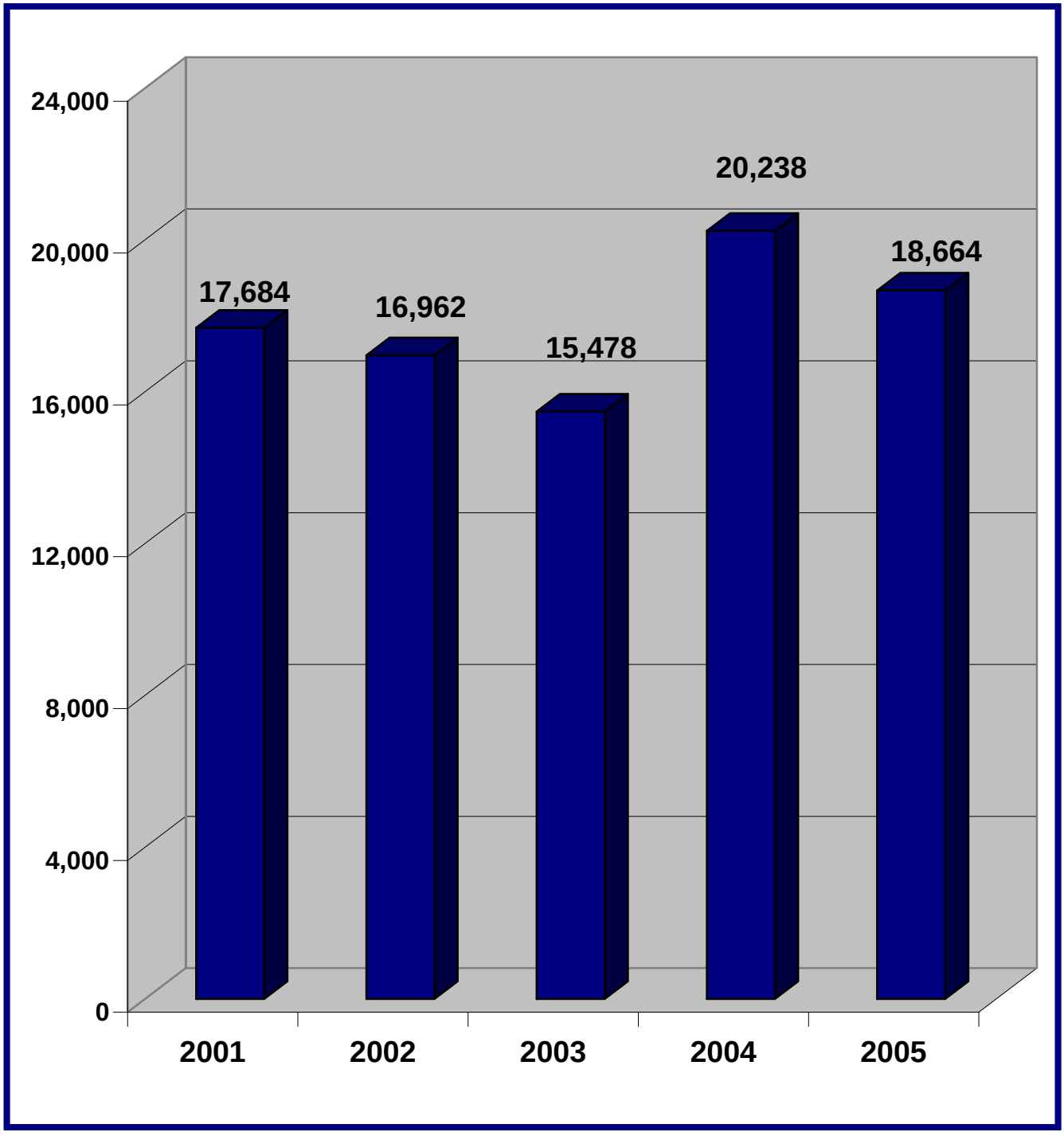


Dover Police Department
Annual Report
Traffic Accident Summary

TRAFFIC ACCIDENT SUMMARY	2004	2005
TOTAL ACCIDENTS*	2,321	2,310
FATAL ACCIDENTS	4	1
PERSONAL INJURY ACCIDENTS	419	400
PROPERTY DAMAGE ACCIDENTS	1,297	1,320
PERSONS KILLED	4	1
PERSONS INJURED	556	557
PRIVATE PROPERTY ACCIDENTS	601	589

**Total does not include 732 non reportable accidents for 2004 and 794 non-reportable accidents for 2005.*

Traffic Arrests
Five Year Comparison

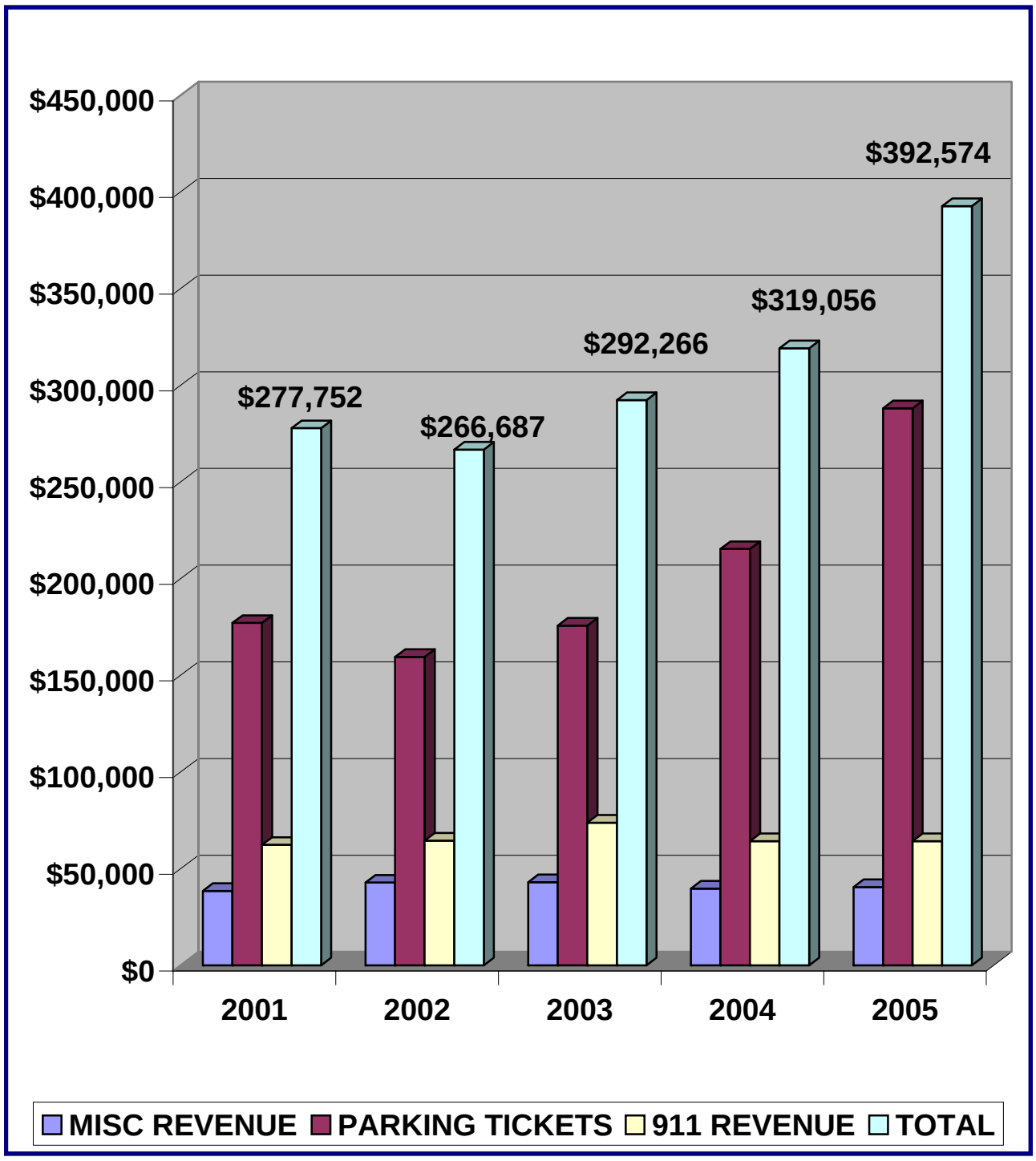


Dover Police Department
Annual Report
Traffic Arrest Summary

CLASSIFICATION OF VIOLATIONS	**NUMBER OF ARRESTS**	
	2004	***2005***
DANGEROUS MOVING VIOLATIONS		
DRIVING UNDER THE INFLUENCE	212	208
SPEEDING	4,808	5,151
RIGHT OF WAY	178	175
FOLLOWING TOO CLOSELY	189	190
STOP SIGN	396	466
TRAFFIC SIGNAL	736	436
CARELESS OR INATTENTIVE DRIVING	872	892
SUBTOTAL	***7,391***	***7,518***
LICENSE & REGISTRATION VIOLATIONS		
LICENSE VIOLATIONS	1,151	966
SUSPENSION & REVOCATION	1,252	1,338
REGISTRATION & TITLE	5,728	5,225
SUBTOTAL	***8,131***	***7,529***
OTHER VIOLATIONS		
SEATBELT VIOLATIONS	3,383	2,625
CHILD RESTRAINT VIOLATIONS	215	105
LEAVING THE SCENE OF AN ACCIDENT	68	66
FAILURE TO REPORT AN ACCIDENT	26	22
EQUIPMENT VIOLATIONS	449	243
ALL OTHER VIOLATIONS	572	556
SUBTOTAL	***4,713***	***3,617***
GRAND TOTAL	**20,235**	**18,664**

Dover Police Department
Annual Report

Police Revenue
Parking Fines and Reports



Dover Police Department
Annual Report
City Ordinance Summons and Cash Receipts

CITY ORDINANCE SUMMONS	*ISSUED*		*PAID*		*DISMISSED*	
	2004	**2005**	**2004**	**2005**	**2004**	**2005**
Parking	7,829	7,892	5,887	5,805	306	333
Handicap	419	351	183	149	122	114
Fire Lane	369	326	242	230	23	21
False Alarm	767	752	686	671	11	18
Loud Noise	639	268	458	188	2	2
Underage Consumption	93	119	81	87	2	2
Animals	144	153	96	103	2	5
Inspections/City Hall	305	331	120	165	80	109
Other	343	346	160	172	8	9
TOTALS	10,908	10,538	7,913	7,570	556	613

COLLECTION PERCENTAGE	2004	2005
DPD - Issued	73.50%	72.55%
TOTALS	72.54%	71.84%

DISMISSED PERCENTAGE	2004	2005
DPD - Issued	4.49%	4.94%
TOTALS	5.10%	5.82%

CASH RECEIPTS	2004	2005
City Ordinance Summons	$215,253.10	$288,020.00
Police Reports	$39,610.00	$38,860.00
Taxi License	$0.00	$0.00
Bicycle License	$4.75	$2.75
Miscellaneous	$30.00	$1,554.53
TOTALS	$254,897.85	$328,437.28

Dover Police Department
Annual Report
Miscellaneous Calls for Service

MISCELLANEOUS CALLS FOR SERVICES

This refers to the category in which the dispatcher classified the call for service.

SERVICE REQUEST TYPE	***2004***	***2005***
ALARMS	2,299	2,253
ANIMAL	1,254	1,213
ASSIST OTHER AGENCY	555	537
CITY ORDINANCE VIOLATION COMPLAINTS	121	77
DRUG OVERDOSE	26	24
ESCORTS, INCLUDES CITY HALL	419	441
LOCK JOCK	2,480	2,467
LOST/FOUND PROPERTY	418	447
LOUD MUSIC	867	895
COMMUNITY SERVICE REQUESTS	695	418
MEGAN'S LAW (SEX OFFENDER REGISTRATION)	94	157
MENTAL PATIENT	261	198
MISSING PERSONS	303	330
NOISE	440	435
PROTECTION FROM ABUSE ORDER VIOLATIONS	58	70
PROPERTY CHECK	163	115
PROPERTY RETRIEVAL	181	223
PUBLIC ASSISTANCE	375	258
SUDDEN DEATH	23	28
SUICIDE (includes attempts)	54	60
TRAFFIC REQUEST	133	226
UNSECURED BUILDING	81	63
TOTAL	**11,300**	**10,935**

STATUS/DISPOSITION OF CALLS RECEIVED

This refers to the category in which the dispatcher or officer classified the result of the call for service

	2004	***2005***
REPORT REQUIRED	7,415	7,262
NO REPORT REQUIRED	10,767	11,459
CANCELED PRIOR TO OFFICER ARRIVAL	799	782
CRIME PREVENTION CHECK PERFORMED	117	128
NO REPORT - AREA CHECKED W/NEGATIVE RESULTS	3,754	3,265
NO REPORT - FALSE ALARM	2,076	2,039
CLEARED - LOCK JOCK SUCCESSFUL	1,932	1,887
CLEARED - LOCK JOCK UNSUCCESSFUL	378	378
TURNED OVER TO ANOTHER AGENCY	40	42
ALL OTHERS*	3,522	2,891
TOTAL	**30,800**	**30,133**

*"All Others" are miscellaneous "No Report" service related dispositions.

Dover Police Department
Annual Report
Time Distribution Hours

TIME DISTRIBUTION, HOURS	2004	2005
Total on Duty	145,901.00	147,162.50
Criminal Investigation	64,063.50	65,029.00
Accident Investigation	5,201.00	5,345.50
Special Duty	25,115.00	26,113.50
Foot Patrol	962.50	850.50
Station Duty	11,806.50	11,867.00
Motor Patrol	18,219.50	17,765.00
Traffic Duty	615.00	521.50
Court	5,253.50	5,569.00
Administrative	14,664.50	14,101.50
Sick*	2,080.00	2,762.00

**sick time not included in total*

PERSONNEL STRENGTH	2004	2005
Authorized Strength	87	90
Actual Strength	86	87

MISCELLANEOUS CONTACTS	2004	2005
Traffic Reprimands	4,266	3,485
Crime Prevention Checks	2,645	2,638
Building/Door Checks	45,162	53,773

DOVER POLICE DEPARTMENT

2005 GRANT FUNDING SUMMARY

Name	Grant #	Description	Source	Total Auth	Remarks
Dover Weed & Seed Project	Various	Funds the grant coordinator position & weeding programs worked by the Parks & Recreation Department)	Federal funds passed through and managed by the State Criminal Justice Council (CJC)	98,813.78	Funding for 4th year of program which ends 2/28/06
Dover Weed & Seed Project	Various	Funds the weeding programs for the grant through overtime hours worked by Dover Police Officers	Federal pass through - CJC	112,878.00	Funding for 4th year of program which ends 2/28/06
Violence Against Women Act (VAWA)	VW 03-211	Funds domestic violence advocate position and associated operating expenses	Federal pass through - CJC	33,742.00	Funding for last year of program which ended in Jun 05
State Aid to Local Law Enforcement (SALLE) Grants	Various	Various Law Enforcement Equipment Items	State - Public Safety	44,655.63	Annual grant
Emergency Illegal Drug Enforcement (EIDE) Grants	Various	Various Drug Enforcement Equipment Items and Informant funds	State - Public Safety	24,631.98	Annual grant
State Law Enforcement Assistance Fund (SLEAF) Grant	05-022	SLEAF - Autocite System Upgrade	State Attorney General's Office	50,000.00	Funds requested from and approved by the SLEAF committee for specific equipment items
State Law Enforcement Assistance Fund (SLEAF) Grant	05-043	SLEAF - Automatic tape backup system	State Attorney General's Office	7,200.00	Funds requested from and approved by the SLEAF committee for specific equipment items
State Law Enforcement Assistance Fund (SLEAF) Grant	TBD	SLEAF - Mobile Data Computers & Docking Stations	State Attorney General's Office	31,500.00	Funds requested from and approved by the SLEAF committee for specific equipment items
Local Law Enforcement Block Grant (LLEBG)	04LBBX0589	Funds requested for technology upgrade expenses not programmed into the local budget	USDOJ	15,902.00	Program discontinued by Congress - grant funds expire in Nov 06.
Community Oriented Policing Service (COPS) Grant (2 officers)	04SHWX0172	Funds requested for the School Resource Officer Program (Dover High and Central Middle Schools)	USDOJ	250,000.00	Federal portion of three year grant program - expires on 8/31/07
COPS Grant (4 officers)	02UMWX0138	Funds requested from the Universal Hiring Program for additional law enforcement officers	USDOJ	300,000.00	Federal portion of three year grant program - expires on 2/28/07
Highway Safety Grant	H607	Funds additional enforcement hours in the areas of impaired driving, occupant protection and aggressive driving.	State - Public Safety	20,500.00	Annual grant
Community Development Block Grant	n/a	Funds overtime enforcement hours in the downtown area of the city	Federal funds requested by City Planning Department	20,500.00	Annual grant
		Total Open Grants		**1,010,323.39**	

Officers of the Quarter

1st Quarter



PFC Gregory Hopkins

2nd Quarter



PFC Mark Guiteras

3rd Quarter



PFC Carlton Turner

4th Quarter



Ptlw. Jennifer King

Civilians of the Quarter

1st Quarter



Dispatcher Harry Whiteman

2nd Quarter



Dispatcher Chad Davis

3rd Quarter



Dispatcher Patricia Bashista

4th Quarter



Dispatcher Matthew Roseborough

Officer & Civilian of the Year for 2005



A member of the Dover Police Department since 1995, PFC Gregory Hopkins was named Officer of the Quarter for the 1st quarter of 2005 in recognition of his commitment, enthusiasm, and drive resulting in a significant impact on the community with his high caseload and volume of felony arrests. PFC Gregory Hopkins truly exemplifies the term "Dover's Finest".

A member of the Dover Police Department since 2000, Matthew Roseborough was named Civilian of the Quarter for the 4th Quarter of 2005, in recognition of his professionalism while handling all situations calmly, efficiently, and for his ability to obtain essential information while dispatching officers to complaints. He clearly has earned the honor of being named Civilian of the Year.

Retirements



Major Kevin L. Harding – 20 years of service



Sgt. Jon Littlefield – 22 years of service

New Officers



Major Taraila pins on Ptlm. Bumgarner's Badge



Mayor Speed swears in Ptlm. Musemici



Ptlm. Miller prepares to be sworn in



Ptlm. Hannon, Ptlm. Webster, Ptlm. Pfeiffer, Ptlm. Martinek
Dover's Newest Officers

Promotions



Major Taraila



Captain Boney



Lt. Bernat

Every year officers of the Dover Police Department take part in a highly competitive promotion process. The following officers were promoted during the year 2005:

Raymond Taraila to Major
Lester Boney to Captain
Paul Bernat to Lieutenant
Daniel McKeown to Sergeant
Chad Bernat to Corporal
Mark Guiteras to Patrolman First Class
James Stubbs to Patrolman First Class
Carlton Turner to Patrolman First Class
Aaron Dickinson to Patrolman First Class

Congratulations to these fine officers on their promotions.



Top Left to Right: *Sgt. McKeown, Cpl. Bernat*
Bottom Left to Right: *PFC Guiteras, PFC Stubbs, PFC Turner*
Photo not shown due to assignment: *PFC Dickinson*

Awards Ceremonies

The Dover Police Department holds two Award Ceremonies each year. Officers and civilians earned the following awards in 2005:

- *3 Distinguished Unit Commendations (with 22 recipients)*
- *2 Exceptional Performance Commendations*
- *1 Police Chief's Commendation*
- *6 DUI Awards*
- *9 Service Achievement Awards*
- *12 Safe Driving Awards*
- *6 Loyal Service Awards*
- *28 Perfect Attendance Awards*



Top Left to Right: *Cpl. Fortney receives the Exceptional Performance Commendation, Distinguished Unit Commendation for CI; Detective Section, Major Harding receives the Police Chief's Commendation*

Bottom Left to Right: *PFC Guiteras receives the DUI Award, Robin Adkins receives the Police Chief's Award, PFC Hopkins receives the Officer of the Quarter Award*

Awards Given by Other Agencies

M.A.D.D. Award Winners



Top Row : *PFC Danny Ranger, PFC Jeff King, PFC Jeff Melvin, Ptlm. Frank Fioravaniti, PFC Chris Hermance*
Bottom Row: *PFC Gerald Perry, PFC Carlton Turner, PFC Mark Guiteras, PFC Jeff Gott, PFC Robert Barrett*

Crime Stopper's Officer of the Year



Awarded to Cpl. Jason Pires of the D.V.O.C. Section

A.P.C.O. Dispatcher of the Year

(Association of Public Safety Communications Officials)



Dispatcher Patricia Bashista

Staff



1st Row: Lt. Kenneth Balke, Lt. Benton Counselman, Lt. Steven Getek, Lt. Paul Bernat
2nd Row: Patricia Virdin, Capt. Lester Boney, Chief Jeffrey Horvath, Major Raymond Taraila, Robin Adkins



Capt. Ray Sammons

Chief of Police:	*Jeffrey Horvath*
Deputy Chief:	*Raymond Taraila*
Operations Division Commander:	*Lester Boney*
Administration Division Commander:	*Ray Sammons*
Criminal Investigations Unit Commander:	*Steven Getek*
Patrol Unit Commander:	*Kenneth Balke*
Internal Affairs Unit Commander:	*Benton Counselman*
Special Enforcement Unit Commander:	*Paul Bernat*
Police Resources Manager:	*Robin Adkins*
Records Unit Administrator:	*Patricia Virdin*

Patrol Unit



"A" Platoon





"B" Platoon

The Patrol Unit consists of four Platoons with 12 Officers assigned to each platoon. The Patrol Unit provides 24 hours of police services to the community everyday of the year. Patrol officers protect and serve the citizens of the City of Dover. They are the first responders to motor vehicle accidents, medical emergencies, criminal complaints, and calls for assistance. To provide the very best service to the public, a typical Platoon consists of officers with the following specialized training:

- *Accident investigation and reconstruction*
- *Special Operations Response Officers*
- *Crisis negotiators*
- *Shift investigators*
- *K-9 Officers trained for tracking, detecting drugs and explosives*
- *Field Training Officers*
- *Firearms instructors*



"C" Platoon



"D" Platoon

K-9 Officers & Their Partners



K-9 Demonstration performed by PFC Welch, PFC Chandler, & K-9 Kit

The Dover Police Department has a total of four police canines. All Dover Police canines are purebred German Shepherds that undergo extensive training in order to perform their duties. Each Patrol Platoon is assigned a K-9 Officer along with his partner. Police canines are cross-trained for explosive detection, drug detection and terrain & building searches. Police canines often assist officers in the apprehension of dangerous felons, suspects resisting arrest and suspects fleeing crime scenes.

Public Information Officer



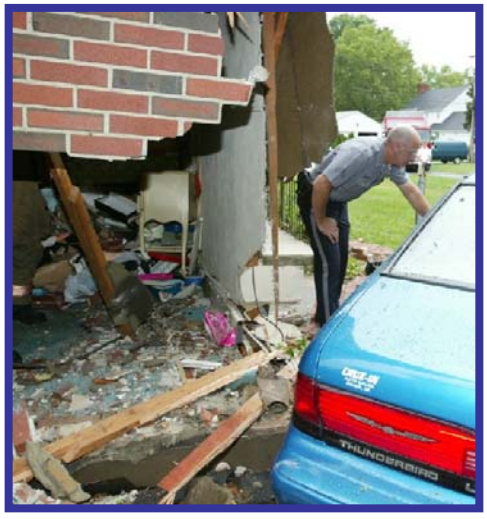
Capt. Lester Boney

The Public Information Officer (P.I.O.) is responsible for disseminating information to the media and the public. This is primarily accomplished by publishing information and photos on the department news release web page, which can be accessed at www.doverpolice.org. The P.I.O. also has regular contact with journalists from newspaper, radio, and television and gives both telephone and in- person interviews. Additionally, the Public Information Officer is often called upon to serve as emcee during functions such as promotion & award ceremonies, and retirement dinners.

Accident Investigation & Reconstruction Team

On average the City of Dover Police Department investigates 2400 accidents a year. Patrol officers investigate property damage and personal injury accidents. In the event of hazardous material accidents, serious injury accidents, fatal accidents and accidents involving police officers the Dover Police Department relies on the highly trained Accident Investigation and Reconstruction Team. The Reconstruction Team is made up of four officers. Each platoon is assigned a team member. The Reconstruction Officers have received training and practical application in the following areas:

- *Traffic Crash Reconstruction from the Institute of Police Training and Management*
- *Advance Traffic Crash Investigation from the Institute of Police Training and Management.*
- *CAD Zone /crash zone computer aided drafting*
- *Sokkia Total Station for surveying*
- *Advance Accident Investigation from the Delaware State Police*
- *Vericom 3000 Skid Computer*
- *Crash data retrieval programming*



PFC Simpkiss investigates an accident.

Criminal Investigation Unit Detective Section

The Criminal Investigation Unit of the Dover Police Department is tasked with the responsibility to investigate the most serious crimes that occur within the City of Dover. The Detective Section also performs financial investigations, counterfeiting investigations, and identity theft investigations. In addition to these duties they are called upon to perform background investigations of all civilian and police applicants who are being considered for employment. In 2005, the 7 members of the Detective Section handled a total of 2,048 criminal investigations with an 88% clearance rate. They also made 1,769 arrests while maintaining a robbery clearance rate of 56 %, burglary clearance rate of 59%, and clearing four homicides. As in past years, the unit worked with police agencies from several state, local, and federal jurisdictions.



Detective Spicer process a weapon while Detective Melvin takes notes

Operation Disarm Task Force

In 2005, the Dover Police Department continued it's commitment to Operation Disarm Task Force. During the past year, the task force has performed numerous seizures of guns, drugs, and currency. The task force also assists the department's detectives in recovering ballistic evidence and processing seized weapons. In addition to their investigative duties, the Operation Disarm Task Force made periodic stops at our local schools to educate the youth. Through McGruff the Crime Dog, they educated the students about handgun violence and proper gun safety.



Drugs, Vice, & Organized Crime Section D.V.O.C.



The Drugs, Vice, and Organized Crime Section is comprised of four officers who work in an undercover or plain clothes capacity. These officers are committed to eliminating the use and sale of illegal drugs, gambling, and prostitution from the City of Dover. Because of their dedication and commitment, the D.V.O.C. Section experienced a 15% increase over the previous year's record totals in drug and vice arrests. As a result of this increase in arrests, the unit seized significant amounts of illegal drugs and money. These seizure totals include 681 grams of cocaine, 5,900 grams of marijuana, and $39,000.00. The Drugs, Vice, and Organized Crime Section takes great pride in the working relationships it has established and maintained with the Drug Enforcement Administration (D.E.A.) and the Delaware Department of Probation and Parole.

D.E.A. Task Force

The Dover Police Department continued its ongoing relationship with the Drug Enforcement Administration during 2005. The local D.E.A. Task Force is comprised of detectives from local and state police agencies who work in conjunction with federal agents from the Drug Enforcement Administration. The Dover Police Department continues to provide two officers to work with this federal task force.

Operation Safe Streets

The Dover Police Department continues to support the Governor's statewide initiative "Operation Safe Streets". Two Dover Officers work along with officers from Delaware Probation and Parole. Together they concentrate their efforts on street level sales of illegal narcotics, as well as, monitoring current probationers who reside within the city limits of Dover.

Internal Affairs

The Internal Affairs Unit is staffed with one sworn officer who holds the rank of Lieutenant. The primary responsibility of the Internal Affairs Officer is to address complaints by citizens and to review the conduct of our employees (sworn and civilian) through standard review practices. This office is tasked with working directly with the City Solicitor in responding to civil actions. The Unit is also tasked with numerous other responsibilities including inspections.

Collision, Awareness, Responsibility & Safety Program (C.A.R.S.)

The Dover Police Department's C.A.R.S. program was developed for high school students enrolled in Driver's Education. The Department teamed up with Dover High School & Campus Community School and started teaching this program in the fall of 2004. The 90-minute block of instruction was created and is taught by officers specially trained in Accident Reconstruction. The core topics are: common violations that result in accidents, occupant protection (seat belts/airbags), decision-making, and what to do if involved in an accident.

The purpose of the course is to teach our new motorists the harsh reality of motor vehicle accidents from the grim point of view of the officer who investigates them. The ultimate goal is to take a proactive measure in an attempt to keep our youth safe. The course will be taught throughout the school year. On average, this program is taught to 425 students per school year.



PFC Hermance instructs class

Citizen's Police Academy



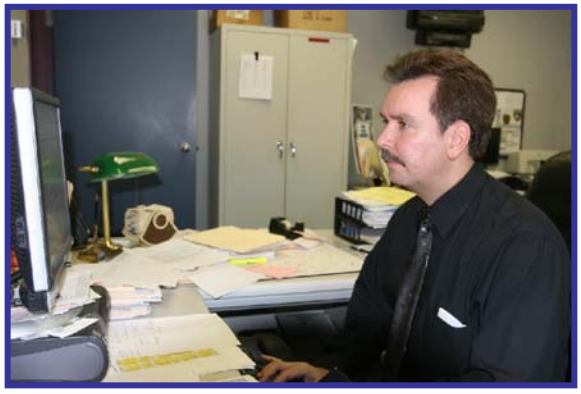
15th Graduating Class



16th Graduating Class

The Dover Police Department's Citizen's Police Academy is a 12 week course designed to build bridges between the community and the Department. The Academy's curriculum focuses on educating the general public on the services the Dover Police Department provides as well as developing a greater understanding of what law enforcement's duties and responsibilities entail. A total of 203 Citizens have graduated from this program since it's inception in 1994.

Accreditation Section



Cpl. Kevin Szramiak reviews standards for the Commission on Accreditation for Law Enforcement Agencies, Inc. (C.A.L.E.A.)

The Accreditation Section is tasked with the responsibility of maintaining and organizing the department's General Orders, Procedural Notices, and Directive Memoranda, in compliance with the applicable standards which C.A.L.E.A. mandates. The Department is currently governed by 448 standards. In December of 2005, the assessment team from C.A.L.E.A. performed their on-site reassessment of the Department. The three member team gave a favorable review of the Department which will be presented before the Board of Directors at the National C.A.L.E.A. Conference scheduled for March of 2006.

The department remains one of only seven departments in the State of Delaware to hold this prestigious honor.

Juvenile Section



Top row: *Officer Sandy, Officer Woody, SRO Ranger, SRO Hester*
Bottom row: *DARE Poster Winners, Pre-School Tours the Department*

The Juvenile Section consists of two certified D.A.R.E. Officers and two certified School Resource Officers. The D.A.R.E. Officers; Cpl. Sandra Smetana (Officer Sandy) and PFC Charles Woodard (Officer Woody), instruct 5th grade students attending Capital & Caesar Rodney School Districts in the D.A.R.E. program. These officers also instruct at the elementary school level. In addition to the classroom instruction, Officer Sandy and Officer Woody maintain a highly visible presence in the 17 schools that are within the city limits of Dover.

The School Resource Officers (S.R.O.'s) are in their firsts full year at their respective schools. PFC Keith Hester is assigned to Central Middle School . PFC Danny Ranger is assigned to Dover High School. The purpose of the S.R.O. is provide each individual school with an on site police officer to work directly with students and faculty.

The Juvenile Section also handles criminal complaints throughout the year. These complaints involve crimes against juveniles as well as crimes committed by juveniles. With the addition of the S.R.O's, the Juvenile Section handled a 30% increase in youth related complaints. The Juvenile Section was also busy in various community and school-related activities. In 2005, the Juvenile Section participated in the following activities:

- *After-Prom Promise (held an alcohol fee event for all Dover High School students that attended the Prom)*
- *Police Athletic League/City of Dover Weed & Seed street hockey league*
- *An after school volleyball program that was held at Wm. Henry Middle School*
- *City of Dover Basketball Athletic League held for youths from ages 8 to 15*

Dover Police Athletic League (P.A.L.) Weed & Seed Initiative

The Dover Police Athletic League has formed a partnership with the City of Dover Parks & Recreation Department and the Weed & Seed Initiative. With this partnership, it is our goal to provide activities and positive role models to youth between the ages of 8 & 18. During 2005, the Dover Police Athletic League along with the City of Dover Parks & Recreation sponsored a Street Hockey League and a Basketball League.

Community Policing Section



PFC Marvel, PFC Price, Cpl. Whitmore, PFC Burns



PFC Burns congratulates Special Olympics Medal Winner

The Community Policing Section is the direct link between the community and the Dover Police Department. This link is formed by the Community Policing Section being involved in several programs. Some of these programs are as follows:

- *Crime Free Multi-Housing Program*
- *"Are You Okay" Program*
  (Telephone Dial-in service geared toward the elderly wishing daily monitoring of their welfare)
- *Neighborhood Watch Program*
- *Bicycle Safety Programs*
- *Special Olympics*

In addition, the Community Policing Section handles all of the Megan's Law "Sex Offender" complaints and notifications. The Community Policing Section also conducts several seminars throughout the year. Some seminar topics include:

- *Personal safety (all ages)*
- *Seatbelt checks & child restraint installations and inspections*
- *Bicycle safety*
- *Verbal Judo*

Motorcycle Section



PFC Taylor checks vehicles information *Motorcycle Section leads the St. Patrick's Day Parade*

In 2005, the Motorcycle Section issued 7,691 traffic summonses. In addition to the large number of traffic arrests, the Motorcycle Section also handled 44 requests for funeral escorts, and numerous special events, such as parades and other assignments.

Crisis Negotiation Team (C.N.T.)



PFC Harmon, PFC Gist, & PFC Ranger prepare for training

The Crisis Negotiation Team is a specialized unit of the Dover Police Department. The C.N.T's mission is to respond to situations involving barricaded persons as well as hostage situations. It is the goal of the team to attempt to prevent harm to hostages, to negotiate for their safe release, and to attempt to prevent a person from doing harm to them self. The Crisis Negotiation Team is comprised of nine veteran officers of varied backgrounds. There was one call for service in 2005, which involved a suicidal subject threatening to jump from the 5th floor ledge of the Sheraton Hotel. The subject was successfully talked off of the ledge. The team also remained proficient through regular training and by participating in two strenuous training exercises with the Special Operations Response Team (S.O.R.T.).

Special Operations Response Team (S.O.R.T.)

The Special Operations Response Team (S.O.R.T.) is comprised of 14 veteran officers. The officers assigned to S.O.R.T. are highly trained in the areas of hostage rescue, barricaded subjects, and high risk warrant service. During 2005, the Special Operation Response Team was primarily used in support of the Drugs, Vice, and Organized Crime Section conducting high risk warrants.



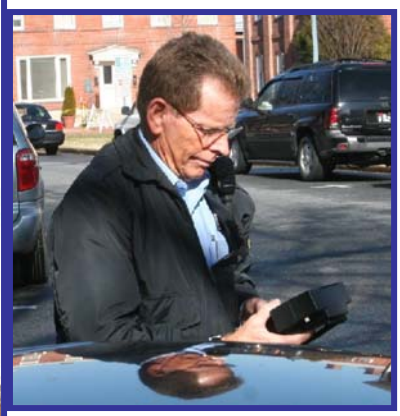
Special Operations Response Team in Training

Parking Enforcement

The Dover Police Department currently employs two parking enforcement officers John Boyer and Frank Hutchins. These civilian officers are tasked with ensuring public compliance with parking regulations such as handicap zones, fire lanes, two hour parking, metered and permit parking throughout various city parking lots, and residential parking. The primary focus of this enforcement is directed towards the downtown area of the city. Together, these officers issued over 4,700 summonses in 2005.



John Boyer



C. Frank Hutchins

Electronic Red Light Safety Program

In 2004, the City of Dover & the Dover Police Department entered into an agreement with the State of Delaware, Department of Transportation to support six intersections, which would be monitored by video cameras in an effort to deter motorists from running red lights at these specific intersections. The City currently has cameras on line monitoring these 6 intersections.

In 2005, the Electronic Red Light Safety Program issued a total of 20,280 citations.



Sgt. Mutter reviews red light violations

The majority of these violations occurred at major intersections on the highway. These intersections were selected to be monitored based on a study of side impact crashes.

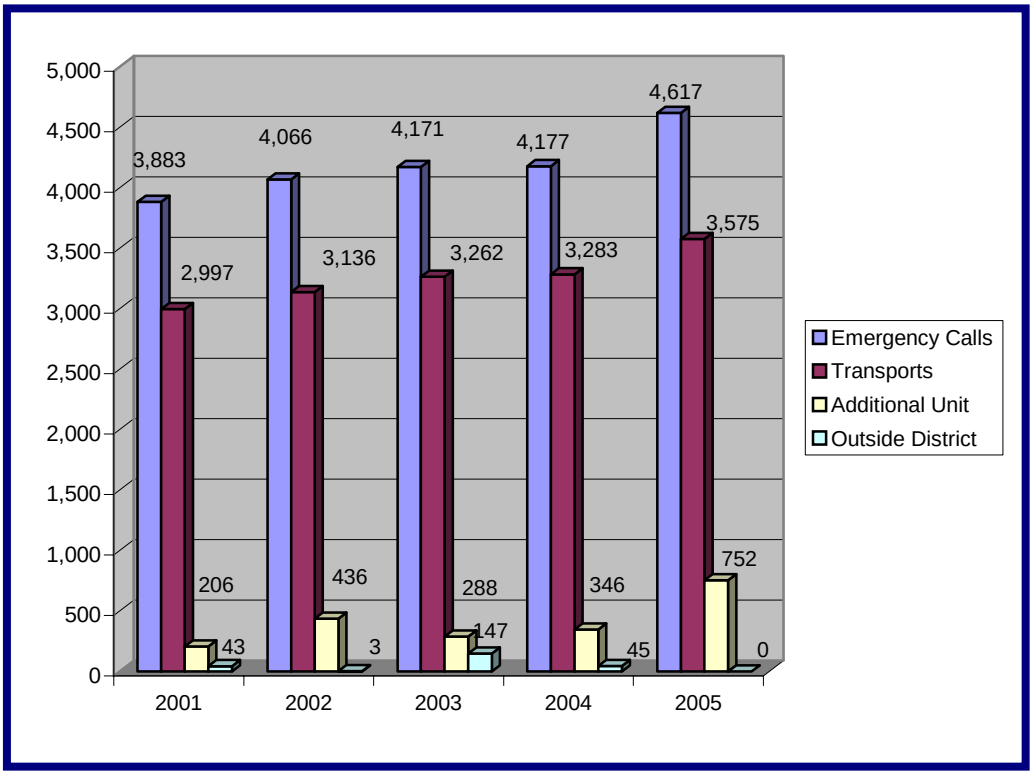
Dover Police Department Red Light Video Camera Statistics 2005

Red Light Video (Seven Cameras)

Intersection	*Date of Inception*	*Citations Issued for 2005*
Governor's Avenue S/B @ North Street	*05/27/05*	*768*
US Route 13 S/B @ Division Street	*05/26/05*	*4,315*
US Route 13 N/B @ White Oak Road	*05/27/05*	*5,219*
US Route 13 N/B @ Loockerman Street	*06/02/05*	*247*
US Route 13 N/B @ Loockerman Street Left Turn	*06/02/05*	*2,354*
US Route 13 N/B @ Roosevelt Avenue	*02/01/05*	*605*
US Route 13 N/B @ Webbs Lane	*04/15/04*	*3,660*
US Route 13 S/B @ Webbs Lane	*04/15/04*	*3,112*
Total Citations Issued		***20,280***

Emergency Preparedness

Ambulance Request Totals



As part of the Dover Police Department's responsibility for Emergency Prepareness, Lt. Paul M. Bernat attends bimonthly meetings of the Local Emergency Planning Commision and serves as a laison between the ambulance service provider and the City of Dover.

Lt. Bernat also attends monthly meetings of the Delaware Homeland Security Terrorism Preparedness Working Group. This group addresses Delaware's domestic preparedness issues and policies on such matters as equipment, training, excerise, and planning. Through the State Homeland Security Grant Program, the City of Dover was able to secure funding for 800 MHz radio encyption cards, 800MHz radio upgrades, radio console furniture, security door swipes, and partial funding for a back- up generator.

In April 2005, various city officials and representatives from the emergency response community participated in a live exercise at the Dover International Speedway. The exercise was sponsored by D.E.M.A. and offered participants an opportunity to practice and evaluate procedures that would be utilized in response to a weapons of mass destruction attack during a NASCAR weekend. The scope of the exercise focused on overall response, command & control, and interoperability with command center personnel & key response personnel present during a race.

Police Resources Manager

This is a civilian position within the police department. The Resource Manager has an important role and is responsible for all departmental financial matters including grants, planning, budgeting, and daily financial administration. Ms. Adkins also supervises four subordinates in the department's fleet management, purchasing, building maintenance, evidence and photography functions. Ms. Adkins prepares, writes, and/or assists with all grant applications for the department.



Mrs. Robin Adkins

Central Services Coordinator



Mrs. Christa Clark

The Central Services Coordinator is a civilian position and is responsible for a multitude of duties including fleet management and repair, building maintenance and repair, and the orderingof officer and civilizan uniforms. Mrs. Christa Clark also orders all equipment for the department from the smallest piece of office supplies needed to the most sophisticated police equipment. Mrs. Clark supervises the two Maintenance personnel as well as the Evidence Technician/Photographer.

Evidence Technician / Photographer

As the Evidence technician , Mr. Robert Neylan performs all the critical functions associated with tracking and storing all of the department's evidence. There are over 10,000 pieces of evidence stored in our facility at any given time. He is strictly accountable and responsible for each and every item. As the Department's Photographer, Mr. Neylan photographs crime scenes, accident scenes and other tasks as assigned. Mr. Neylan is often requested to photograph other events for other departments within the city.



Mr. Robert Neylan

Building Maintenance



Mr. Ronald Short



Mr. Tom Stubbs

The Department's custodial staff is charged with keeping the building clean and operational, which is a difficult task considering that the Department is operational 24 hours a day. The Department has one full and one part time civilian, Mr. Ronald Short and Mr. Thomas Stubbs respectively. In addition to keeping the building clean and presentable, these gentlemen are also tasked with coordinating and scheduling vendors to service and maintain the many different building systems and equipment we have in the department.



Animal Control Officer Mark Moore

Animal Control Officer

The Department's Animal Control Officer's primary responsibility is to ensure that neighborhoods are free of stray or potentially vicious animals, both domesticated and wild. In 2005, Animal Control Officer Mark Moore apprehended and transported 382 such animals to the Kent County SPCA. In addition, he also investigates cruelty to animal complaints to ensure that domesticated animals are treated humanely as set forth by law. The Animal Control officer also serves the public by assisting motorists who lock themselves out of their vehicles. Officer Moore handled 308 such requests in 2005.

Local Area Network Analyst (LAN Analyst)



LAN Analyst Paul Cookson

Mr. Paul Cookson serves as the Department's LAN Analyst. He is responsible for all of the department's computers, software and hardware. The department currently has 76 desktop computers, 29 mobile data computers, and 9 servers. The computer systems within the department continue to present unique challenges due to the enhanced security requirements imposed by state and federal mandates governing the criminal justice community.

This position is also responsible for assisting with the design, implementation and purchase of all items within the department directly and indirectly associated with computerized technology.

Mr. Cookson assisted in the configuration, purchase and implementation of the following during 2005:

- *The new AutoProcess Program*
- *The ergonomically designed console furniture for the 911 Center*
- *The new building security system and CCTV system*
- *The New World MSP CAD/Records Management system which is scheduled to be up and running March 2006*
- *The new computer server/800 MHz radio room and the new 911 equipment room.*



Dispatcher Gillcrese uses the new computer system in the 911 Center

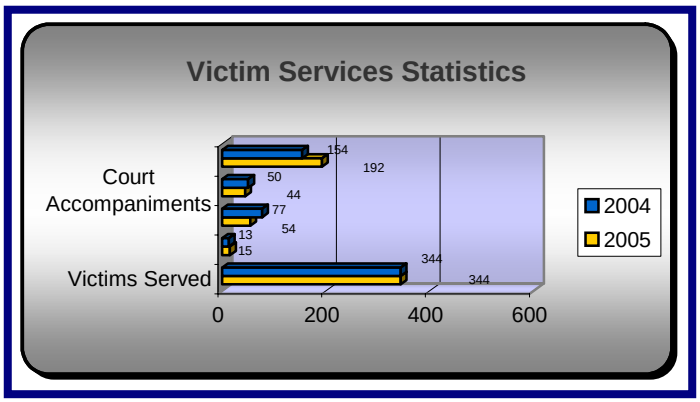
911 Center



Top Left Clockwise: Dispatcher Harry Whiteman, 911 Manager Christina Kober, Dispatcher Matthew Ciampa, Dispatcher Crystal Bradford, Dispatcher Matthew Roseborough, Dispatcher M. Brad Holloway, Dispatcher Chad Davis, Dispatcher Dennis Gillcrese, and Dispatcher Lee Jackson
Center: Patricia Bashista

The Dover Police Department's 911 Center is the first point of contact for emergency services provided to the residents and visitors of Dover. The 911 Center operates 24 hours a day 7 days a week providing police, fire and emergency medical services. Eleven full-time dispatchers staff the 911 Center. Dispatchers remain in constant communication with officers via the 800 MHz radio system and in-car computers. Dispatcher's duties also include data entry of wanted persons, missing persons, stolen guns, property, or vehicles in the local system (DELJIS) and National Crime Information Center (NCIC), and criminal history checks. In 2005, the 911 center received 144,076 telephone calls, 24,313 of those calls were received on the 911 emergency telephone lines. The 911 center averaged 395 calls daily.

In 2005, the 911 Center replaced their dispatch equipment to keep pace with the ever-growing technology; this equipment included ergonomically correct work stations, computerized Power 911 telephone system, and computerized 800 MHz radio system.



Victim Services Unit

Ms. Diane Glenn serves as the Department's Victim Services Coordinator and provides crime victims with professional assistance and support. Each crime victim and their family are provided with a supportive environment to assist them through some very difficult times and decisions in their lives. Our goal is to help lessen the trauma suffered and provide support throughout the criminal justice process.

Services provided to crime victims and their families vary in each case depending upon the needs of the individual. Services include: death notifications, crisis intervention, referrals to community based services, criminal justice updates, court accompaniments, assistance with filing for violent crime compensation through the state, as well as a host of other services as needed in each particular case.

The Dover Police Department is committed to the fair, compassionate, and dignified treatment of all crime victims. We continue to strive to improve and enhance all services related to helping victims and survivors through such traumatic events.

Below is a statistical breakdown for services provided in 2005.

New Clients Served	*194**
Existing Clients Served	*150*
Total Number of Victims Served	*344*

** 121 Female and 73 male clients*

Home Visits	*7*
Call Outs	*15*
Crisis Intervention	*54*
Telephone Contacts	*322*
In Person Contacts	*121*
Referrals to Community Services	*192*
Criminal Justice Information Updates	*296*
Court Accompaniments	*44*
Violent Crime Claims filed on behalf of Victims	*30*

Planning & Training Section



Sgt. Stump checks officer's HazMat suit for proper fit

The Planning and Training Section is responsible for all phases of training, recruitment and applicant testing. The section ensures the department is in compliance with all standards mandated by C.A.L.E.A., the Delaware Council on Police Training (C.O.P.T.), and our own in- house policies regarding training issues. This section provides training to outside agencies that request assistance with their training needs. They also coordinate the Department's Citizen's Police Academy, and attended several job fairs in an effort to recruit qualified and diverse applicants.

In 2005, the Planning and Training Section coordinated a total of 11,427 hours of training for the department's certified officers and 233 hours of training for our civilian employees.

Major Training accomplishments, which occurred during 2005, are:

- *Two members of the Accident Reconstruction Team received training in the Crash Data retrieval computer program.*
- *One officer attended the Federal Bureau of Investigation's National Academy and received training in Police Executive Law Enforcement.*
- *All officers received 16 hours of Weapons of Mass Destruction Training*
- *Six front line supervisors received 80 hours of Police Executive Leadership Training (P.O.L.E.X.).*
- *Numerous officers including command staff participated in a real time simulated terrorist attack at Dover Downs.*
- *All officers completed F.E.M.A.'s introduction to National Incident Management System (N.I.M.S.) online course.*
- *One officer was certified as a Drug Recognition Expert (D.R.E.).*

Records Unit



Jessica Scott and Lauren Taylor

The Records Unit consists of six civilian employees who are supervised by a civilian manager; Mrs. Patricia Virdin. The unit is responsible for all documents generated by the Police Department. These documents include all criminal reports, arrest reports, traffic collision reports, traffic citations, and city ordinance summons which are submitted to the Records Unit for review, data input, storage, and archiving. The Dover Police Records Unit is one of only three municipal police agencies in the state who are authorized to directly input data into the State of Delaware's Justice Information System (DELJIS). In addition, the Records Unit is tasked with processing and verifying the department's payroll prior to submitting it to City Finance Office.

Volunteers

The Department currently has 4 volunteers. These volunteers are Mrs. Doris Brown who has been with us for 5 years, Mrs. Irene Denham who has been with us for 8 years, Mr. Thomas Kelley who has been with us for 10 years and Mrs. Gertrude Parsons who has been with us for 12 years. Our volunteers assist the Records Unit in many different areas and we truly appreciate all the help that they give us.



Clockwise:
Mrs. Doris Brown,
Mrs. Irene Denham,
Mr. Tom Kelley &
Mrs. Gertude Parsons

Police Chaplain



The Police Department has one civilain holding the honorary rank of Captain in the position of Police Chaplain. Chaplain Wallace Dixon provides the blessing and benedictions at ceremonial functions. He also offers spiritual guidance and help to both sworn officers and civilain members of the department.

Chaplain Wallace Dixon

Honor Guard

Dover Police Department's Honor Guard is comprised of 12 volunteer officers from various units within the department. The honor guard is called upon for formal police functions and ceremonies.



Left to Right: Ptlm. Streadwick, PFC White, PFC Jaksch, Ptlm. Fioravaniti



Bagpiper

The Dover Police Department currently has one officer who is a member of the Delaware State Police Pipe and Drum Corp. Cpl. Chad Bernat has been performing at Departmental functions, parades, ceremonies and various local events. Cpl. Bernat became interested in playing the bagpipes and volunteered his time to train.

Cpl. Chad Bernat

ACTION FORM

PROCEEDING: Council	**AGENDA ITEM**: 02-27-2006 - 8
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 02-17-2006
PREPARED BY: Scott D. Koenig, P.E., Director of Public Works	
SUBJECT: Evaluation of Bids – Sign Faces for the Generic Subdivision Signs	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Finance Director	
EXHIBITS: N/A	
EXPENDITURE REQUIRED: $3,218.00 per location **AMOUNT BUDGETED**: $ N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Community Transportation Funds, page 223 of the 2006 Draft Operating Budget.	
TIMETABLE: Issue authorization immediately following Council approval.	
RECOMMENDED ACTION: Award contract to Eastern Sign Tech to fabricate sign faces for various subdivision entrance signs for a unit price of $3,218 per location for Fiscal Year 2006. Authorize staff to exercise the option years of Fiscal 2007 & 2008 for an increase of 5% per year for materials and other associated costs.	

BACKGROUND AND ANALYSIS

The City of Dover Department of Public Works has overseen the fabrication construction of a number of subdivision entrance signs over the past several years. Staff created a generic template for these signs and the associated foundation and brickwork. A bid package was prepared for a multi-year contract to fabricate the sign face area for these signs that are being funded by area legislators. The bid package included four specific locations for Fiscal Year 2006; however, the bid package requested bids on multi-year options.

Bids were opened on Monday, October 31, 2005, at 2:00 p.m. The following vendors submitted bids:

Eastern Sign Tech	Southampton, NJ	$3,218.00 per sign
Rogers Sign Company, Inc.	Milton, DE	$3,967.50 per sign

Based on a review of the bids, the Department of Public Works is recommending award of the bid to the low bidder. Staff is requesting approval of the unit price for this work due to the fact that area legislators may fund more than the original four (4) locations. In addition, staff expects to spend more than $25,000 with this vendor if additional locations are funded. Exercising the option years would also make the value of this contract more than $25,000.

ACTION FORM

PROCEEDING:	Council	**AGENDA ITEM NO.:** 2/27/06 - 9
DEPARTMENT OF ORIGIN:	City Manager	**DATE SUBMITTED:**: 2/17/06
PREPARED BY:	Anthony J. DePrima	
SUBJECT:	Re-titling and Re-grading of Current Electric Director and Public Works Director Positions	
REFERENCE:	N/A	
RELATED PROJECT: Organizational Changes		
APPROVALS:	N/A	
EXHIBITS:	N/A	
EXPENDITURE REQUIRED: N/A	**AMOUNT BUDGETED**: N/A	
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A		
TIMETABLE:	Implementation within three months.	
RECOMMENDED ACTION: Recommend approving the re-titling/re-grading of the Electric Director (Grade 133) to Public Utilities Manager (Grade 134), and the Public Works Director (Grade 132) to Public Services Manager (Grade 134)		

BACKGROUND AND ANALYSIS

The City Manager is proposing to make organizational changes to departments, divisions, and offices to improve overall efficiency and decrease costs by aligning the units into functional groups where labor, equipment, vehicles, and supplies could be better shared. Most importantly, customer services could be better coordinated.

Under this plan electric, water, and sewer utilities will be grouped together and placed under the management of Mr. Sax who will be re-titled “Public Utilities Manager.” This change will allow uniformity of polices in utility management and extension. It will also create one point of contact for construction and planning of utilities. By consolidating the construction and engineering units, we expect significant savings. We will immediately save $46,000 (excluding fringe benefits) by deleting an engineering position currently budgeted in the Electric Department.

General government services including sanitation, streets, grounds, planning, inspections, community development, fire marshal, and assessments will be grouped under Mr. Koenig, who will be re-titled “Public Services Manager.” Individual units will not lose their current identity. For example, the Planning Division will remain a division. This group will allow better coordination of services related to growth and development.

This new organization adds responsibility to both Mr. Koenig’s and Mr. Sax’s responsibilities, and re-grading the positions is appropriate and required under our Pay-for-Performance Policy. The proposed Grade 134 places these two positions at the same level as Police Chief. Mr. Szjyka has reviewed Mr. Koenig and Mr. Sax’s experience and recommends crediting both with eight years of equivalent service in accordance with the Pay-for-Performance Policy This will place both individuals at a salary of $93,267.72. The added expense of the salary increases is $11,875.95 (excluding fringe benefits). When compared with the $46,000 savings from eliminating the engineering position, there is still a significant savings to this year’s budget.

FIRST READING

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

That Division 2 - Meetings, Section 2-51 - Regular meetings, of the Dover Code be amended by creating a new paragraph (c), as follows:

DIVISION 2. MEETINGS

Sec. 2-51. Regular meetings.

(a) When and where held. Regular meetings of the mayor and city council shall be held on the second and fourth Monday of each month at the time and place designated by the council president.

(b) Notice. Notice to the councilmembers of regular meetings shall not be required, except when the regular meetings are to be held at a place other than city hall.

(c) In order to ensure transcription accuracy, enhance accountability and deliver information efficiently to the public, all meetings of the Dover City Council and of any board, commission, task force or committee which is established by the City Charter or ordinance, or by motion or resolution of the City Council shall be audio taped and all such recordings shall be maintained in an unedited format. Audio recording shall be required when the necessary equipment is in good working order and knowledgeable staff is available to operate the recordation system.

(Code 1968, § 2-2; Code 1981, § 2-66; Ord. of 3-12-2001)
Charter references: Meetings of mayor and council, subpart A, §§ 9, 10.
State law references: Open meetings required, 29 Del. C. § 10004.

ADOPTED: *

SYNOPSIS

The proposed amendment establishes the requirement that audio recordings are made of all Council, Committee, Commission, and Board Meetings in order to enhance accountability and the dissemination of information to the public.

(SPONSORS: RUANE, SADUSKY, AND WILLIAMS)