REGULAR COUNCIL MEETING

A G E N D A

December 20, 2005 - 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 December 12, 2005

2. Election Results - 2005 Special Municipal Election

3. Oath of Office - Administered by The Honorable Henry DuPont Ridgely - Justice, Supreme Court - Council - Fourth District - Sophia R. Russell

4. Recess (for photographs) - Council

5. Certificate of Appreciation - Hurricane Katrina Contributors

* 6. Parks, Recreation, and Community Enhancement Committee Report - December 12, 2005
   A. Discussion - Senior Citizens Overdue Library Books Fine

* 7. Legislative, Finance, and Administration Committee Report - December 12, 2005
   A. Resolution - Establishment of Special Fund for Post-Retirement Medical Benefits
   B. Proposed Ordinance Amendment - Section 82-2, City Planner (**See Item #11**)
   C. Review of Proposed Replacement Budget Pages

* 8. Monthly Reports - November 2005
   A. Chief of Police Report
   B. City Assessor Report
   C. City Manager's Report
   D. Planning and Inspections Report
   E. Robbins Hose Company No. 1 Report

* 9. Appointments Recommended by Council President Williams

A. Parks, Recreation, and Community Enhancement Committee - Councilwoman Sophia R. Russell (To Fill Unexpired Term of John W. Pitts - Term to Expire May 2006)

10. First Reading - Proposed Ordinance

The First Reading is offered on the following proposed ordinances. Final action by Council will take place during the Second Reading of the ordinance on January 9, 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. Section 82-2, City Planner
(Legislative, Finance, and Administration Committee)

11. Council Members Comments

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on December 20, 2005 at 7:30 p.m. with Council President Williams presiding. Council members present were Mr. Carey, Mr. Sadusky, Mr. Slavin, Mr. Ritter, Mr. Hogan, Mr. Salters, and Mr. Ruane.

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

OPEN FORUM

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

Reverend C. V. Holmes, 236 N. Queen Street, advised members that he received correspondence from a City inspector regarding a car parked in his yard. He stated that since he was having his driveway paved he parked his car in his yard. Reverend Holmes stated that the letter had a threatening tone and suggested that correspondence between the City and its residents show a little more consideration.

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

AGENDA ADDITIONS/DELETIONS

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

Mr. Ritter requested that item #7B - Proposed Ordinance Amendment - Section 82-2, City Planner, be removed from the Consent Agenda.

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

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF DECEMBER 12, 2005

The Minutes of the Regular Council Meeting of December 12, 2005 were unanimously approved by motion of Mr. Carey, seconded by Mr. Salters and bore the written approval of Mayor Speed.

ELECTION RESULTS - 2005 SPECIAL MUNICIPAL ELECTION

Mrs. Green, City Clerk, reported the results of the 2005 Special Municipal Election held on December 13, 2005, as follows:

FOURTH DISTRICT COUNCIL	
David L. Anderson	76
Marion L. Lott, Sr.	47
Sophia R. Russell	**89**
Vivian E. Wright	53
Total District Votes Cast	265
Total Registered Voters	3,503

Mr. Salters moved for approval of the Election Results as reported by the City Clerk. The motion was seconded by Mr. Slavin and carried by a unanimous roll call vote.

OATH OF OFFICE - ADMINISTERED BY THE HONORABLE HENRY DUPONT RIDGELY - JUSTICE, SUPREME COURT - COUNCIL - FOURTH DISTRICT - SOPHIA R. RUSSELL

The Honorable Henry duPont Ridgely, Justice of the Supreme Court, administered the Oath of Office to as follows:

Council - Fourth District (Term to expire May 2006) - Sophia R. Russell

RECESS (FOR PHOTOGRAPHS) - COUNCIL

Mr. Slavin moved to recess to take photographs of the members of City Council, seconded by Mr. Carey and unanimously carried.

Meeting recessed at 7:40 p.m. and reconvened at 7:49 p.m.

CERTIFICATE OF APPRECIATION - HURRICANE KATRINA CONTRIBUTORS

The following Certificate of Appreciation was read into the record by Council President Williams:

Certificate of Appreciation presented to the following Hurricane Katrina Contributors

Ed Allison, Ed & Nancy Baker, Jeff Cosetti, Tony DePrima, Bob Duncan, Dave Failing, Victor Giangrant, John Giorgilli, Chuck Glisson, Eugene Grace, Jim Grilli, Keith Grimes, Stu Handler, Doug Hayman, Martin Heesh, Fred Hertrich, Bill Holden, Clem Horvath, James Hutchison, Vernon Ingram, Dave Kaplan, Gus Koenig, Craig McDonald, Jeff Townsend, Dave West, Tom of World Transmissions, and Cathy Wyatt.

The City of Dover Extends Sincere Thanks and Gratitude for Your Generosity

Mr. DePrima stated that Mayor Speed was contacted by the National League of Cities to adopt Bayou La Batray, Alabama, a City which was devastated by hurricane Katrina. During the Special Council meeting of September 8, 2005, members voted to hold the City's vehicles slated for the auction and make them available to hurricane Katrina evacuees. Mr. DePrima noted that Bayou La Batray needed computers, library books, and police vehicles and the citizens being honored contributed to hire a carrier to take the vehicles and other items to Alabama. He advised members that four (4) vehicles were donated to victims of Katrina who relocated to Delaware from Alabama or Mississippi.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - DECEMBER 12, 2005

The Parks, Recreation, and Community Enhancement Committee met on December 12, 2005 with Chairman Sadusky presiding.

Discussion - Senior Citizens Overdue Library Books Fine

During the Regular Council Meeting of November 28, 2005, Councilman Slavin relayed concerns regarding the senior citizens overdue library books fine that is being proposed for the Dover Public Library. Beginning in March 2006, Kentnet, the current online public access catalog, will be replaced with the Delaware Library Catalog, which will include participation from public libraries in Kent County, Sussex County, the Wilmington branch of Delaware Technical & Community College, Delaware Division of Libraries, library at Wesley College and the Harrington, Smyrna, and Milford Public Libraries. Currently the Milford Public Library, all public libraries in Sussex County, and the Kent County Public Library charge fines to seniors for overdue materials. The Harrington and Smyrna Public Libraries will be imposing those fines starting in January 2006. The policy changes are being implemented for consistency throughout Kent and Sussex counties.

Ms. Sheila Anderson, Director of the Dover Public Library, stated all parties in both Counties have agreed on some policy changes, including that senior citizens should begin paying library fees for overdue materials. She stressed the importance of consistency throughout the State, explaining that some senior citizens would register for their library cards at the Dover Public Library knowing they do not have to pay fines while accumulating overdue books as they would with other libraries in the area. Other changes that have been made are extending the time DVD's and videos can be checked out to two weeks instead of one week, allowing people under the age of 18 to check out DVD's and videos cataloged as "juvenile", and all fines for overdue materials other than DVD's and videos will change to $.10 per day. Materials checked out of the library can also be extended up to three (3) times, which would be eight (8) weeks before it would be considered overdue.

Ms. Anderson noted that library usage circulation statistics determines how much State Aid a library receives each year and is also used when applying for funding from local, State, and national agencies. The Dover Public Library has been giving out a notice to all library patrons since mid-November regarding the various policy changes and only a few complaints have been received by staff members. Ms. Anderson stated if the amount owed is over $5.00, then that person will no longer be permitted to check materials out of the library or use the library computer until the fine is paid.

Mr. Ruane introduced the email statement made by Councilman Slavin opposing the library fines for senior citizens and questioned whether the fine was the result of the new statewide software system. Ms. Anderson stated the State library employees managed the meetings, hired a consultant to head the meetings, and representatives from all libraries attended these meetings. The proposed library fines for senior citizens was agreed upon as a result of these meetings. Ms. Anderson also stated that it is difficult for staff to judge the age of a person.

The committee recommended support of the change in policy, as recommended by staff.

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

Discussion - Agenda Items for the January 10, 2006 Parks, Recreation, and Community Enhancement Committee Meeting

Noting that Mr. Paul Lakeman, Chairman of Main Street, will be giving a presentation to the Downtown Dover Development Corporation on a Needs Assessment Study, including how to improve the downtown area, Mr. Ruane stated the Parks, Recreation, and Community Enhancement Committee would benefit from the observations and recommendations made during this presentation.

The committee recommended that Mr. Lakeman give the Needs Assessment Study presentation during the next Parks, Recreation, and Community Enhancement meeting on January 10, 2006.

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

Update on John W. Pitts Recreation Center

During the Parks, Recreation, and Community Enhancement meeting of August 23, 2005, it was noted what organizations were donating funds to the development of the John W. Pitts Recreation Center. Mr. Zach Carter, Parks and Recreation Director, gave an update and stated that a check has been received and deposited from the Longwood Foundation for $250,000.00. Also, the Request for Proposals is still in draft form and will be received from Becker Morgan Group, Inc. shortly and should be presented during the Regular Council Meeting on December 20, 2005.

The committee took no action.

By consent agenda, Mr. Carey moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Salters and unanimously carried.

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - DECEMBER 12, 2005

The Legislative, Finance, and Administration Committee met on December 12, 2005, with Chairman Salters presiding.

Resolution - Establishment of Special Fund for Post-Retirement Medical Benefits

The General Accounting Standards Board (GASB) has issued a new pronouncement that will require the City to recognize its post-retirement medical benefits liability since medical benefits are guaranteed to retirees. The accounting treatment is very similar to the City's pension accounting. The City is not required to implement the standard until FY08. As a result of this change, Council has approved certain appropriations to be invested to start funding the obligation. They also recently approved the transfer of these funds, in the amount of $2.3 million, to the State's Retirement Investment Plan (DELRIP). An actuary is calculating the liability and will be ready to present the results to Council by the beginning of December or the end of this month.

Members were provided a proposed resolution which would establish a special fund to provide for the post-retirement medical benefits liability to retirees.

Mrs. Mitchell, Finance Director, estimated that the liability would be between $40 and $60 million and the amount to be funded would be between $4 and $6 million per year, including the amount currently being funded. Mrs. Mitchell also advised members that the resolution should be amended to read fiscal year 2009.

The committee recommended adoption of the resolution, as amended by changing the fiscal year from 2008 to 2009.

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

WHEREAS, commencing with fiscal year 2009, the City of Dover will be required to recognize its post-retirement medical benefits liability since the City guarantees medical benefits to retirees; and

WHEREAS, Council has approved certain appropriations to be invested to start funding for this obligation; and

WHEREAS, it is necessary to set up a special fund to receive these appropriations, to invest the same, and to anticipate the obligations in the future.

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

1. A separate fund is hereby established to provide for the post-retirement medical benefits liability to retirees required to be implemented in fiscal year 2009, to which fund appropriations from Council shall be made with authority to the fund to accept appropriations and contributions, with authority to the Finance Director of the City of Dover or her designee or assignee to manage the fund to accept appropriations, make investments and reinvestments in the fund, and to pay out fees, expenses, and benefits.

ADOPTED: DECEMBER 20, 2005

Proposed Ordinance Amendment - Section 82-2, City Planner

Members were provided a proposed ordinance amending Section 82-2, City Planner, which would provide the day-to-day operations of the Director of Planning and Inspections to be the responsibility of the City Manager rather than the Mayor and Council.

During the committee meeting, Mr. Hogan advised members that there are a significant number of department heads who report to the Mayor and Council, which is not always the ideal situation for a well-run city. He noted that the Planner would still be selected by the Mayor and Council, the only difference is that they would report to the City Manager on the day-to-day operations.

Responding to Mr. Slavin, Mr. DePrima stated that, since he was requested to work with the City Planner, this situation has been in place informally for the past year. He noted that Council would retain authority over annexations, rezonings, street width waivers, and other planning matters.

Mr. Slavin proposed that the wording be changed to *"*The City Planner shall be directly responsible to the ***Mayor and Council and shall report to the City Manager. This amendment will be in place for a period of six (6) months from the date of passage****."*

The committee recommended approval of the proposed amendment, with the amendment of the last sentence to read as follows: "The City Planner shall be directly responsible to the Mayor and Council and shall report to the City Manager. This amendment will be in place for a period of six (6) months from the date of passage."

Mr. Salters moved for approval of the committee's recommendation, seconded by Mr. Carey.

Mr. Ritter reiterated that the Planning Commission, the Delaware Association of Realtors, and the Chamber of Commerce, who deal with the Planner on a regular basis, should be given the opportunity to provide their input prior to final adoption of the ordinance.

Mr. Ruane stated that he is opposed to the amendment and that it should be recognized that the current arrangement has been in place for 35 years. He noted that none of the City Planner's requested that such a change be made and some Planner's have expressed reservations regarding the potential for interference in decision making and or reporting processes by having the Planner report to the City Manager. Mr. Ruane stated that he would not wish to have the City Manager in any way inhibiting or subordinating the objectivity of the City Planner.

Several members stated that it was difficult for a part-time legislative body to be a full-time supervisor and that this change would be a good management decision for the City.

The motion for approval of the proposed amendment, with the amendment of the last sentence to read as follows: "The City Planner shall be directly responsible to the Mayor and Council and shall report to the City Manager. This amendment will be in place for a period of six (6) months from the date of passage.", as recommended by the committee, was carried by a roll call vote of six (6) yes, and three (3) no (Mr. Ritter, Mr. Ruane, and Mrs. Williams). *(The First Reading of the ordinance will take place during the latter part of the meeting).*

Review of Proposed Replacement Budget Pages

During their Regular Meeting of November 28, 2005, Council directed staff to prepare a trial run of the replacement pages depicting all of the budget revisions for review prior to adopting it as the consistent format.

Members were provided proposed replacement budget pages for Fiscal Year 2005-06 reflecting the December 12, 2005, budget amendments for their review.

Mr. DePrima noted the following items on each sheet: (1) the actual page number from the Fiscal Year 2005-06 Final Budget is referenced in the top left corner; (2) the effective date of December 12, 2005, is shown in the top right corner; (3) Additions/(Reductions) are reflected in the 5th column; and (4) Adjusted Budget amounts are shown in the last column. He stated that, if approved, these pages would be provided as a part of the packet for future proposed budget amendments.

The committee recommended approval of the proposed replacement budget pages, as recommended by staff.

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

By consent agenda, Mr. Carey moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Salters and carried by a unanimous roll call vote.

MONTHLY REPORTS - NOVEMBER 2005

By motion of Mr. Carey, seconded by Mr. Salters, the following monthly reports were accepted by consent agenda:

Chief of Police Report
City Assessor Report
City Manager's Report
Planning and Inspections Report
Robbins Hose Company No. 1 Report

APPOINTMENT (COUNCIL PRESIDENT WILLIAMS) - PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE - UNEXPIRED TERM TO EXPIRE MAY 2006

Council President Williams requested the appointment of Councilwoman Sophia R. Russell to the Parks, Recreation, and Community Enhancement Committee (To Fill Unexpired Term of John W. Pitts - Term to Expire May 2006).

By consent agenda, Mr. Carey moved for approval of the appointment of Councilwoman Sophia R. Russell to the Parks, Recreation, and Community Enhancement Committee, as recommended by Council President Williams, seconded by Mr. Salters and carried by a unanimous roll call vote.

FIRST READING - PROPOSED ORDINANCE

Council President Williams reminded the public that copies of the proposed ordinance are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office. Final action by Council on the proposed ordinances will take place during the Council Meeting of January 9, 2006.

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

A. Chapter 82, Planning - Section 82-2, City Planner
(Legislative, Finance, and Administration Committee)

COUNCIL MEMBERS COMMENTS

Mr. Hogan stated that he would be providing members with *Legal Developments in 2005* and *Federalism in the Supreme Court*; materials he obtained from the National League of Cities Conference he attended in December.

Mr. Ritter, Mr. Carey, and Mr. Salters wished everyone a happy holiday.

Council President Williams welcomed Councilwoman Sophia Russell.

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

Meeting Adjourned at 8:21 P.M.

JANICE C. GREEN
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of December 20, 2005, are hereby approved.

STEPHEN R. SPEED
MAYOR

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M E M O R A N D U M



TO: Mayor and Members of City Council

FROM: Janice C. Green, City Clerk

DATE: December 20, 2005

SUBJECT: December 13, 2005 Agenda Item #2 - Election Results - 2005 Special Municipal Election

Following are the results of the 2005 Special Municipal Election, as certified by the Election Judges:

FOURTH DISTRICT COUNCIL

David L. Anderson	76
Marion L. Lott, Sr.	47
Sophia R. Russell	**89**
Vivian E. Wright	53
Total District Votes Cast	265
Total Registered Voters	3,503

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Certificate of Appreciation

presented to the following

Hurricane Katrina Contributors

Ed Allison, Ed & Nancy Baker, Jeff Cosetti, Tony DePrima, Bob Duncan, Dave Failing, Victor Giangrant, John Giorgilli, Chuck Glisson, Eugene Grace, Jim Grilli, Keith Grimes, Stu Handler, Doug Hayman, Martin Heesh, Fred Hertrich, Bill Holden, Clem Horvath, James Hutchison, Vernon Ingram, Dave Kaplan, Gus Koenig, Craig McDonald, Jeff Townsend, Dave West, Tom of World Transmissions, and Cathy Wyatt.

The City of Dover extends sincere thanks and gratitude for your generosity.

Tuesday, December 20, 2005

STEPHEN R. SPEED
Mayor

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT

The Parks, Recreation, and Community Enhancement Committee Meeting was held on December 12, 2005 at 12:00 p.m. with Chairman Sadusky presiding. Members present were Mr. Ruane and Mr. Long. Mr. Truitt was absent.

AGENDA ADDITIONS/DELETIONS

Mr. Ruane requested the addition of item #2 Discussion of Agenda Items for the January 10th Parks, Recreation, and Community Enhancement Committee Meeting. Mr. Carter requested the addition of item #3 Update on John W. Pitts Recreation Center.

Mr. Long moved for approval of the agenda, as amended, seconded by Mr. Ruane and unanimously carried.

Discussion - Senior Citizens Overdue Library Books Fine

During the Regular Council Meeting of November 28, 2005, Councilman Slavin relayed concerns regarding the senior citizens overdue library books fine that is being proposed for the Dover Public Library. Beginning in March 2006, Kentnet, the current online public access catalog, will be replaced with the Delaware Library Catalog, which will include participation from public libraries in Kent County, Sussex County, the Wilmington branch of Delaware Technical & Community College, Delaware Division of Libraries, library at Wesley College and the Harrington, Smyrna, and Milford Public Libraries. Currently the Milford Public Library, all public libraries in Sussex County, and the Kent County Public Library charge fines to seniors for overdue materials. The Harrington and Smyrna Public Libraries will be imposing those fines starting in January 2006. The policy changes are being implemented for consistency throughout Kent and Sussex counties.

Ms. Sheila Anderson, Library Director of the Dover Public Library, stated all parties in both Counties have agreed on some policy changes, including that senior citizens should begin paying library fees for overdue materials. She stressed the importance of consistency throughout the State, explaining that some senior citizens would register for their library cards at the Dover Public Library knowing they do not have to pay fines while accumulating overdue books as they would with other libraries in the area. Other changes that have been made are extending the time DVD's and videos can be checked out to two weeks instead of one week, allowing people under the age of 18 to check out DVD's and videos cataloged as "juvenile", and all fines for overdue materials other than DVD's and videos will change to $.10 per day. Materials checked out of the library can also be extended up to three (3) times, which would be eight (8) weeks before it would be considered overdue. Ms. Anderson noted that library usage circulation statistics determines how much State Aid a library receives each year and is also used when applying for funding from local, State, and national agencies. The Dover Public Library has been giving out a notice to all library patrons since mid-November regarding the various policy changes and only a few complaints have been received by staff members.

Responding to Mr. Long, Ms. Anderson stated if the amount owed is over $5.00, then that person will no longer be permitted to check materials out of the library or use the library computer until the fine is paid.

Mr. Ruane introduced the email statement made by Councilman Slavin opposing the library fines for senior citizens and questioned whether the fine was the result of the new statewide software system (*Attachment #1)*. Ms. Anderson stated the State library employees managed the meetings, hired a consultant to head the meetings, and representatives from all libraries attended these meetings. The proposed library fines for senior citizens was agreed upon as a result of these meetings. Ms. Anderson also stated that it is difficult for staff to judge the age of a person.

Mr. Ruane moved to recommend support of the change in policy, as recommended by staff. The motion was seconded by Mr. Long and unanimously carried.

Discussion - Agenda Items for the January 10th Parks, Recreation, and Community Enhancement Committee Meeting

Mr. Paul Lakeman, Chairman of Main Street, will be giving a presentation on a Needs Assessment Study, including how to improve the downtown area, to the Downtown Dover Development Corporation. Mr. Ruane stated the Parks, Recreation, and Community Enhancement Committee would benefit from the observations and recommendations made during this presentation.

Mr. Ruane moved to recommend that Mr. Lakeman give the Needs Assessment Study presentation during the next Parks, Recreation, and Community Enhancement meeting on January 10, 2006. The motion was seconded by Mr. Long and unanimously carried.

Update on John W. Pitts Recreation Center

During the Parks, Recreation, and Community Enhancement meeting of August 23, 2005, it was noted what organizations were donating funds to the development of the John W. Pitts Recreation Center. Mr. Zach Carter, Parks and Recreation Director, gave an update and stated that a check has been received and deposited from the Longwood Foundation for $250,000.00. Also, the Request for Proposals is still in draft form and will be received from Becker Morgan Group, Inc. shortly and should be presented during the Regular Council Meeting on December 20, 2005.

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

Meeting Adjourned at 12:22 P.M.

Respectfully submitted,

Robert M. Sadusky
Chairman

RMS/jcr
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Attachments to Original File Copy
Attachment #1 - Councilman Slavin's email dated December 11, 2005

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on December 12, 2005, at 5:30 p.m. with Chairman Salters presiding. Members present were Mr. Hogan, Mr. Slavin, Mr. Shevock, and Mr. Shelton. Members of Council present were Mr. Carey, Mr. Sadusky, Mr. Ritter, Mr. Ruane, and Council President Williams (Arrived at 6:10 p.m.). Mayor Speed was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Slavin moved for approval of the agenda, seconded by Mr. Shelton and unanimously carried.

Resolution - Establishment of Special Fund for Post-Retirement Medical Benefits

The General Accounting Standards Board (GASB) has issued a new pronouncement that will require the City to recognize its post-retirement medical benefits liability since medical benefits are guaranteed to retirees. The accounting treatment is very similar to the City's pension accounting. The City is not required to implement the standard until FY08. As a result of this change, Council has approved certain appropriations to be invested to start funding the obligation. They also recently approved the transfer of these funds, in the amount of $2.3 million, to the State's Retirement Investment Plan (DELRIP). An actuary is calculating the liability and will be ready to present the results to Council by the beginning of December or the end of this month.

Members were provided a proposed resolution which would establish a special fund to provide for the post-retirement medical benefits liability to retirees.

Responding to Mr. Ritter, Mrs. Mitchell, Finance Director, estimated that the liability would be between $40 and $60 million and the amount to be funded would be between $4 and $6 million per year, including the amount currently being funded.

Mrs. Mitchell advised members that the resolution should be amended to read fiscal year 2009.

Mr. Hogan moved to recommend adoption of the resolution , as amended by changing the fiscal year from 2008 to 2009 *(Attachment #1)*. The motion was seconded by Mr. Shevock and unanimously carried.

Proposed Ordinance Amendment - Section 82-2, City Planner

Members were provided a proposed ordinance amending Section 82-2, City Planner, which would provide the day-to-day operations of the Director of Planning and Inspections to be the responsibility of the City Manager rather than the Mayor and Council.

Mr. Hogan advised members that there are a significant number of department heads who report to the Mayor and Council, which is not always the ideal situation for a well-run city. He noted that the Planner would still be selected by the Mayor and Council, the only difference is that they would report to the City Manager on the day-to-day operations.

Responding to Mr. Slavin, Mr. DePrima stated that, since he was requested to work with the City Planner, this situation has been in place informally for the past year. He noted that Council would retain authority over annexations, rezonings, street width waivers, and other planning matters.

Mr. Slavin proposed that the wording be changed to *"*The City Planner shall be directly responsible to the ***Mayor and Council and shall report to the City Manager. This amendment will be in place for a period of six (6) months from the date of passage****."*

Mr. Hogan stated that Council members do not spend enough time with the Department Heads to do proper annual and mid-year evaluations, which is a difficult, inefficient process. He felt that the City Manager, who would work with the Planner on the day-to-day operations, could improve their performance and prepare a more accurate evaluation. Mr. Hogan also noted that it would be beneficial to have the review conducted by one (1) person rather than nine (9). He stated that this would be the ideal time to make the change, since they are in the process of hiring a new City Planner. Mr. Ruane stated that he did not feel that being responsible to nine (9) members of Council should be an issue for a professional City Planner. He noted that the Planner may be concerned that the City Manager would interject their point of view on planning issues.

Mr. Ritter stated that he would like to have the opinions of the Delaware Association of Realtors, the business community, and the Planning Commission on this issue since they work with the Planning Department on a regular basis. He also thought it would be beneficial to know the history of why the Planner was originally placed under the Mayor and Council.

Mr. Slavin moved to recommend approval of the proposed amendment, with the amendment of the last sentence to read as follows: "The City Planner shall be directly responsible to the Mayor and Council and shall report to the City Manager. This amendment will be in place for a period of six (6) months from the date of passage." ***(Attachment #2)*****. The motion was seconded by Mr. Hogan and unanimously carried.**

Review of Proposed Replacement Budget Pages

During their Regular Meeting of November 28, 2005, Council directed staff to prepare a trial run of the replacement pages depicting all of the budget revisions for review prior to adopting it as the consistent format.

Members were provided proposed replacement budget pages for Fiscal Year 2005-06 reflecting the December 12, 2005, budget amendments for their review.

Mr. DePrima noted that Mrs. Tieman worked 2 hours and Mrs. Adams worked 8.75 hours on the preparation of these sheets. The total packet is 33 sheets that would be inserted by Council members. These sheets will be replaced again in February 2006 when mid-year review is completed. He noted the following items on each sheet: (1) the actual page number from the Fiscal Year 2005-06 Final Budget is referenced in the top left corner; (2) the effective date of

December 12, 2005, is shown in the top right corner; (3) Additions/(Reductions) are reflected in the 5th column; and (4) Adjusted Budget amounts are shown in the last column.

Mr. DePrima noted that, if approved, these pages would be provided as a part of the packet for future proposed budget amendments.

Mr. Hogan moved to recommend approval of the proposed replacement budget pages, as recommended by staff *(Attachment #3)*. The motion was seconded by Mr. Slavin and unanimously carried.

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

Meeting Adjourned at 6:25 P.M.

Respectfully submitted,

Reuben Salters
Chairman

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Attachments
Attachment #1 - Resolution - Establishment of Special Fund for Post-Retirement Medical Benefits
Attachment #2 - Proposed Ordinance Amendment - Section 82-2, City Planner (Attached to original minutes)
Attachment #3 - Review of Proposed Replacement Budget Pages (Attached to original minutes)

WHEREAS, commencing with fiscal year 2009, the City of Dover will be required to recognize its post-retirement medical benefits liability since the City guarantees medical benefits to retirees; and

WHEREAS, Council has approved certain appropriations to be invested to start funding for this obligation; and

WHEREAS, it is necessary to set up a special fund to receive these appropriations, to invest the same, and to anticipate the obligations in the future.

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

1. A separate fund is hereby established to provide for the post-retirement medical benefits liability to retirees required to be implemented in fiscal year 2009, to which fund appropriations from Council shall be made with authority to the fund to accept appropriations and contributions, with authority to the Finance Director of the City of Dover or her designee or assignee to manage the fund to accept appropriations, make investments and reinvestments in the fund, and to pay out fees, expenses, and benefits.

ADOPTED: *

S:\ClerksOffice\Resolutions&Proclamations\2005\Post-Retirement Medical Benefits.wpd

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ADOPTED: *

S:\ClerksOffice\Resolutions&Proclamations\2005\Post-Retirement Medical Benefits.wpd

Dover Police Department

Monthly Report
To
Mayor & City Council

"To Protect and Serve"

November 2005

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

December 14, 2005

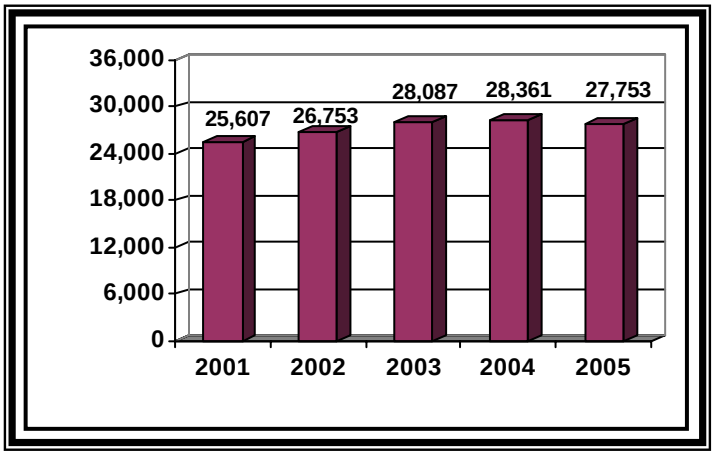
The Honorable Stephen R. Speed, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

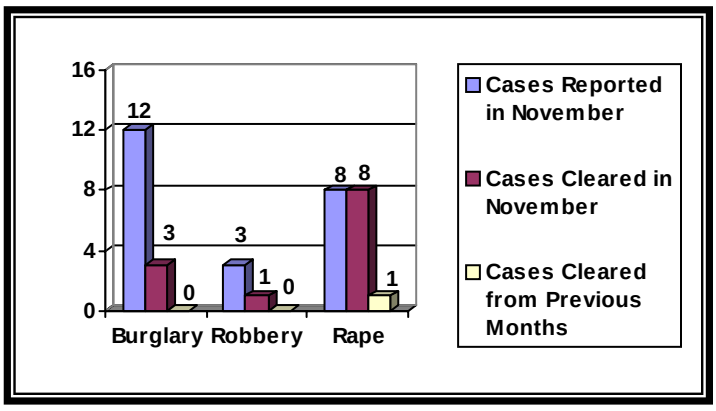
Mayor Speed and Council Members:

The following is the report on Police Department activities for the month of November 2005:

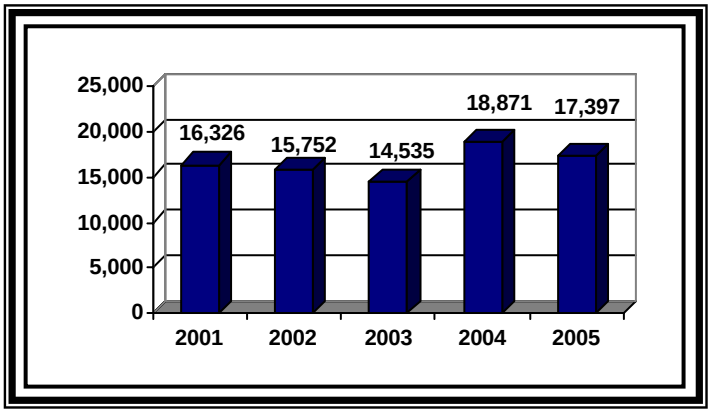
COMPLAINTS

Total complaints received through November 30th, numbered 27,753. This is a decrease of 608 complaints over the same time period for last year.





CRIMINAL INVESTIGATIONS

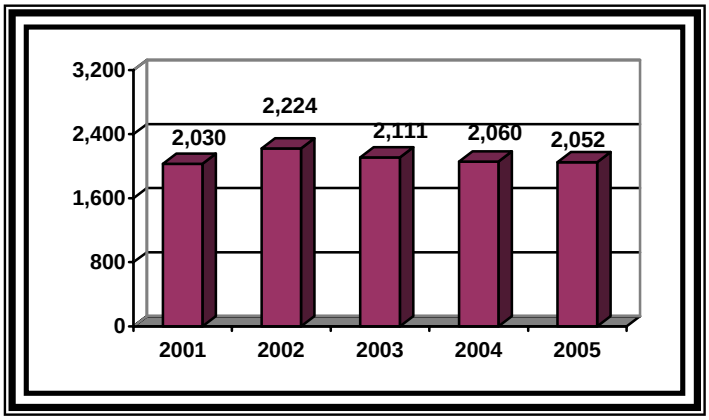


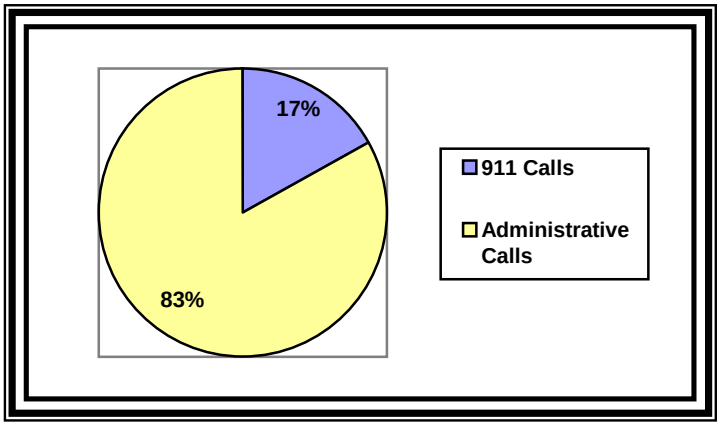
TRAFFIC ARRESTS

The department issued 17,397 traffic citations through this reporting period. This is a decrease of 1,474 citations over the number issued during the same period last year.

TRAFFIC ACCIDENTS

Through November 30th, Dover Police investigated 2,052 traffic accidents. This is a decrease of 8 accidents investigated during the same period last year.



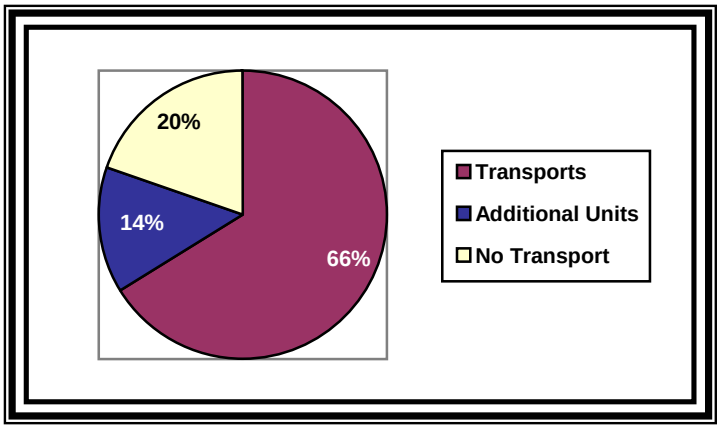


911 CENTER

During the month of November, our 911 Center handled a total of 12,293 calls averaging 410 calls per day. Dispatchers handled 2,091 calls on the 911 lines, an average of 70 calls per day.

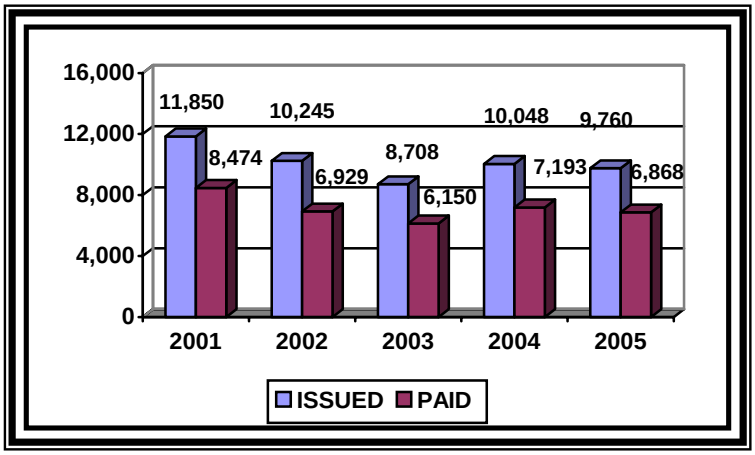
EMERGENCY PREPAREDNESS & BASIC LIFE SUPPORT DIVISION:

Prime Care Medical Transport, Inc. responded to 353 emergency calls in November, resulting in 272 patient transports. The average response time from dispatch by 911 to arrival on scene was 7 minutes and 52 seconds. Additional units responded to 59 of the 353 calls.



CITY ORDINANCE SUMMONS

Through November 30th, we issued 9,760 city ordinance summons a decrease of 288 summons over November of last year. *Note: of those summonses issued in November, 33 were issued for handicapped parking violations, 28 for fire lane parking violations, 91 for false alarms (51 for 3-5 alarms, 22 for 6-9 alarms, 13 for 10-15 alarms, and 5 for 16 or more alarms) and 12 for noise violations (7 for vehicle violations and 5 for residence violations).



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

- On November 6, 2005, Dover Officers responded to the area of River Road and East Water Street for a report of a shooting. Investigators found that a victim had been shot in the back after being approached by a male subject with a handgun. This incident is still under investigation.

- On November 8, 2005, Dover Officers responded to the area of Stevenson Dr for a loud music complaint. The officers contacted two subjects in a vehicle and found that they possessed 2 grams of cocaine. Both subjects were arrested.

- On November 9, 2005, members of the Drugs, Vice, & Organized Crime Section executed a search warrant at a residence on Bacon Avenue. As a result of the search warrant two people were arrested and 111 grams of cocaine was seized.

- On November 12, 2005, Detectives arrested a subject for Burglary 1st, after he forced open a window on his ex-girlfriends residence and then entered unlawfully. The subject then confronted the victim and began to assault her. The victim was able to contact police who responded and arrested the subject near the residence.

- On November 18, 2005, Dover Officers responded to the area of Cold Spring Place for a report of a shooting. Officers found that a victim had been shot and was in serious condition. The victim was transported to Bay Health Center and was later transported to Christiana Hospital were he died from a gunshot wound. Investigators obtained a warrant for Murder 1st for a subject and are currently attempting to locate him.

- On November 22, 2005, the Dover Police Department held a graduation ceremony for the 16th session of the Citizens Police Academy. There were 18 graduates of this session.

- On November 24, 2005, officers arrested a subject for Attempted Robbery 1st after he confronted his roommate with a knife and demanded money. The subject was arrested a short distance away from the residence.

- On November 27, 2005 construction started on the Department's 911 Dispatch Center. The purpose of the construction was to up grade the current center. Dispatchers dispatched complaints out of Kent Com for several days without problems. The new 911 Center was up and running on December 1, 2005.

Respectfully Submitted,



Jeffrey Horvath
Chief of Police

Monthly Report
November 2005



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
Tax Adjustments								$ 58,864		
Year to Date (excludes BID tax)				$ 725,787,800				**8,223,363**	**$ 7,673,662**	

Other Tax Related Cash Receipts

	Current Month	YTD
Penalties (recorded when received; not billed)	$ 3,970	$ 21,289
Pay In Lieu Of		
Dover Housing	$ 1,500	$ 22,686
Farmland Rollback		
Lafferty Lane	$ -	$ 5,043
Eden Hill	$ -	61,679
		$ 66,722
Total Property Tax Receipts		**$ 8,334,060**
Transfer Taxes	**$ 196,548**	**$ 1,491,844**

CITY OF DOVER

PROPERTY TRANSFERS -EXISTING FOR THE MONTH OF NOVEMBER 2005 **RESIDENTIAL**

	BUYER/SELLER	PROPERTY LOCATION	APPRAISAL	SALE PRICE	SALES RATIO	TRANSFER TAX	TYPE # SALES
S	HEATHER R. JUMP	627 PEAR ST.	$123,000.00	$160,000.00	77%	$1,200.00	RESIDENTIAL
B	RICARDO FONTICIELLA	FIRST TIME BUYER					1
S	SANDULA H. GREENBERG	511 N BRADFORD ST.	$111,800.00	$151,500.00	74%	$1,136.25	RESIDENTIAL
B	MARGRET R. GFOEFFLER	FIRST TIME BUYER					1
S	RONALD R. & WENDY J. TAYLOR	785 OAK DR.	$181,900.00	$197,000.00	92%	$1,477.50	RESIDENTIAL
B	MICHELLE E. PAULISH & NATHAN A. CRYDER	FIRST TIME BUYER					1
S	ROBERT W. III & JANET KIDD	45 STONEY DR.	$144,500.00	$185,000.00	78%	$2,775.00	RESIDENTIAL
B	MAUREEN S. IRONS						1
S	BUDD VOSHELL & OTHERS	27 PRIMROSE CT.	$73,400.00	$78,000.00	94%	$1,170.00	RESIDENTIAL
B	JEFFREY D. LIBERTO						1
S	SABRA C. AUTMAN	39 HEATHERFIELD WAY	$136,700.00	$152,000.00	90%	$1,140.00	RESIDENTIAL
B	ADMON S. ALEXANDER	FIRST TIME BUYER					1
S	WILLIAM P. & CHARITY L. KACZYNSKI	803 SUNSET TER	$148,400.00	$175,500.00	85%	$1,316.25	RESIDENTIAL
B	ERNESTO & MARIA ACEVEDO	FIRST TIME BUYER					1
S	EDWARD E. JR & CAROLE A. BURKE	215 GRINDING WHEEL DR	$158,700.00	$150,000.00	106%	$2,250.00	RESIDENTIAL
B	CLEON A. & SHANI A. MURRAY						1
S	ROBERTO F. MARTINEZ & IVY C. ARMAMENTO	54 SHINNECOCK RD.	$330,100.00	$324,900.00	102%	$4,873.50	RESIDENTIAL
B	ARTHUR M. & SUSAN M. KELLY						1
S	JAMES J. JOHANN JR.	14 FAIRWAY CT.	$195,800.00	$215,000.00	91%	$1,612.50	RESIDENTIAL
B	DEBORAH L. FINNEY	FIRST TIME BUYER					1

S	MADDALENA RENTALS LLC	55 VILLAGE DR.	$90,800.00	$106,000.00	86%	$795.00	RESIDENTIAL
B	JULIA D. SIMPSON	FIRST TIME BUYER					1
S	RONALD G. & LAURA M. HETTINGER	207 SHADYBROOK DR.	$136,400.00	$150,000.00	91%	$2,250.00	RESIDENTIAL
B	ARTHUR L. & SUZANNE E. WILGUS						1
S	JOHN O'HARA	1019 E DIVISION ST.	$109,300.00	$100,000.00	109%	$1,500.00	RESIDENTIAL
B	P & H REALTY LLC						1
S	CHARLES R. BROOKS	641 FULTON ST.	$80,600.00	$100,000.00	81%	$1,500.00	RESIDENTIAL
B	BENNIE L. SMITH						1
S	KLINE G KEMP JR & KATHERINE K. SEACORD	960 S. GOVERNOR'S AVE.	$125,400.00	$147,000.00	85%	$2,205.00	RESIDENTIAL
B	HALPERN FAMILY INVESTMENT LP						1
S	BASARAN OZDEN	107 GRISTMILL PL.	$137,400.00	$155,000.00	89%	$2,325.00	RESIDENTIAL
B	FRANK R. & CHERYL WILLIAMS						1
S	JAMES OLSON & OTHERS	202 PERSIMMON CIR.	$84,100.00	$90,000.00	93%	$1,350.00	RESIDENTIAL
B	NORRIS KERSEY	FIRST TIME BUYER					1
S	KATHY A. DEE	842 WOODCREST TRN	$105,500.00	$131,500.00	80%	$1,972.50	RESIDENTIAL
B	KENNETH P. PENNINGTON & ROBERT BOSCO						1
S	MICHELINE M. BURKE	118 LINDEN CT.	$128,700.00	$149,900.00	86%	$1,124.25	RESIDENTIAL
B	ROMINA SHALIZA MOHAMED	FIRST TIME BUYER					1
S	CLINTON G. & RENATA PASSLEY	224 N GOVERNORS AVE.	$177,400.00	$220,000.00	81%	$3,300.00	RESIDENTIAL
B	ELOISE KIMBALL						1
S	SEMELIA K. CROWL	931 MONROE TER.	$185,300.00	$209,000.00	89%	$3,135.00	RESIDENTIAL
B	JAMES & GERALDINE S. WORTHINGTON						1
S	JULUE B. BURNS	48 N. PRESTWICK CT.	$259,500.00	$299,900.00	87%	$4,498.50	RESIDENTIAL
B	RALPH G. KENT & DONNA M. ADAMS						1

S	NICHOLAS L. MCCULLEY & OTHERS	5780 W DENNY'S RD.	$94,100.00	$95,000.00	99%	$1,425.00	RESIDENTIAL
B	VIKRANT DESAI						1
S	KH PROPERTIES LLC	9 PAR HAVEN DR C-33	$48,000.00	$55,000.00	87%	$825.00	RESIDENTIAL
B	IKF PROPERTIES LLC						1
S	EDWARD T. MOLLER	18 PATRIOT DR.	$208,800.00	$229,900.00	91%	$1,724.25	RESIDENTIAL
B	SHARIF & JEMSHI AHMED	FIRST TIME BUYER					1
	TOTAL NOVEMBER		$3,575,600.00	$4,027,100.00	89%		25

CITY OF DOVER

PROPERTY TRANSFERS -EXISTING FOR THE MONTH OFNOVEMBER 2005 **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 NOVEMBER 2005

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

NO LAND SALES

CITY MANAGER'S REPORT

November 2005



"ROAD TO RESULTS"

MONTHLY HIGHLIGHTS

Customer Services

- Continued to meet with Human Resources, Central Services, and I/T regarding development of internal customer service survey.

- Presented Voluntary Curbside Recycling information to Whiteoak/Towne Point Civic Association.

Budget and Program Development

- Distributed Budget instruction packets at Budget Kickoff meeting.

- Conducted VOIP Pre-Bid Conference and Tour with other City staff for vendors.

- Conducted performance management training with Public Works personnel and performance measurement meetings with other departments; participated in University of Delaware's training session called "Performance Requirements and Conducting Periodic Monitoring."

Electric

Participated in the holiday fire safety show at the Dover Mall on November 4 – 5, 2005.

Human Resources

- Flu shots were given to approximately 130 employees.

- Assisted with the creation of the pay-for-performance evaluation on the Intranet.

- Provided training to individual supervisors regarding the importance of the interview process and required paperwork.

Information Technology

- Installed new voice recorder system for the Fire Department.

- Presented GIS accomplishments to City Council.

- A new library Web site has been developed for self-management. Scheduled for review and release in December.

Parks, Recreation & Library

- 911 people attended 24 children's programs.

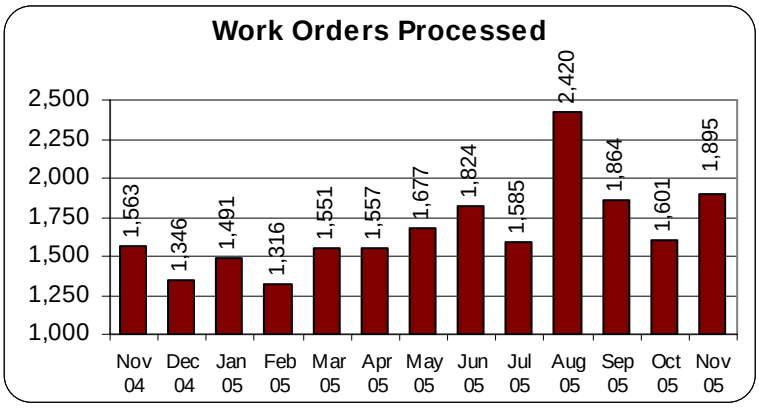
- Annual Festival of Lights kicked off the holiday season on November 28. An estimated crowd of over 1,500 was on hand for the evening's activities. Main Street Dover was a partner in this program.

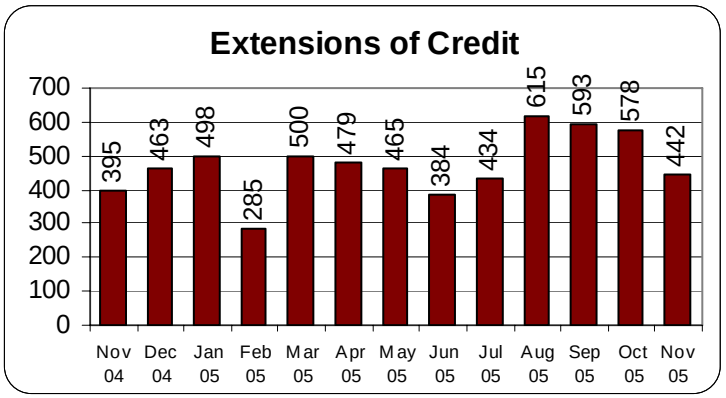
Public Works

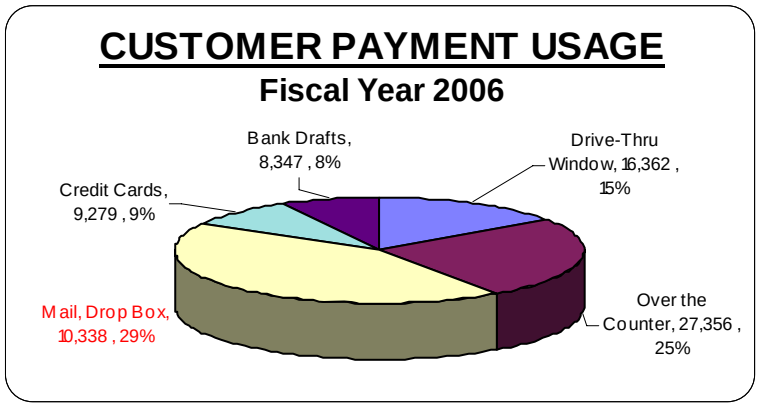
- Received 12 brown water complaints.

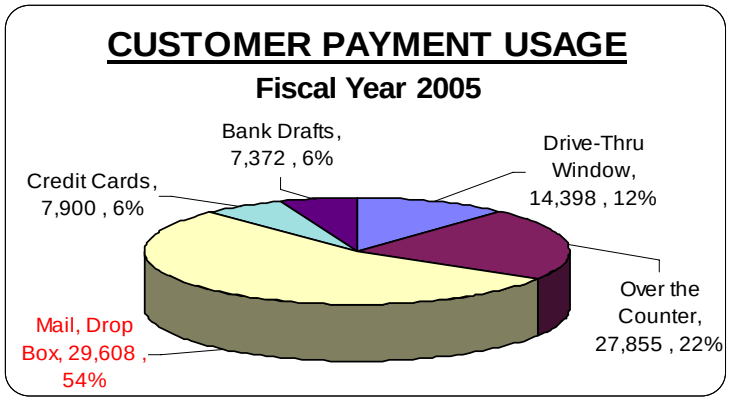
CUSTOMER SERVICES











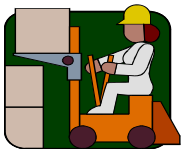
REPORT OF OPERATIONS

	Nov 2005	Nov 2004	Difference	FY 2006 Year-to-Date	FY 2005 Year-to-Date
Final Bills	557	580	(23)	3,230	3,086
Estimated Bills	192	168	24	921	969
Cuts for Non-Payment	$13,537.14	$411.00	$13,126.14	$32,562.61	$2,526.00
Extensions of Credit - Amount Extended	$88,301.04	$63,825.89	$24,475.15	$508,832.51	$406,812.72
Balance Transfers	$10,235.01	$4,539.82	$5,695.19	$31,018.34	$19,892.42
Utility Collections	$45,826.85	$45,594.53	$232.32	$156,917.19	$237,519.72
Special Assessments	$339.89	$189.79	$150.10	$1,217.00	$1,169.79
Miscellaneous Billings	$83,989.46	$13,628.29	$70,361.17	$263,058.66	$294,063.77
Returns - Checks	$43,018.57	$10,740.16	$32,278.41	$74,178.40	$81,572.74
Return Check Charges	$925.00	$850.00	$75.00	$4,485.84	$7,657.37
Penalties Posted	686	11,050	(10,364)	34,435	51,281
Cuts for Non-Payment - Amount	$145,202.91	$95,856.46	$49,346.45	$721,056.76	$454,406.08
Reconnects - Service Charges	$17,270.00	$11,050.00	$6,220.00	$81,270.00	$61,550.00
Court Cases	$0.00	$0.00	$0.00	$0.00	$0.00
Tamperings	1	0	1	11	5

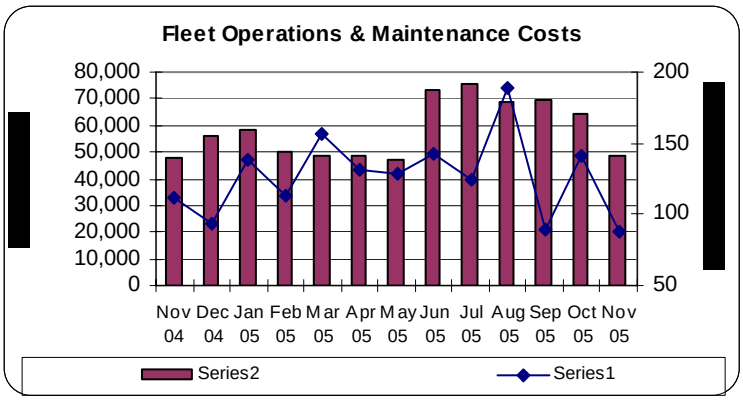
NOTE: We have determined that the low year-to-date "Mail, Drop Box" count is due to an error in counting mail processed by the Remittance Processing System that affected the June, July, and August counts. I/T has corrected the problem. The count for Nov. 2005 was 12,656 compared to 12,766 in Nov. 2004.

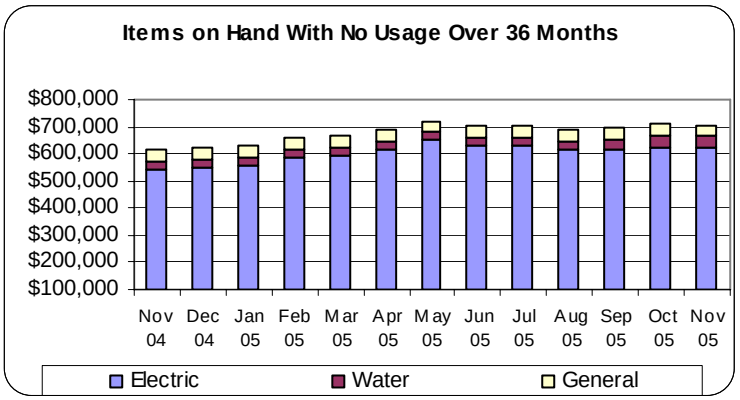
SOP / CIP Updates

- *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 10,486 electric and 9,621 water meters have been changed out.
- *With the assistance of the Central Services, Information Technology and Human Resources directors, develop an internal customer satisfaction survey and survey internal users.* Survey development is continuing.
- *Work with the City Manager's Office to restructure Administrative Services to Customer Services.* Restructuring complete.



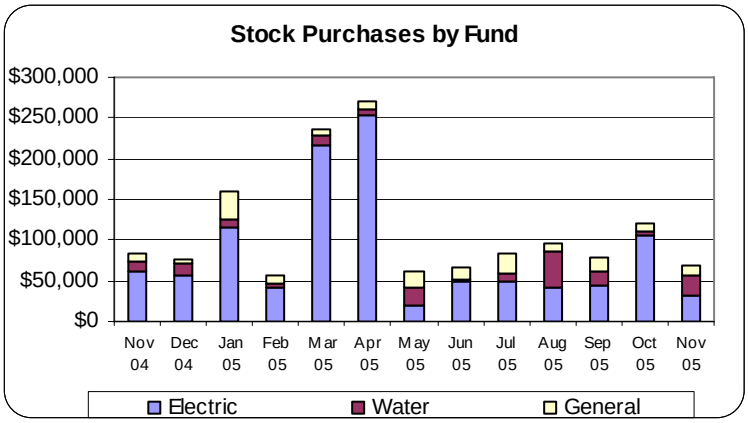
CENTRAL SERVICES

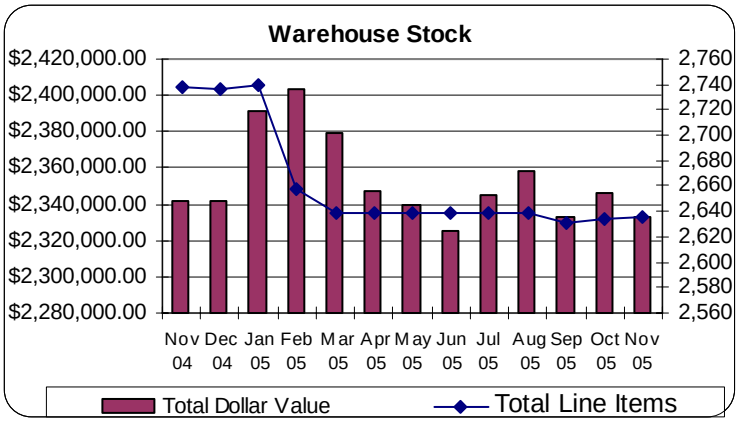




Work Orders	88
Fleet Maintenance	$13,758.77 (Excludes Melvin's Sunoco)
Fuel	$34,579.50

Electric	$624,970.01
Water	$ 41,638.84
General	$ 41,104.71



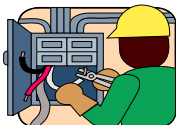


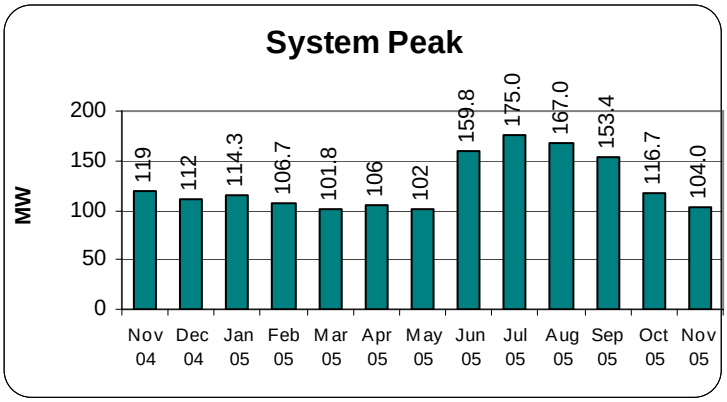
Electric $31,845.79 Water $24,083.89 General $11,902.03 Total Dollar Value $2,333,363.39 Total Line Items 2,635

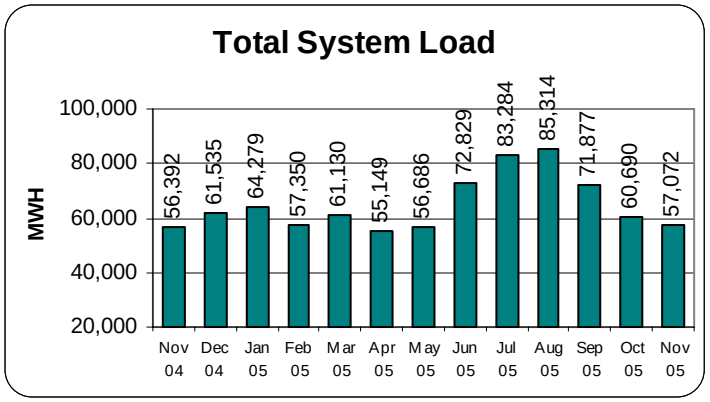
SOP / CIP Updates (percentages below represent percent completed)

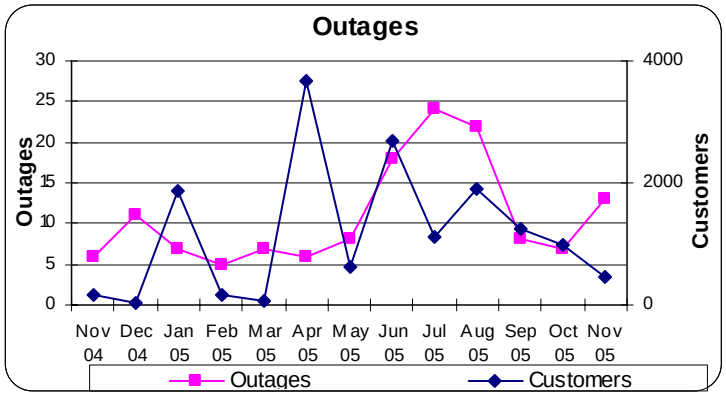
- *Purchase a two-post truck lift for Fleet Maintenance.* The lift was ordered on July 7, 2005 and received on August 4, 2005 from Kunkel Service Company. (100%)
- *Implement Fiscal Year 2006 ADA Compliance Program.* (25%)
- *Assist the Senior City Administrator in conducting a survey to determine internal customer satisfaction.* (45%)
- *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. Electrical work and ceiling in the main truck bay need to be completed. 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 for review. (5%)

ELECTRIC

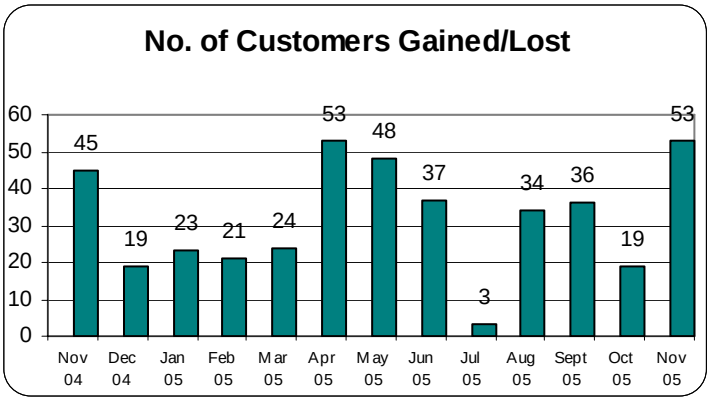








Outages 13 Customers 456



ELECTRIC OUTAGE REPORT

OUTAGE #	DATE	tIME OUT	TIME IN	CIRCUIT	LOCATION	DEVICE	# OF CUST.	CAUSE	ACTION	URD OVH
05-0113	11-04	06:30	07:48	12103	Orchard Ave.	Fuse	44	Q	Replaced Fuse	OVH
05-0114	11-04	15:40	16:26	12401	Meadow Glen	Fuse	28	Q	Replaced Fuse	OVH
05-0115	11-08	08:23	09:26	12401	Crown Circle	Fuse	12	E	Replaced Fuse	OVH
05-0116	11-10	10:25	11:45	12303	Presidents Dr.	Fuse	70	C	Replaced Trans, Fuse	OVH
05-0117	11-10	07:47	08:49	12403	Brady's Lane	Fuse	16	H	Re-tightened Primary, Replaced Fuse	OVH
05-0118	11-11	07:33	07:48	12403	Kent Acres	Fuse	33	Q	Repaired Fuse	OVH
05-0119	11-11	13:18	13:56	12502	Morning Dove Lane	Fuse	4	J	Repaired Cable	URD
05-0120	11-16	11:20	12:10	1292	215 Winterberry Dr.	Fuse	38	H	Replaced Fuse	OVH
05-0121	11-16	16:27	18:25	1292	215 Winterberry Dr..	Fuse	38	C	Replaced Fuse	OVH
05-0122	11-17	16:03	17:17	12401	Tidewater Rt. 10	Fuse	1	A	Replaced Aged Fuse	OVH
05-0123	11-21	13:15	13:50	12601	Kent Co AeroPark Starlifter Ave.	Fuse	45	J	Repaired Cable	URD
05-0124	11-21	17:33	19:50	12401	Fairfield Dr.	Fuse	49	C	Repaired Fuse, Cleared Limb	OVH
05-0125	11-27	08:49	12:58	12301	Roosevelt Ave.	Fuse, Breaker	78	E	Replaced Fuse	OVH

CAUSE

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

Transmission and Distribution

Completed Projects	Active Projects / % Completed	Projects in Design / % Completed
Cell Towers Domino's Pizza	Wild Meadows – Phase II – 99% Slaughter Street – Duncan – 90% Grandview Mobile Home Park – 80% Cannon Mill – 30% 69KV Line to VanSant – 50% Robbins Hose Company #1 – 70% Dover Post Office – 90% Rodney Village Lighting – 75% Independence Square – 50% Creekstone Center – 20% Lexington Farms – 10% Fairfield Farm Addition – 80% Cartanza Chicken – 80% Hamlet Lighting – 5% Luther Village – 50% Cardiology 2 – 99% Stone Ridge Phase II – 0% 69KV to Mayfair Substation – 0%	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 – 0% Chick-Fil-A – 0% Fiber Map – 0% 69KV Line Relocated to Garrison Tract (Changed to Whiteoak Road) - 90% SR1/SR9 Rebuild – 100% New Burton Road Office Building – 50% First Tenth – 100% ADA Improvements – 100% Clearview – 100% Dover Air Force Base – 25% Buffalo Wild Wings – 10% DE Federal Credit Union – 5% Feeders 3 & 4 – 50% Dover Police Tower – 0% Emerald Pointe Phase II – 100% Governor's Lighting Wesley – 100% Wolf Creek Office Park – 10% Cahane Medical Building – 0% Seskinore Townhouses – 10% North Street Improvements – 0% Secure Storage Phase II – 10% Cannon Mill Phase II – 100% Cannon Mill Phase III – 100% Whiteoak 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	84%
Upgrade electric system - Grand View Mobile Home Park	95%	Overhead maintenance	Ongoing
Post Office Upgrade – 4KV to 12KV	60%	Maintenance of City lighting	Ongoing
Wild Meadows	Ongoing	Infrared electric system & repairs	92%
Emerald Point	Ongoing	Pole rreplacements (11 poles)	90%
Stone Ridge	Ongoing	Replaced street lights – The Hamlet	100%
Wolf Creek	Ongoing		
Kesselring Feeder 750 MCM	100%		
George & Lynch	100%		
Modern Maturity Medical Center	99%		
New three phase 750 circuit – Park Drive	95%		
New three phase electric – Cartanza Chicken houses	95%		
Fairfield Farms addition	100%		
New Pump Station – Scarborough Rd.	100%		

FY 05 Meter Stats

	Nov 04	Dec 04	Jan 05	Feb 05	Mar 05	Apr 05	May 05	Jun 05	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05
Meter Installations													
w/electronic registers	181	176	290	179	229	340	247	260	309	361	273	253	357
RX/A1R CT (Current Transformer)	3	2	0	0	0	0	2	1	-	-	-	-	-
Radio read	179	138	287	176	229	340	247	255	309	361	273	253	357
Meters Tested									661	614	670	342	278
Single phase	358	248	580	426	361	625	382	312	-	-	-	-	-
Three phase	33	10	46	0	5	41	4	32	-	-	-	-	-
Customer requests	0	0	0	0	0	0	0	0	-	-	-	-	-
Meters Junked	134	116	308	184	168	226	177	183	277	383	283	222	271
Meters Removed	12	15	3	22	15	22	24	24	20	21	15	20	8
Meter Changes	146	138	261	136	185	261	175	198	251	301	220	213	293
New Services	31	24	17	30	33	53	51	46	40	35	37	26	48
Services Retired	4	4	0	0	2	0	0	0	0	1	0	1	2
System Operations Center													
Switching schedules	8	4	3	8	3	3	2	12	0	8	14	9	8
Work orders	648	792	726	621	861	972	844	1020	891	639	764	957	1143
Miss Utility tickets called back	1132	1344	1449	1530	1545	2082	1756	2007	1824	1334	2049	2093	2484
Tickets located	558	341	484	457	536	1950	1929	2049	1938	2001	2037	1893	1629

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
General Scott	Fall maintenance
All Substations	In-house relay training
Mid City	Fall maintenance

SOP / CIP Updates (percentages below represent percent completed)

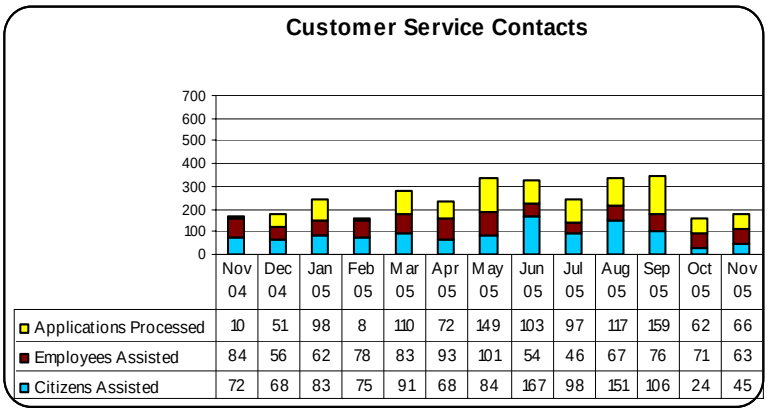
- *Change all mechanical electric meters to radio read electric meters.* Meters have been ordered; waiting for delivery.
- *Prepare and design Feeders 3 and 4 from Cartanza Substation to Downtown Dover.* Preliminary design complete; waiting for comments from DelDOT.
- *Develop an Electric Department mapping system to assist crews with power restoration.* Delivered first section of map.
- *Hire two junior engineers to replace senior system engineer and senior SCADA technician.*
- *Investigate the purchasing of land adjoining the Electric Administration property on Buttner Place.* Talks have begun.
- *Detail analysis of Fiscal Year 2050 Preliminary Generation Capacity Plan.*
- *Preliminary design of "Blue Light" Safety Program system for downtown and City parks.*

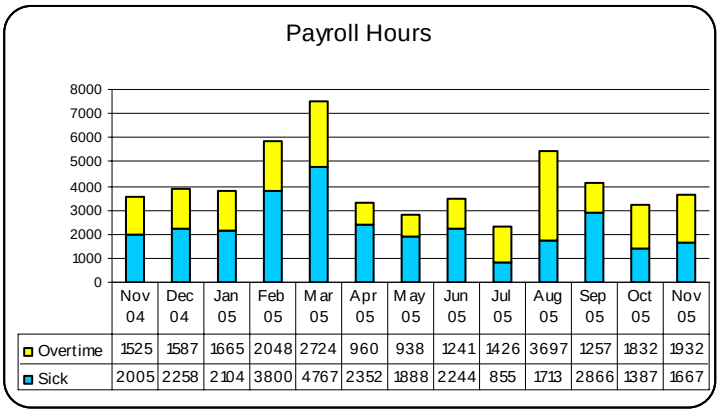
CIP Project	% Work Completed	CIP Project	% Work Completed
Mayfair 69/12KV Transformer and Breaker * (Carry Balance) – Project #ES0105	30%	SCADA Remote Terminal Units	90%
4KV to 12KV Upgrade * (Carry Balance) – Project #ED0501	35%	Governors Avenue Rebuild – Project #EE0603	0%
69KV Feeders 3 and 4 – Project #EE0601	30%	College Road Capacitor – Project #EE0604	0%
Outage Reporting System – Project #EE0504	80%	System OPS Radio Replacement	10%
Pole Inventory System – Project #EE0503	80%	Lighting Project and Rehab. – Project #EE0605	80%
Replacement of 69 KV Breakers	15%	Conectiv 230 Line Rehab. – Project #ES0103	0%
Mayfair to Mid City – Project #ET0502	2%	Heart Start ADS	5%
Distribution Upgrades – Project #EV0601	5%	Meter Testing Bench	0%
Kesselring Feeder – Project #EE0602	70%		

* Project carried over from FY 05



HUMAN RESOURCES

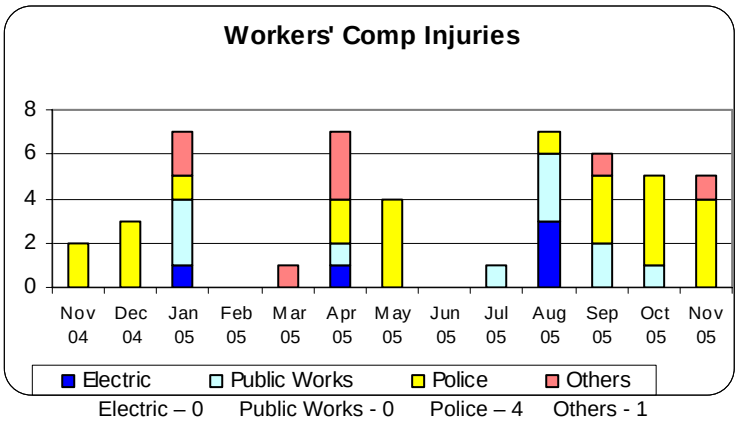




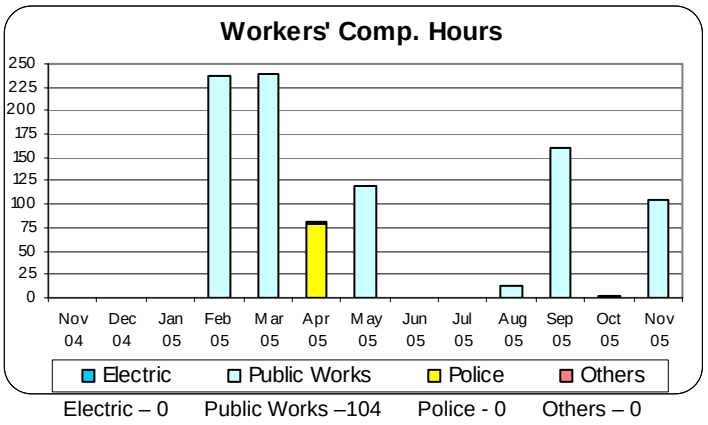
Category	Nov 04	Dec 04	Jan 05	Feb 05	Mar 05	Apr 05	May 05	Jun 05	Jul 05	Aug 05	Sep 05	Oct 05	Nov 05	Total
Caucasian	326	326	323	323	323	323	324	324	326	328	302*	304	304	N/A
Minorities	64	64	64	64	65	64	64	63	65	65	66*	66	66	N/A
Hired	1	0	1	1	5	1	1	1	6	3	8	4	1	33
Terminated / Resigned / Retired	2	1	4	1	4	2	0	2	2	1	3	2	1	25
Promoted	0	0	0	0	2	2	0	2	3	0	0	2	2	13
Jobs Posted	5	1	5	5	6	9	1	6	1	5	6	2	3	55
Workers' Comp. Injuries	2	3	7	0	1	7	4	0	1	7	6	5	5	48
Workers' Comp. Hours	0	1	0	238	240	82	120	0	0	12	161	2	104	960

**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 – Electric Groundsworker and Utility Maintenance Mechanic I and II
- Employee(s) hired: Lead Laborer



Electric – 0 Public Works - 0 Police – 4 Others - 1

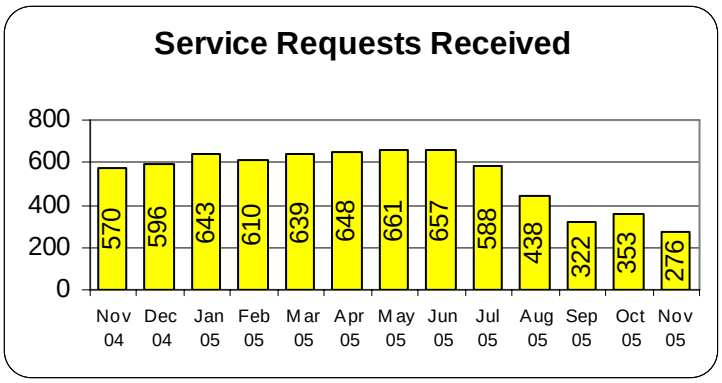


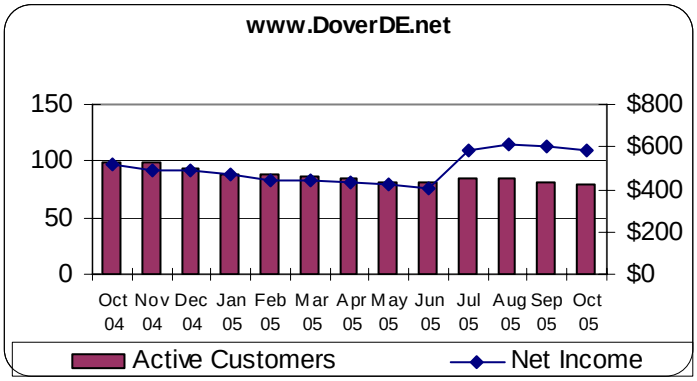
Electric – 0 Public Works –104 Police - 0 Others – 0

SOP / CIP Updates

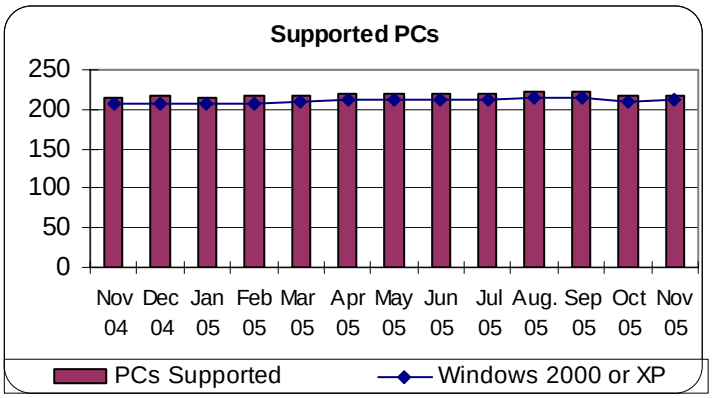
- *Establish a CDL program which includes random drug testing.* Drug testing is scheduled to begin in January 2006.
- *Effectively negotiate a labor agreement with the FOP.* Negotiations will begin in January 2006.
- *Work with Finance, Administrative Services, and the local Union leadership to investigate medical benefit alternatives for employees and retirees.* Work is ongoing.
- *New employee identification cards and organizational identification system.* Advantech will begin installation in January 2006 with a tentative completion date of January 31, 2006.
- *Partner with Kent County to participate in the 2006 Compensation Study.* Results will be received the middle of January.
- *Customer Satisfaction Survey.* Meeting held with other participating departments; survey will be conducted in January 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.*

INFORMATION TECHNOLOGY

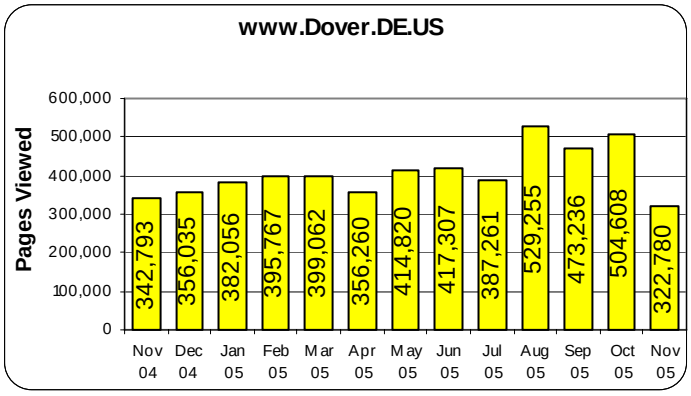




Active Customers - 75 Net Income - $562



PCs Supported – 218 Windows 2000 or XP – 211



Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
Programming Requests Completed	0	0	1
AS/400 Connections (concurrent/authorized users)	38%	37%	38
PCs Supported	218	217	215
Servers Supported	7	6	6
(Availability statistics based on 7:00 a.m. to 5:00 p.m. M-F)			

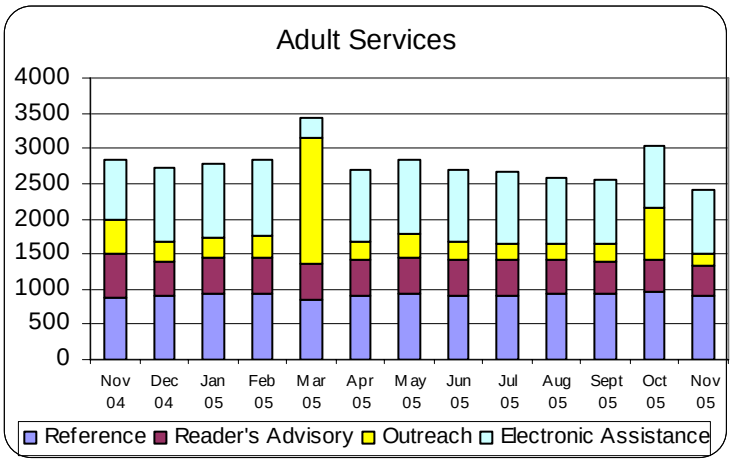
Other Items of Interest

The electronic version of the Pay for Performance Intranet System is being built by consultant and tested by Human Resources. It is targeted for completion in time for supervisor training in December.

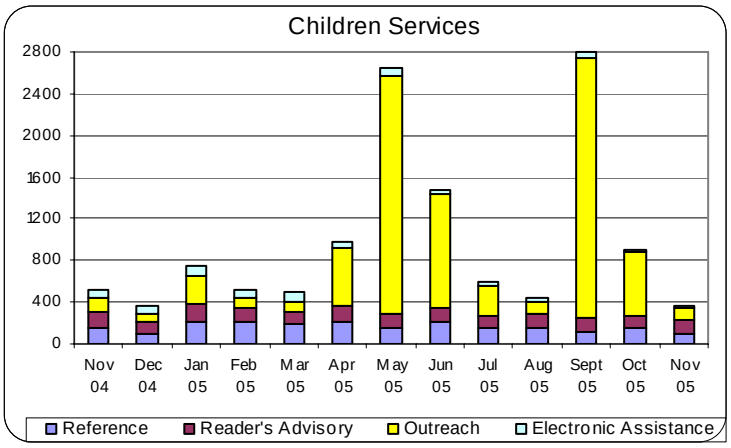
SOP / CIP Updates

- *Implement an Information Technology Emergency Preparedness Plan that will provide a platform for business restoration within 48 hours of a major disaster.* We received the Business Analysis and Recovery Strategies Reports and are reviewing draft RFPs.
- *Develop and implement GIS (Graphical Information System) for the City.* GIS software was installed on four new PCs. Two-day training was conducted for eight City employees.
- *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.* Naviline was installed in test environment. Navigational training is in progress and scheduled to be completed in December.

Library



Reference – 902 Reader's Advisory – 428
Outreach – 160 Electronic Assistance – 927



Reference – 97 Reader's Advisory - 128
Outreach – 120 Electronic Assistance - 21

Circulation	November 05	FYTD 06	November 04	FYTD 05
Dover residents	14,923	77,628	15,746	76,418
Kent residents	16,842	88,207	15,593	78,899
Non-county residents	1,039	4,907	971	5,258
Registrations				
Dover residents	164	1,031	161	782
Kent residents	179	1,119	159	843
Non-county residents	17	80	9	59
Other				
Visiting patrons - Upstairs	31,796	141,207	17,322	88,266
Visiting patrons - Downstairs	200	820	80	400
Meeting room usage	2,560	11,362	1,480	8,684
Photocopier usage	1,193	6,209	1,011	5,428
Holds placed	285	5,981	1,051	8,681
Dial-a-Story	4,443	25,422	3,224	19,075
Internet usage	14,923	77,628	15,746	76,418

Other Points of Interest

Interlibrary: 2,207 items loaned out
1,078 items borrowed

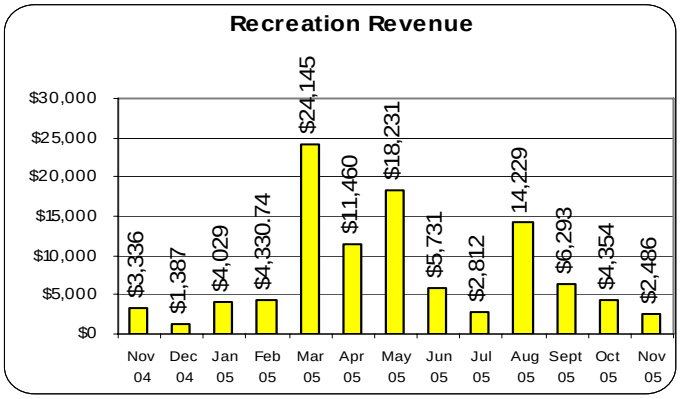
Technical services: Added 1,321 items
Deleted 457 items

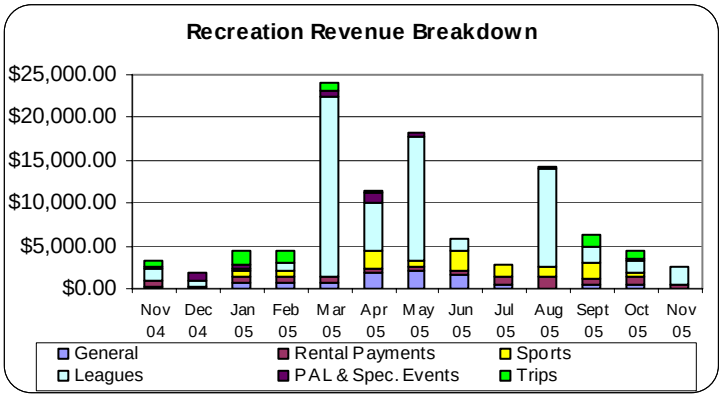
Volunteers completed 52.5 hours of service.

SOP / CIP Updates

- *Enhance the library's Web page at www.doverpubliclibrary.org by adding 15 more links, five feedback forms and surveying online users to determine the Web site's functionality*. Met with I/T staff to discuss Web site.
- *Develop potential locations, funding sources, and preliminary operating concepts for regional library in Dover*. Held a Site Selection Committee meeting.

Parks and Recreation





General - $ 73 Rental Payments - $435 Sports -$0
Leagues - $1,960 PAL & Special Events -$ 18 Trips - $0

Rentals	November 05		FYTD 06		November 04		FYTD 05
Baseball/Softball Field Rentals*	6		175		1		142
Dover Park Pavilions (2)	0		29		0		4
Multipurpose/Field Hockey Field Rentals*	1		31		0		38
Recreation Center	19		126		35		114
Silver Lake Pavilions (2)	1		22		0		14
Soccer Field Rentals*	2		15		3		25
Stage	1		18		1		22
These number reflect **groups that rent fields for practice, season play, and our programs.*							
Program Attendance							
Cub Scout "Sportsman" Workshop	17		35		25		55
Girl Scout "Puzzler" Workshop	13		31		10		26
New York City Bus Trip (11/05)	43		88		45		45
Learn-N-Play "Soccer"	8		55		9		9

Delaware Prevention Network	Weed and Seed
Creating Lasting Family Connections continues collaboration of program efforts with local agencies. Working with the Youth Connections program on a "parenting" component.	Monthly Steering Committee was held November 8. Plans for Playstation II Program are underway. Planning has begun for the Martin Luther King, Jr., Anti-Violence Symposium.

SOP / CIP Updates

- *Initiate Americans with Disabilities Act (ADA) compliance in City parks and recreational facilities.*
- *Implement a maintenance plan for each park and playground.*
- *Implement Construction Plan for indoor recreation facility.*
- John W. Pitts Recreation Center (two-year project) – Met with Becker Morgan and John W. Pitts Recreation Center Working Group to discuss the administration of the contract and other pertinent construction plans.
- Playground Equipment Replacement Program – Project #PR0601 (two-year project)
- Dover Park Enhancement – Project #PR0504 (State Match) – Received approval from DNREC Division of Parks & Recreation.
- Mayfair Park Playground Enhancement – Project #PR0505 (State Match) - Received approval from DNREC Division of Parks & Recreation.
- Mirror Lake Dredging – Project #PR0402 – Working 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 20 subdivisions under construction and 40 individual sites.

- Utility crew:
  1. Sackarackin Avenue – Removed and lowered storm pipes and built two new catch basins.
  2. Delaware State University – Cleaned up pump station site, topsoiled and seeded. Reinstalled fence and poured concrete support under sewer bypass connection.
  3. William Henry School – Topsoiled and seeded where water main was abandoned.
  4. Electric Department – Cartanza Substation - Repaired wash out, topsoiled, seeded and matted.
  5. Brandywine Court Apts. – Installed 4” bypass water service and replaced all pipe and meter in pit.

- FY-05 Street Program – Concrete work completed on Sackarackin Avenue. Work started on Virginia Avenue.

- Hidden Creek – Contractor installing final wearing course of asphalt on streets.

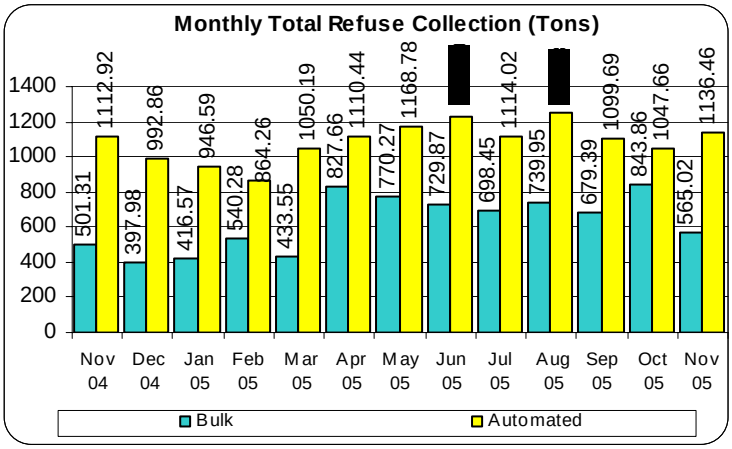
- Village of Westover Phase IV – Replacement of damaged drainage pipes on Trafalgar Drive completed and roadway opened to traffic.

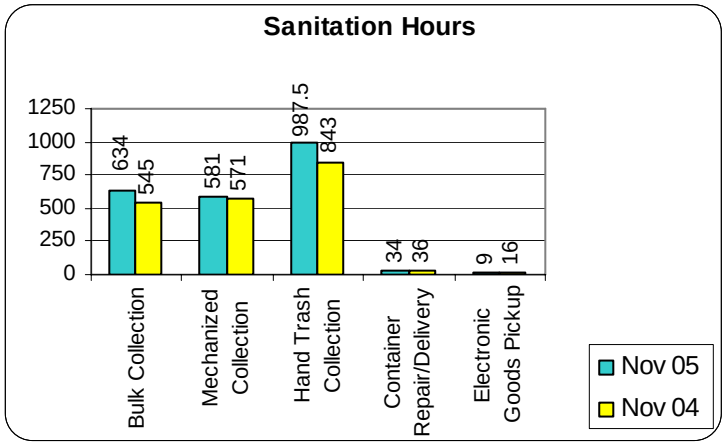
- Emerald Pointe – Pump station in operation, City of Dover personnel making checks until station is complete and ready to be turned over. Developer working on getting street signs, bonds, and agreement so first certificate of occupancy can be issued in early December.

- Division Street Water Main Upgrade –16-inch water main installed from State Street to west side of St. Jones River. 16-inch water main bored under Division Street at Pennsylvania Avenue. Once bacterial samples have been received, outages will be scheduled for tie-ins.

- FY-06 Street Program – Woodcrest development pedestrian walk completed with minor punch list items. Concrete work continues on Wilson Drive. Second subcontractor brought in and sent to begin concrete work on Woodburn Circle.

Sanitation





	NOVEMBER 05	FYTD 06	NOVEMBER 04	FYTD 05
Tons Dry Waste Collected	217.93	1,803.30	182.10	1,491.11
Tipping Fee Savings Realized	$4,249.64	$35,164.36	$3,368.67	$27,595.54
Trips to DSWA Sandtown Landfill	330	1,780	308	1,668
Total Tonnage to DSWA	1,701.48	9,188.63	1,614.23	8,855.03
90-Gallon Containers Delivered	36	268	45	133
300-Gallon Containers Delivered	4	18	2	45

Streets

	NOVEMBER 05	FYTD 06	NOVEMBER 04	FYTD 05
Signs Installed	4	164	7	205
Signs Repaired	4	71	3	59
New Posts Installed	2	43	0	34
Storm Catch Basins Cleaned	0	150	0	162
Storm Catch Basin Cleaning (Hrs.)	0	38	0	126
Hot Mix Patching (Tons)	3	137	0	108.5
Cold Mix Patching (Hrs.)	48	243	0	126
Concrete Work (Hrs.)	32	478	0	1,030
Street and Alley Maintenance (Hrs.)	161	796	172.5	1,174.50
Street Sweeping (Miles)	0	5,130	0	4,400
Street Sweeping (Cubic Yards)	0	780	0	682
Leaves Collected (Cubic Yards)	5,737	6,112	5,198	5,735
Leaf Collection (Miles)	2,522	3,397	2,415	3,234

Grounds

Arborist Crew		
	NOVEMBER 05	**NOVEMBER 04**
Trees Pruned	42	17
Trees Removed	3	0
Trees Planted	8	0
Continued Christmas light installation on Loockerman Street and on The Plaza.		
Most of the trees pruned were trees with Christmas lights in them.		

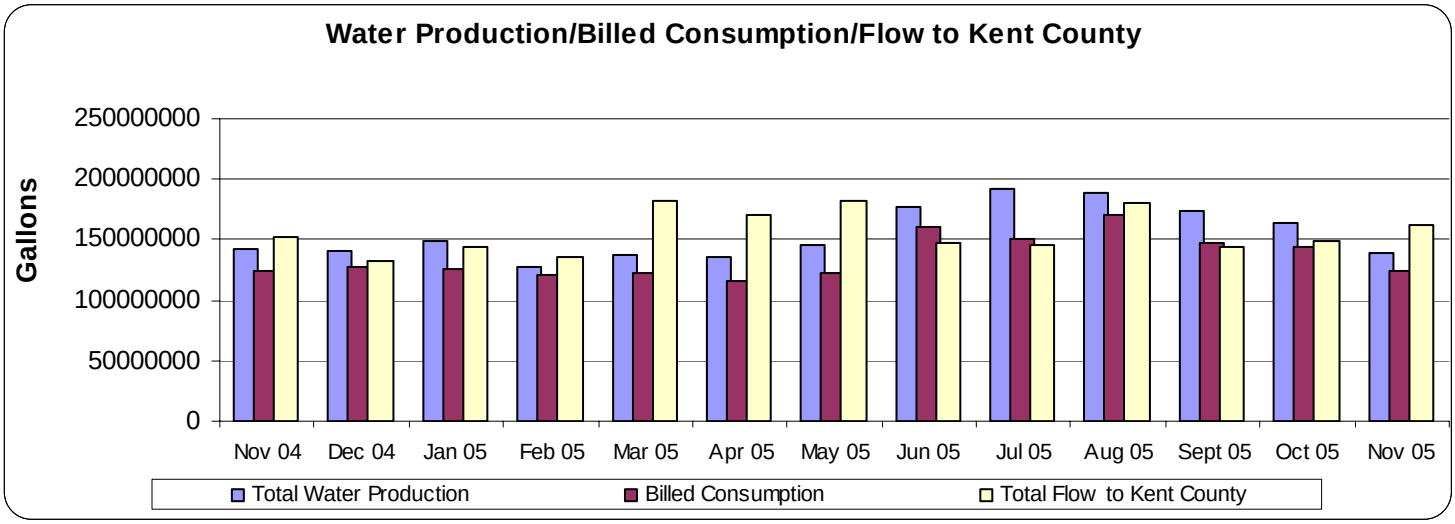
Beautification Crew
Began planting 64,000 tulips, daffodils, and hyacinth bulbs in all beds and containers. This work included pulling the last of the beds, tilling and raking before planting.

Landscape Repair/Special Projects Crew
Opened valve in the spillway at Silver Lake to lower the lake for residents to work on boat docks.
Assisted the Beautification Crew with tilling and raking beds and planting spring flower bulbs.
Planted 15 trees including mulching and staking at 188 Mifflin Road for resident as part of yard restoration.
Hauled old books to the recycling bin for the Friends of the Dover Public Library.

Grounds Maintenance/Mowing Crews
Mowed some of the turf areas including Schutte Park, The Plaza, City Hall, Weyandt Hall and others a couple times this month.
Continued leaf collection around City buildings and parks.
Assisted with Christmas lights by loaning two men to the Arborist Crew for the entire month.
Assisted the Beautification Crew by loaning one man for the entire month.

Park Maintenance Crew
Hired Wayne Lefort for the Lead Laborer for the Park Maintenance Crew. Wayne worked with Steve Pickering on the ball fields and did some playground equipment inspections.
Wayne also worked assisting with planting spring flowering bulbs with the Beautification Crew.

Water/Wastewater



Total Water Production – 139,849,000 Billed Consumption – 124,381,000 Total Flow to Kent County – 162,050,796

	NOVEMBER 05	NOVEMBER 04
Water Production – Daily Average	4,661,633	4,737,017
Fire Hydrants – Flushed	0	1,305
Fire Hydrants – Tested	4	4
Final Readings	235	135
Cutoffs	12	19
Turn-ons	13	6
New Inspections	34	18
Curb Boxes Located	73	52
Curb Boxes Adjusted	8	11
Water Service Lines Repaired	13	6
Water Meters Repaired	14	26
Radio Technology Installations	79	57
New Meters Added	50	39
Total Water Meters in City Distribution System	12,800	12,360

	NOVEMBER 05	NOVEMBER 04
L.F. Sewer Lines Flushed	46,195	34,452
Sewer Lines Inspected	49,495	35,672
Feet Sewer Mains Videotaped	0	100
Manholes Inspected	194	162
Manholes Cleaned	172	154

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.*
- *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.* Mr. Wayne LeFort began work as the Lead Laborer in November. Objective has now been met.
- *Reduce number of brown water complaints through the replacement of the old cast iron pipe system and the improvement of system hydraulics.* Continued replacement of the Division Street Water Main and began material list for the Greenhill Road main upgrades as well as other miscellaneous pipe improvements. 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.* Final specifications for the Smoke Testing and Television Evaluation of specific parts of the collection system are being completed by CABE Associates, and the maps associated with the specifications are nearing completion for a December 2005 bid advertisement.
- *Integrate the new pump station mechanic crew into the maintenance operations.* Recruitment was expanded to four vacant positions due to promotion, resignation and authorization for Utility Maintenance Mechanic positions. Applications have been received and the interviews are being scheduled.
- *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)	95%	Water System Master Plan Update * (WD0401)	98%
FY-2006 Street Program (ST0601)	15%	Elevated Storage Tank Painting/Maintenance Contract (WS0604)	25%
FY-2006 Concrete Program (ST0602)	71%	Meter Reading Technology Upgrade (WS0603)	63%
Generic Subdivision Signs (ST0505)	20%	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)	0%	Puncheon Run Motor Control & Pump Replacement (Construction) * (WW0505)	8%
Southeast Water Loop (Design Phase) (WD0701)	33%	Garrison Oak Pumping Station (Construction) (WW0304)	2%
Scarborough Road Interconnection (Tidewater) (WD0601)	0%	Puncheon Run Interceptor Sewer Extension (Design) (WW0302)	65%
Cast Iron Main Replacement / Relining Project	0%	U.S. 13 East Sanitary Sewer Interceptor * (WW0101)	2%
Water Quality Study * (WD0504)	35%	Inflow/Infiltration Removal (WS0501)	7%
Division Street Water Main Upgrade * (WD0304)	38%		

* Project carried over from FY 05

MONTHLY REPORT

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

Department of Planning and Inspections
NOVEMBER 2005

PERSONNEL: A Holiday Fire Safety and Alternative Heating Method show was presented at the Dover Mall on November 4th and 5th. In attendance for the show was the City of Dover Fire Marshal's Office, the Delaware State Fire Marshal's Office, the Delaware State Fire School, and the City of Dover Electric Department. There were 2,920 people who stopped by the display.

Mr. Wayne Hutchison and Sam Gonzalez attended a Weapons of Mass Destruction course held at the Delaware State Fire School from November 14th– 18th.

Janelle Cornwell, Planner 1 and Randy Speicher, Engineering Associate attended a two day training entitled "Intro to ArcGIS 1."

Ron Coburn attended the Northeast HUG conference held in Stanford, CT from November 1st – 4th. This conference reviews all modules, their use, and how other Cities utilize the program.

COMPREHENSIVE PLAN AMENDMENTS

Progress is being made to achieve certification of the Comprehensive Plan Update with the Amendments of May 2005. The consulting firm of Davis, Bowen & Friedel has met with Staff to address the issues identified by the Office of State Planning Coordination. The same firm is working on updating the Cost-Revenue Study Module for annexations and 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.

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). Contact of the property owner is in progress to determine their intent. The Petition to Declare the Structure at 29 South Governors Avenue Dangerous and order its repair or demolition was approved by City Council on Monday, September 26, 2005. Since Repairs were not attempted in the time frame specified for the property at 29 S. Governors Avenue, the City took action and the building was demolished.

Two properties have been demolished by Dover Community Partnership, Inc. using CDBG funds: 42 South Queen Street and 13 South New Street. The houses will be replaced with affordable homes for first-time homebuyers through the initiatives and funding brought to bear in the Dover target neighborhood.

COMMUNITY DEVELOPMENT

Community Policing: 1 Officer on foot patrol, Total hours of coverage 12, Citizen Contacts 73, Total number of arrests 0.

NCALL: Down payment and Settlement Assistance: Clients who plan to use the Dover First Start Program breakout as follows: ten families are shopping for a home; one family has a sales contract and has applied for a mortgage loan and one family purchased a home using the Dover First Start Program. A total of twenty-five families have closed using the Dover First Start Program.

Micro Enterprise Program: During the month of November, intakes were conducted for three (3) new clients to set up a business in the Downtown area of which one (1) was low to moderate income status and two (2) females. In addition, two (2) referrals were made to the Small Business Development Center for technical assistance. For the month of November, the breakdown of statistics for clients served is: 3 new clients, 1 low moderate income, 2 Minorities, 2 referrals, 6 walk-ins, 0 jobs gained and 0 businesses closed.

Community Development Staff attended the Governors Conference on Housing at the Sheraton on November 14th. Panel discussions included affordable communities, financing affordable housing, the cost of development, and strategies to end chronic homelessness in Delaware.

The Philadelphia HUD office held an open house for all its grantees to discuss upcoming program changes for fiscal year 2006.

MEETING REPORTS

Board of Adjustment:
At its meeting of November 16, 2005 the Board of Adjustment took the following actions:

1. **Applicant # V-05-18:1351 West North Street: MINI-MI III:** Moved to Deny.

Dover Parking Authority: At its meeting of November 3, 2005 reports were given on the budget, permit sales, Police Department activities, and update on the North Street Parking Lot.

Historic District Commission:
The Historic District Commission did not meet during the month of November. The next scheduled meeting will be held on December 15, 2005.

Planning Commission
At its meeting of November 21, 2005, the Planning Commission took the following actions:

SB-04-09C Lands of Shirley L. Bush and William G. Bush IV (Bush Farm): Conceptual Subdivision Plan: Moved to approve a one year extension.
C-05-08 DayCare Facility at 951 Forrest Street: Remained tabled from October meeting.
Z-05-06 Lands of Investment Properties Associates, LLC on Silver Lake Boulevard: Rezoning from CPO to RM-1: Moved to recommend approval.
C-05-07 Whatcoat DayCare Building: Moved to approve with conditions.
C-05-09 Kenton Child Care Center II at 1298 McKee Road: Moved to approve with conditions.
SB-05-08 Lands of Enterprise Business Park: Minor Subdivision: Moved to approve with conditions.
SB-05-05P Stover Homes Professional Campus: Preliminary Subdivision Plan: Moved to approve with conditions.
S-05-32 Stover Homes Corporate Office: Moved to approve with conditions.

INSPECTIONS ACTIVITY

Permits and Licenses

Rental Dwelling, Public Occupancy & Lodging House Permits: Year to Date ___
1,808___

Number of New Occupancies – November 2005 20

Permit Fees Collected for Rental, Public Occupancy & Lodging Permits, Nov 2005 $2,348.75

Number of Business Licenses & Mobile Homes Issued – Nov 2005 549

Total Number of Business Licenses & Mobile Homes for Year 7/1/05 to 6/30/06 3,602

Total Fee Collected for Business Licenses & Mobile Homes for Nov 2005 $ 23,084.82

Total all Construction Permits* and Certificate of Occupancies Issued for Nov 2005 230

Value of Construction & Fire Prevention projects permitted in Nov 2005 $4,546,065.00

Fees Collected for Construction Permits and CO's for Nov 2005 $ 64,440.50

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

Property Inspections: November 2005: Fire Marshal - Inspections - Property Maintenance

Office of the Fire Marshal	
Fire and Safety Inspections	45
Fire Code Inspections	65
Sprinkler and Fire Alarm	12
Certificate of Occupancy	2
Alarm Activation Follow-ups	6
Fire Investigations	11
Total Inspections	**141**
Non-Inspection Hours	
Office	145
Training	86
Plan Review	10

Building and Property Maintenance Inspections	
Building	193
Plumbing/Mechanical	257
Certificate of Occupancy	35
Total New Construction	**485**
Complaints	78
Observed by Inspectors	193
Fire/Life Safety	68
Total Inspections	**824**
Non-Inspection Hours Office	287
Training	22
Plan Review	122

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

Signature on behalf of
Planning and Inspections Department

DOVER FIRE DEPARTMENT

Established 1882

December 16, 2005

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

Dear Mayor & Council,

During the month of November we responded to 78 incidents with an average response time of 5.5 minutes.

Firefighters trained in CPR, Vehicle Extrication and Structural Firefighting techniques at the Delaware State Fire School. Seven new firefighters completed the Basic Firefighting Course.

There were no incidents of great interest during the month of November.

Please contact me with any questions.

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 11/01/2005 to 11/30/2005 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		31	Longest Time: 6.0
2 - 3		20	Incident#: 000764
4 - 5		24	Average Time: 2.4
6 - 7		3	
8 - 9		0	
> 10		0	

Apparatus Travel Time

Travel Time (Minutes)	Number of Incidents	Totals	Additional
0 - 4		64	Longest Time: 12.0
5 - 9		12	Incident#: 000839
10 - 14		2	Average Time: 3.1
15 - 19		0	
20 - 24		0	
> 25		0	

Incident Length

Incident Length (Minutes)	Number of Incidents	Totals	Additional
0 - 29		67	Longest Time: 68.0
30 - 59		10	Incident#: 000808
60 - 89		1	Average Time: 17.0
90 - 119		0	
120 - 149		0	
> 150		0	

FIRST READING

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

That Chapter 82 - Planning, of the Dover Code be amended by deleting Section 82-2 - City Planner in its entirety and inserting in lieu thereof the following:

Sec. 82-2. City Planner.

There is hereby established the office of City Planner. The Director of Planning and Inspections shall serve as the City Planner who shall be selected by the City Council at its annual meeting, and employed at the pleasure of Mayor and Council. The City Planner shall be directly responsible to the Mayor and Council and shall report to the City Manager. This amendment shall be effective for six (6) months from the date of passage.

ADOPTED: *

FOR REFERENCE PURPOSES, THE AMENDMENTS TO SECTION 82-2, AS INDICATED ABOVE, IS REFLECTED BY THE FOLLOWING DELETIONS (NOTED BY RED STRIKE-OUTS) AND INSERTIONS (NOTED BY BOLD BLUE ITALICS):

Sec. 82-2. City Planner.

There is hereby established the office of City Planner. The Director of Planning and Inspections shall serve as the City Planner who shall be selected by the City Council at its annual meeting, and employed at the pleasure of Mayor and Council. The City Planner shall be directly responsible to the Mayor and Council ***and shall report to the City Manager. This amendment shall be effective for six (6) months from the date of passage***.

SYNOPSIS

The proposed amendment would provide the day-to-day operations of the Director of Planning and Inspections to be the responsibility of the City Manager rather than the Mayor and Council.
(SPONSORS: COUNCILMEN HOGAN, SADUSKY, AND SLAVIN)