REGULAR COUNCIL MEETING

A G E N D A

April 25, 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 April 11, 2005

2. Proclamation - Arbor Day

3. Jewish Literature Grant Presentation (Sheila Anderson, Library Director)

4. Certificate of Recognition - 30 Year Anniversary - *Dover Post*

5. Bonus Awards - Breathe Program Awards - Smoking Cessation

6. Presentation of Certification - Traci A. McDowell, Certified Municipal Clerk

7. Retirement Resolution - Jerome Cooper, City Assessor

8. Public Hearings - Reconsideration of Rezonings - One Year Limitation Expiration

   A. Property located at 135 S. Kirkwood Street, owned by Robert Duncan. The property was previously zoned RG-1 (General Residence) and is currently zoned C-2 (Central Commercial) *Approved by Council on February 9, 2004*

   B. Property located at 114 and 118 S. Kirkwood Street, owned by Robert Duncan. The property was previously zoned RG-1 (General Residence) and is currently zoned C-2 (Central Commercial) *Approved by Council on March 8, 2004*

   C. Properties located at 1001 West Forrest Avenue, owned by William and Eleanor Paradee and previously zoned C-3 (Central Commercial); a portion of 40 Saulsbury Road, owned by Riverview Associates, LLC and previously zoned C-3 (Central Commercial); a portion of 1017 Forrest Avenue, owned by L.D. Shank, III and previously zoned I-O (Institutional and Office); and a portion of 1035 Forrest Avenue, owned by Dover Elks Lodge #1903 and previously zoned I-O (Institutional and Office). These properties are currently zoned C-2A (Limited Central Commercial) and COZ-1 (Corridor Overlay Zone 1) *Approved by Council on March 8, 2004*

Public Hearings - Reconsideration of Rezonings - One Year Limitation Expiration (continued)

D. Property located on Route 13, adjacent to Cedar Chase Drive, owned by Bramble Charitable Foundation. The property was previously zoned RG-2 (General Residence) and is currently zoned C-4 (Highway Commercial) *Approved by Council on April 12, 2004*

9. City Manager Report - Existing and Potential Public Emergency Notification Systems

* 10. Legislative, Finance and Administration Committee - April 11, 2005

___A. Replacement of Heating and Cooling Units - Dover Parks and Recreation Building

11. Utility Committee Report - April 11, 2005

A. Differential Disposal Fee Agreement - Delaware Solid Waste Authority

* 12. Parks, Recreation, and Community Enhancement Committee Report - April 12, 2005

A. Open Space/Recreation Plan - College Road Garden Apartments

* 13. Monthly Reports - March 2005

A. Budget Report
B. Chief of Police Report
C. City Clerk/Alderman Report (Fines)
D. City Manager's Report
E. Mayor's Report
F. Planning and Inspections Report
G. Robbins Hose Company No. 1 Report

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

15. Election Results - 2005 Municipal Election

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

* 17. Downtown Dover Development Corporation Appointments - Recommendation of Mayor Speed

A. Ms. Arden Bardol (Private Citizen Representative) - 3 Year Term Expiring 4/2008 (Reappointment)
B. Mr. James McGinnis (Private Citizen Representative) - 3 Year Term Expiring 4/2008 (to fill expired term of Ms. S. Renee Smith)
C. Mr. Ed Perez (Business Representative) - 3 Year Term Expiring 4/2008 (Reappointment)

18. Council Members Comments

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on April 11, 2005 at 7:30 p.m. with Council President Williams presiding. Council members present were Mr. Carey, Mr. Pitts, Mr. Sadusky, Mr. Slavin, Mr. Ritter, Mr. Hogan, Mr. Salters, and Mr. Ruane.

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

OPEN FORUM

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

Mr. Joseph Cugnini, 133 Upland Avenue, advised members that he has been having difficulty sending e-mails from the homepage of the City of Dover's website. Council President Williams noted that the IT Director was in the audience and suggested the Mr. Cugnini talk with him directly regarding the problem. Mr. Cugnini also relayed concern with the *Delaware State News Shopper* being distributed throughout the City. They are being blown around the yards and have been caught in the drains causing blockage. He questioned if they could either be weighted down or distributed in another manner that would prevent them from blowing around.

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

AGENDA ADDITIONS/DELETIONS

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

Mr. Hogan requested the removal of items #8A-#8D 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 MARCH 28, 2005

The Minutes of the Regular Council Meeting of March 28, 2005 were unanimously approved by motion of Mr. Carey, seconded by Mr. Salters and bore the written approval of Mayor Speed.

CERTIFICATE OF RECOGNITION - GEOFFREY "ROCKY" MYERS

The following Certificate of Recognition was read into the record by Mayor Speed:

WHEREAS, Geoffrey R. Myers is a Dover native and student at Wesley College with a perfect 4.0 grade point average; and

WHEREAS, Geoffrey R. Myers has received the prestigious Gagliardi Trophy for being the top Division III football player in the nation; and

WHEREAS, Geoffrey R. Myers has volunteered at St. Thomas More's Youth Basketball Camp, as a math tutor for high school students, in the Guidance Office at Central Middle School and at various other youth oriented programs; and

WHEREAS, Geoffrey R. Myers has received a host of institutional scholarships and awards for outstanding academic performance; and

WHEREAS, Geoffrey R. Myers is an exceptional young man who has been a tremendous help to others at Wesley College and in the Dover community.

NOW THEREFORE I, STEPHEN R. SPEED, MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby award this Certificate of Recognition to **Geoffrey "Rocky" Myers** on this 11th day of April 2005, and commend him for his commitment to the youth of Dover and extend best wishes on all future endeavors.

Mayor Speed presented Mr. Myers with the Certificate of Recognition, explaining that the Gagliardi Trophy is the Division III equivalent of the Heisman Trophy, with the addition that it includes academics. On behalf of the City of Dover, Mayor Speed commended Mr. Myers for his efforts in achieving such a prestigious award.

Mr. Myers thanked the Mayor and Council for the recognition and his appreciation to his family, and friends, and the administration at Wesley College for their support.

CERTIFICATE OF COMMENDATION - MEMBERS OF THE DOVER FIRE DEPARTMENT

The City Clerk read the following Certificate of Commendation into the record:

WHEREAS, on Saturday, January 1, 2005 the Robbins Hose Fire Company was alerted for a motor vehicle accident at Scarborough and McKee Roads; and

WHEREAS, upon arrival, members observed three cars involved in the accident, one of which had fire coming through the back window impinging on the unconscious patient who was trapped in the vehicle and inhaling smoke and heated gases from the burning vehicle; and

WHEREAS, the patient was removed from the vehicle, under extremely dangerous conditions to the firefighters involved, within 13 minutes from time of dispatch; and

WHEREAS, while crews worked on the priority vehicle, additional crews worked on the second vehicle which had two patients severely trapped, both of whom were extricated within 21 minutes from time of dispatch; and

WHEREAS, due to the quick response, training, and leadership of the Dover Fire Department, lives were saved by those volunteers who assisted in this rescue, and who are deserving of special recognition.

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DOVER, DELAWARE, are honored to present this

Certificate of Commendation to

EDWIN BAKER, III	***REED JONES***	***RAYMOND OSIKA***
BRIAN BASHISTA	***DAVID KNIGHT***	***STEPHEN SAPP***
CHARLES BOYER	***VALERIE KNIGHT***	***JOSEPH SIMMONS***
DAVID CAREY	***DEREK LARSON***	***SHARON SIMPKISS***
MATTHEW CAREY	***JOHN LECOMPTE, II***	***TREY SMALL***
CARLETON CAREY, JR.	***NICOLE MARK***	***BENJAMIN SMETANA***
CARLETON CAREY, SR.	***SHADRACK MINOR***	***RICK THOMAS***
SEAN CHRISTIANSEN	***ALLEN MOORE, JR.***	***MICHAEL THOMPSON***
ALAN FARLING	***TIMOTHY MULLANEY***	***TERRY WHITHAM***
JACK FORTNEY	***JOHN OLIVER, III***	***JOHN WILLSON***
GLENN GILLESPIE	***JASON OSIKA***	***ROGER WOLFGANG***
MARK HALL	***JONATHAN OSIKA***	***JASON ZIEGLER***

on this ***11th*** *Day of* ***April 2005***

Mayor Speed and Council President Williams presented Chief Bashista with the Certificate and relayed their appreciation to the men and women who volunteer to serve for the Dover Fire Department.

In thanking members for the recognition, Chief Bashista explained that although every day there are serious incidences in the City, this particular incident was one of the most serious accidents he has responded to during his career. Those that responded had to go beyond what is normally required to save a life and members of the Dover Fire Department did an outstanding job.

PRESENTATION TO COUNCILMAN SALTERS - GFWC FEDERATION GUILD - MRS. TRICIA RODRIGUEZ

Mrs. Rodriguez advised members that the General Federation of Women's Clubs (GFWC) Federation Guild recently raised $20,000 for the purchase of a school bus van, as well as text books and desks, for an orphanage in Kakamega, Africa. The previous mode of transportation for these children was a bicycle. She noted that there are 707 AIDS orphans who are healthy children. Mrs. Rodriguez advised members that when the group went on a Safari she thought of all that Mr. Salters has done for our community in educating us on African culture, including his vision in starting the Cultural Center in the City of Dover. As a result, while in the Masada National Park, Mrs. Rodriguez purchased an African Scarf for him.

Mrs. Rodriguez presented Mr. Salters with the scarf and requested that he wear it for the duration of the meeting to represent all that he has meant to this City and State of Delaware.

PUBLIC HEARING/FINAL READING - REZONING OF PROPERTY LOCATED AT 585 FOREST STREET, 111 SOUTH WEST STREET, AND 122 SOUTH KIRKWOOD STREET, OWNED BY ROBERT M. DUNCAN

A public hearing was duly advertised for this time and place to consider rezoning of property located on the north side of Forest Street, between South West Street and South Kirkwood Street, being 585

Forest Street, 111 South West Street, and 122 South Kirkwood Street, owned by Robert M. Duncan. The properties are currently zoned C-3 (Service Commercial) and C-2 (Central Commercial) and the proposed zoning is C-1A (Limited Commercial).

Planner's Review

Mr. Galvin, Director of Planning and Inspections, reviewed the petition to amend the zoning district and the findings and recommendations of the Planning Commission (***Exhibit #1***). The Planning Commission recommended denial of the rezoning request for property located at 585 Forest Street, 111 South West Street, and 122 South Kirkwood Street.

Responding to Mr. Ruane, Mr. Galvin explained that this area of the City from Kirkwood Street to the railroad tracks is primarily zoned for offices and service commercial uses. The retail uses along Loockerman Street ends at Kirkwood Street, which Mr. Galvin stated should remain. The office and service uses are appropriate as a transition between the retail uses and the residential neighborhood.

Public Hearing

Council President Williams declared the hearing open.

Mr. Robert Duncan, 2219 Morgans Choice Road (Camden), property owner and applicant of the rezoning, felt that this was a simple rezoning application. He explained that the area has been made into an office and retail area. At the present time, he stated the convenience store is a large retail store and that there is other retail in this area. Mr. Duncan stated that the proposed use for the property is for a package store. He noted that during the Planning Commission meeting, there was opposition to alcohol being sold in this area and felt that this is a decision for the Alcohol Beverage Control Commission, not the City of Dover. Mr. Duncan disagreed that the retail on Loockerman Street ends at Kirkwood, explaining that his current establishment entails retail; therefore, it was his opinion that retail ends at the railroad tracks. He stated that there have been substantial improvements made in this area and that the concerns of what happened 10-15 years ago should no longer be considered an issue. Without retail, it was his feeling that there will be no reason for people to come to the area.

Pastor Theodore Henderson, 506 Wyoming Avenue, stated that he is the current Pastor of the Dover Christian Church and that he is not anti-development. Growing up, he advised members that he lived in a "high risk" area, similar to Kirkwood Street, where there was an abundance of establishments that were there for the sake of profit. He felt that those that make a profit should give consideration to the neighborhood, explaining that the residents also have an investment in the area, their children. Unless there is a guarantee that there will be no alcohol sales, he will not support the rezoning request. Mr. Henderson requested that members keep in mind that it is their responsibility to assure responsible development in our City.

Pastor Richard Avant, 9 Waterwheel Circle, stated that he is the Pastor of the Calvary Baptist Church located at Queen and Fulton Streets, as well as the Route 8 complex. He is also the President of the Inter-denominational Ministerial Alliance in this area, which is comprised of approximately 15 churches and 4,000 members. Pastor Avant relayed his opposition to the rezoning request, explaining that he remembers back in the 1980's when the ministers of this area were contacted by

the Police Chief to help "clean up" Kirkwood Street. He advised members that 15 years ago Kirkwood Street was in deplorable condition. Today, Kirkwood Street is totally different, which is the result of all the work that was done in this area. It is feared that a liquor store in this area will jeopardize its integrity and historical value. Pastor Avant advised members that the residents of the House of Pride are recovering alcoholics and drug addicts and that property proposed for rezoning is within walking distance of the House of Pride and requested that members consider not placing this temptation in such close proximity.

Bishop L.T. Blackshear, 996 Boggs Drive, stated that he is the Pastor of Bible Way Temple Church of God in Christ located on Kirkwood and Reed Streets. He indicated his concurrence with those that previously spoke in opposition of the rezoning. Bishop Blackshear stated his strong opposition to the request, feeling that it would do a disservice to this community and be a step backwards to endorse the rezoning request.

Pastor Anthony Wallace, Towne Point, stated that he is the Senior Pastor of the Crossroads Christian Church in north Dover; however, he owns two (2) properties within 1,000 feet of the property proposed for rezoning. He also relayed his concurrence with the previous speakers in opposition to the request. Although it is not the only component that involves their opposition, alcohol is a major concern, explaining that he is personally involved with people who have succumbed to the ravages of alcohol. Pastor Wallace stated that there is a precedence that there be a buffer between residential homes and retail establishments. He too felt it would be taking a step backwards by allowing a liquor store in this area and suggested that members approve the Planning Commission's recommendation to deny the rezoning request.

Ms. Bridget Avant, 9 Waterwheel Circle, stated that she was born and raised on Fulton Street and she relayed appreciation for what Mr. Duncan has done for the community. Ms. Avant also relayed appreciation to the City for their efforts in cleaning up Kirkwood Street and stated she would appreciate if retail uses would be required to remain on Loockerman Street.

Mr. William Charlton, 258 Beechwood Avenue, stated that a few years ago, Kirkwood Street had that reputation that you were not to go there to keep yourself out of trouble. That is not the case today. All residents of the City deserve, need, and look forward to feeling safe and secure in our community. It was his feeling that alcohol is not a substance that allows us to grow in a positive manner.

There being no one else wishing to speak, Council President Williams declared the hearing closed.

At the request of Mr. Ruane, those in the audience in opposition to the rezoning request were asked to stand, as well as those in favor. *Note by the City Clerk: It is estimated that more than 20 people stood in opposition, with two (2) people that stood in support of the rezoning request.*

Mr. Hogan commended Mr. Duncan, residents of Kirkwood Street, and former Mayors, Council, and City Staff for the improvements made to the west area of downtown Dover. He also felt that the terminology of retail has been misused as it is permitted under the current and requested zoning classifications. He agreed with Mr. Duncan that the proposed liquor store is not the subject matter,

but that consideration should be given to the types of uses permitted in the C-1A zoning classification. Mr. Hogan noted the different types of retail permitted in C-3, C-2, C-1, and C-1A, and explained his support for the current retail that is permitted; however, he does not support the type of retail that is requested.

Mr. Salters moved to deny the rezoning request for properties located at 585 Forest Street, 111 South West Street, and 122 South Kirkwood Street, as recommended by the Planning Commission. The motion was seconded by Mr. Ruane and carried by a unanimous roll call vote.

LEGISLATIVE, FINANCE, & ADMINISTRATION COMMITTEE REPORT - MARCH 28, 2005

The Legislative, Finance, and Administration Committee met on March 28, 2005 with Chairman Salters presiding.

City Assessment Update - Cole Layer Trumble Company

The City Assessor's Office has been conducting a reassessment of properties throughout the City of Dover during the past year, to be effective with the tax billings for May 1, 2005. Mr. Joe Pizzoli of Cole Layer Trumble Company provided committee members with details of the commercial valuations for the reassessment. For the top 50 properties, there will be a significant percentage increase from the old to the new assessment, from a value of $434M to $593M. He stated that a few areas of concern were with the industrial properties that have decreased in value. One specific property is that of Kraft Foods, who appealed their old assessment, which decreased from $31.4M to $20.6M. Collectively, the value for the major industrial properties has decreased approximately $30M. Fortunately, with the increase in value of other properties, that decrease has been off-set, providing a 37% increase overall. He reminded members that this is for the top 50 commercial properties only.

Mr. Pizzoli stated that of the highest 50 commercial properties, the lowest property on the list was previously appraised at $3.8M, and that this property has been reassessed at $8.8M. The highest property on the list was previously appraised at $48.8M, which was the old assessment for Dover Downs.

Mr. Rob Engel, Project Manager with Cole Layer Trumble Company, advised members that there has been a significant increase in residential values in the City of Dover. Unfortunately, he stated that he has not yet finalized the total reassessment. Unlike commercial properties, he explained that the income approach is not considered in the appraisal of residential properties; however, the cost and market value approach is used. With a revaluation, areas that have increased dramatically in value will have an increase in their property assessment and will pay accordingly. Mr. Engel explained that the same is true for those areas where there has not been an increase, and property owners have essentially been paying too much. He stated that the effective date of value of the property reassessment is as of January 1, 2005.

The committee recommended acceptance of the report on the City Assessment Update provided by Cole Layer Trumble Company.

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.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - MARCH 29, 2005

The Parks, Recreation, and Community Enhancement Committee met on March 29, 2005 with Chairman Pitts presiding.

Discussion - Drafting of a Vacant Building Ordinance

The Downtown Dover Merchants Association requested consideration of amendments to Chapter 5 of the Dover Code with regard to vacant buildings to include the following: 1) Vacant Buildings in the Business Improvement District (BID) be subject to the same code as occupied buildings; 2) A vacant building in the BID Tax District be subject to "Vacancy Registration Fees", similar to Wilmington's Annual Registration and Vacant Building Fees (Wilmington Ordinance 03-019). Properties are deemed vacant if "No person or persons actually currently conducts a lawfully licensed business, or lawfully resides or lives in any part of the building" (Wilmington City, Chapter Four, City Code Section 4-27,125.0(b)(1)(F); and, 3) This ordinance would be enforced by the City of Dover Department of Planning and Inspections. Registration fees and fines could be used to fund additional inspectors for enforcement and, therefore, would be virtually self supporting.

During the committee meeting of March 15, 2005, staff provided members with a draft outline of a possible Vacant Building ordinance modeled on the City's existing ordinance and several ordinances obtained from other communities. However, discussion on the concept was deferred.

During the committee meeting, representatives of the Downtown Dover Merchants Association expressed their concern about the many vacant buildings downtown and suggested that the City should take action to make the current property owners of these vacant buildings responsible for bringing their buildings up to code. Although they felt that a great deal of effort has been made by the City of Dover, Main Street Dover, and the Downtown Dover Development Corporation to revitalize the downtown area, Downtown Dover is still not vibrant or thriving. It is still an area with problems and the first noticeable problem is the many vacant buildings. If this problem of vacant buildings can be solved, it was felt that it would help with solving the other long term problems.

Mr. Ed Perez of Main Street Dover stated that the revitalization of Dover was started over two (2) years ago. Meetings were held with many of the vacant property owners and there was not much progress. Mr. Perez added that attracting new investors is hard with all the vacant properties.

After much discussion, Mr. Galvin advised members that any ordinance considered would apply Citywide and there would be other attributes that would have to be taken into account. Mayor Speed and Mr. Galvin suggested that members get an endorsement from Council to move forward with the creation of a vacant building ordinance before the committee spends too much time defining the specifics of the ordinance. Mayor Speed also stated that the merchants present were only a small

group of people, however; the proposed ordinance would have an impact on a much larger group; therefore, by getting Council's endorsement it will be presented to the public and would give others an opportunity to provide input.

The committee recommended that the City move forward with the development of a vacant building and lot ordinance, covering residential, commercial, and industrial properties and that this process involve the Parks, Recreation, and Community Enhancement Committee holding public evening meetings, along with the Planning Department.

Mr. Pitts advised members that there has been information received from other interested parties regarding the development of a vacant building ordinance. He suggested that this matter be referred back to staff to provide them the opportunity to meet with all interested parties and report back to the committee.

Mr. Pitts moved to refer the development of a vacant building and lot ordinance for residential, commercial, and industrial properties back to staff. The motion was seconded by Mr. Carey.

Mr. Hogan stated that the committee's recommendation was to obtain Council's support for the development of a vacant building ordinance using staff, the committee, and the public. It is not creating or guaranteeing that there will be an ordinance. It simply allows for the committee to study the issue. He questioned the purpose in sending the matter back to staff. The recommendation was to determine if Council felt the matter deserved further consideration, if not, he suggested that Council reject the committee's recommendation.

Mr. Salters felt that by referring the matter back to staff, they could then meet with the various groups that are interested in this issue and then report back to the committee with a recommendation.

Mr. Carey explained that his intention for seconding the motion was to refer the matter back to staff to allow additional information to be gathered, more input from the public, business people, real estate people, etc. so that everyone will understand the issue if a vacant building ordinance is proposed.

Noting that the committee has already held a couple of meetings on this issue, Mr. Ruane felt that they should have participated and relayed their concerns at that time. He also felt that members should be sensitive to a request made by the Downtown Merchants Association for the City to consider the development of an ordinance to address vacant buildings.

Responding, Mr. Pitts stated that there has only been one (1) meeting when the committee discussed the concept of a proposed vacant building ordinance. At that meeting, he stated that there was a lot of disagreement as to how the City should move forward with this matter. It was his opinion that more information is necessary that should be obtained by staff to be presented to the committee. Mr. Pitts felt assured that another month would not delay the City from adopting an ordinance and that the committee will receive better input from the citizens once the additional information is obtained.

Mr. Ritter reminded members that if they wish to discuss the concept of developing an ordinance or have staff develop an ordinance, all that is necessary is for three (3) members of Council to support the concept. Upon receipt of the required sponsors, staff would then develop the proposed ordinance for consideration by the committee. It was his opinion that at this point in time, members have no real idea of what is desired; therefore, he concurred that the matter be referred back to staff for gathering enough information that will allow members to make an intelligent decision. Should three (3) members wish to push forward in having an ordinance drafted at this time, then they should contact staff to draft an ordinance for sponsoring.

Mr. Hogan questioned why, if members desire more input, the motion was to develop an ordinance by using the committee, the public, and staff during public evening meetings to obtain as much participation as possible.

The motion to refer the matter back to staff for the development of a vacant building and lot ordinance for residential, commercial, and industrial properties was carried by a roll call vote of seven (7) yes and two (2) no (Mr. Hogan and Mr. Ruane).

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

PROPOSALS/BIDS

Members reviewed the following proposals/bids:

IT Help Desk Tracking and Network Security/Performance Monitoring

The City currently utilizes a variety of methods developed in-house to track IT related work orders and assets. By utilizing one common commercial tool for tracking all IT service requests, central records would be more timely, comprehensive, and accurate. In addition, a knowledge base would begin to form which would assist personnel in identifying patterns or recurrences of problems. As a part of the approved IT plan, Berry, Dunn, McNeil, and Parker (BDMP) recommended that the City also purchase a software package that would allow staff to monitor server and network security, as well as monitor network hardware and bandwidth utilization.

The two (2) projects were combined since staff determined that there were vendors that could provide an integrated solution. Staff recommended awarding the contract for Help Desk Tracking System and Network Security/Performance Monitoring to the low bidder, Intuit Information Technology Solutions, in the amount of $31,316.25 (an amount of $4,493.75 is the projected annual maintenance for next four fiscal years).

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

Agenda and Legislative Management Software

The City Clerk submitted a request for the purchase of Agenda and Legislative Management Software, which is a legislative work flow and document management system that manages drafting, tracking, indexing, attachments and exhibits, and reporting for the City. The software will include the posting of agendas, minutes, and packets to the City's Website. The purchase of this software

will provide the consistency of one program for all aspects of legislative documents and eliminate the need to manually track pending items, such as citizen requests, staff directives, etc. that do not necessarily require committee/council review.

Mrs. Green explained that this project will improve the ability to generate legislative type reports quickly and efficiently, improve communications with city staff, provide exceptional benefits for the Paperless Packet Project and improve community relations. Staff recommended authorizing the purchase of Agenda and Legislative Management Software (NovusAGENDA) from the lowest acceptable bidder, Novusolutions, in the amount of $28,500.

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

Radio Console Furniture Purchase - Police Department

The Police Department is in the process of upgrading its current 800 MHz radio system in its dispatch area, which includes radio consoles (radio computers) and radio console furniture. The money for this upgrade has been secured through the FY 2004 Weapons of Mass Destruction funding through the Law Enforcement funds. The funds are secured and currently at DEMA awaiting disbursement.

Staff has researched different consoles and is of the opinion that the Xybix Systems consoles fit the current and future requirements adequately. Members were provided the sole vendor justification for purchasing radio console furniture from Xybix Systems. Captain Sammons explained that the purchase through the City's processing system is more expedient than the State of Delaware. Due to the time constraints on the funding, staff requested permission to purchase the radio console furniture through the City's Purchasing Policy. He assured members that if approved, the Police Department will place the order with assistance from DEMA and that the invoice will be paid by DEMA with the Weapons of Mass Destruction funds which have been secured for this project.

Mr. Carey moved to approve the purchase of the radio console furniture from Xybix Systems, in the amount of $62,966, to be paid by DEMA utilizing Weapons of Mass Destruction funds for the City of Dover Police Department. The motion was seconded by Mr. Salters and carried by a unanimous roll call vote.

Replacement of Heating and Cooling Units - Dover Parks and Recreation Building

During the committee meeting held earlier in the evening, members considered a request to increase the Parks and Recreation Department budget by $25,515, to allow for the replacement of the heating and cooling units at the Dover Parks and Recreation building. Members were advised that the Parks and Recreation Department budget includes $11,980 for replacement of the cooling unit for the Dover Park building, which was revised to $12,485 in November 2004 based on a more recent cost estimate. During March 2005, after a complete re-evaluation with our heating contractor was conducted, staff recommended that the heating unit, along with the cooling unit, be replaced in the Dover Park building. This is due to the age of the heating equipment, along with the fact that the heater company is no longer in business. The current AC unit must be replaced at this time and it would be cost efficient to replace the aging heating unit at the same time.

The committee recommended that line item 110-1500-525-40-25 (Parks and Recreation Department budget) be increased by $25,515, for a total line item amount of $38,000, for the replacement of the heating and cooling units at the Dover Parks and Recreation building, as recommended by staff.

During the committee meeting, it was noted that since the cost estimate is over $25,000, bids would be solicited and presented to Council for approval.

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

FINAL READING - PROPOSED ORDINANCES

Mr. Salters moved to vote on the adoption of item #9C, Chapter 4.5 - Bicycles and Other Similar Human-Powered Vehicles, separately, seconded by Mr. Carey and carried with Mr. Ritter voting no.

The First Reading of the following proposed ordinances was accomplished during the Council Meeting of March 28, 2005:

Revised Budgets for Fiscal Year 2004/2005

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

Mr. Slavin moved for adoption of the following ordinance, seconded by Mr. Salters and carried by a roll call vote of eight (8) yes, and one (1) no (Mr. Ritter):

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

That the amounts hereinafter named in various City funds are changed from the currently approved revenues/receipts and appropriations to the revised revenues/receipts and revised appropriations for use by the various departments of the Municipal Government for the fiscal year beginning July 1, 2004 and ending June 30, 2005:

A. GENERAL FUND

RECEIPTS	Current Budgets	Additions (Reductions)	Revised Budgets
Beginning Balance	$2,917,154	$(141,107)	$2,776,047
Business Licenses	1,214,793	15,207	1,230,000
Permits & Other Licenses	1,040,580	(100,000)	940,580
Transfer Tax	1,400,000	300,000	1,700,000
DSWA-Trash Fee Rebate	162,000	13,583	175,583
Court of Chancery Fees	480,000	40,000	520,000
Internet Service Revenue	26,460	(6,460)	20,000
Sale of Land	---	16,750	16,750
Intrafund Service Receipts Water/Wastewater	1,025,270	(18,982)	1,006,288
Intrafund Service Receipts Electric	3,873,593	(66,663)	3,806,930
Grants:			

Recreation	130,000	(110,000)	20,000
State Grant- Trail Maintenance	---	1,200	1,200
Tree Planting Grant	---	13,000	13,000
Transfer from Municipal Street Aid	780,000	12,000	792,000
Transfer from Civic Traffic Penalties	800,000	(300,000)	500,000
Net Adjustments		(331,472)	

EXPENSES	Current Budgets	Additions (Reductions)	Revised Budgets
Council	148,387	(6,550)	141,837
Tax Assessor	251,212	(16,429)	234,783
Fire	924,434	900	925,334
Grounds	991,020	13,150	1,004,170
Library	953,388	(52,512)	900,876
Recreation	768,379	(105,778)	662,601
Planning	228,391	(27,249)	201,142
Public Inspections	953,251	(21,989)	931,262
Police	9,865,086	24,697	9,889,783
Streets	1,234,130	(1,953)	1,232,177
Sanitation	1,992,928	(317)	1,992,611
City Manager	435,772	(28,820)	406,952
Information Technology	889,017	(54,017)	835,000
Finance	648,362	(35,292)	613,070
PW Administration	302,373	1,460	303,833
Facilities Management	1,083,532	(6,882)	1,076,650
Engineering	256,686	(1,062)	255,624
Central Services	788,146	(15,005)	773,141
Vehicle Maintenance	614,578	1,640	616,218
Administrative Services	1,059,118	24,957	1,084,075
Human Resources	327,208	(37,134)	290,074
Mayor	102,568	(1,884)	100,684
Provision for Uncollectibles	---	10,000	10,000
Transfer to Workers Compensation Fund	---	16,000	16,000
Budget Balance - Working Capital	2,254,366	(11,403)	2,242,963
Net Adjustments		(331,472)	

B. WATER/WASTEWATER FUND

REVENUES	Current Budgets	Additions (Reductions)	Revised Budgets
Beginning Bal - Water	$1,634,541	$(7,000)	$1,627,541
Beginning Bal - Wastewater	644,223	(31,956)	612,267
Water Fees	3,962,500	(226,432)	3,736,068
Wastewater Fees	2,931,810	(594,691)	2,337,119
Wastewater Adjustment Fees	2,788,875	185,639	2,974,514
Impact Fees	665,000	335,000	1,000,000
Net Adjustments		($339,440)	

EXPENSES	Current Budgets	Additions (Reductions)	Revised Budgets
Construction	$495,136	$637	$495,773

Water	880,103	(82,569)	797,534
Water Treatment Plant	639,106	(7,850)	631,256
Wastewater	758,196	(45,268)	712,928
Water Meter Reading	57,685	(2,604)	55,081
Intrafund Service Fees	1,025,270	(18,982)	1,006,288
Transfer to Water I/E	227,151	147,776	374,927
Transfer to Wastewater I/E	---	105,595	105,595
Transfer to Impact Fee Reserve	147,860	417,648	565,508
Budget Balance - Water	2,293,963	(279,627)	2,014,336
Budget Balance - WW	1,344,727	(370,675)	974,052
Budget Balance - Kent County Fees	(1,507,895)	(203,521)	(1,711,416)
Net Adjustments		($339,440)	

C. WATER/WASTEWATER I & E FUND

REVENUES	Current Budgets	Additions (Reductions)	Revised Budgets
Beginning Balance - Wastewater	499,917	119,661	619,578
Bond Issue Proceeds Series 2005	1,175,000	(1,175,000)	---
Miscellaneous	---	50,000	50,000
Transfer from Water WW for Water	227,151	147,776	374,927
Transfer from Water WW for Wastewater	---	105,595	105,595
Transfer from Impact Fee Reserve	460,000	(185,000)	275,000
Net Adjustments		(936,968)	

EXPENSES	Current Budgets	Additions (Reductions)	Revised Budgets
Water	$1,048,453	$77,391	$1,125,844
Wastewater	2,460,624	(1,010,590)	1,450,034
Water Construction	107,364	(101)	107,263
Budget Balance - Water- Working Capital	10,160	120,435	130,595
Budget Balance - Wastewater - Working Capital	24,066	375,897	399,963
Budget Balance - Bond Proceeds - 2005	500,000	(500,000)	---
Net Adjustments		(936,968)	

D. ELECTRIC REVENUE FUND

REVENUES	Current Budgets	Additions (Reductions)	Revised Budgets
Beginning Balance	$3,842,665	$(6,286)	$3,836,379
Duke Contract Revenue	---	1,072,000	1,072,000
Net Adjustments		1,065,714	

EXPENSES	Current Budgets	Additions (Reductions)	Revised Budgets
Transmission/Distribution	2,963,771	5,750	2,969,521
Electrical Engineering	1,668,692	16,708	1,685,400
Administration	806,659	63,890	870,549
Meter Reading	281,577	(8,732)	272,845
Transfer to Workers Compensation Fund	---	8,000	8,000
Interest on Deposits	15,000	10,000	25,000
Intrafund Service Fees	3,873,593	(66,663)	3,806,930

Other Appropriations:			
Improvement/Extension	---	600,000	600,000
Debt Service	2,170,213	494,961	2,665,174
Debt Service - Arbitrage Compliance	50,000	(50,000)	---
Inventory Reserve	125,000	(125,000)	---
Rate Stabilization Reserve	500,000	572,000	1,072,000
Budget Balance - Working Capital	3,921,490	(455,200)	3,466,290
Net Adjustments		1,065,714	

E. ELECTRIC I & E FUND

REVENUES	Current Budgets	Additions (Reductions)	Revised Budgets
Beginning Balance	$5,795,917	$(650,000)	$5,145,917
Trsfr from Electric Rev Fund	---	600,000	600,000
Net Adjustments		(50,000)	

EXPENSES	Current Budgets	Additions (Reductions)	Revised Budgets
Transmission/Distribution	$981,114	$651,952	$1,633,066
Electrical Engineering	3,106,604	(51,952)	3,054,652
Budget Balance - Working Capital	872,375	(650,000)	222,375
Net Adjustments		(50,000)	

ADOPTED: APRIL 11, 2005

Building, Residential, Mechanical, Plumbing, and Property Maintenance Codes: Chapter 5 - Building and Building Regulations; Chapter 7 - Fire Prevention, Protection; and Chapter 10 - Housing and Property Maintenance

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

Mr. Slavin moved for adoption of the following ordinance, seconded by Mr. Salters and carried by a roll call vote of eight (8) yes, and one (1) no (Mr. Ritter):

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

That Chapter 5 - Buildings and Building Regulations, Article II - Section 5-16 (a) BOCA National Building Code adopted, be amended to read:

ARTICLE II. BUILDING CODE

Sec. 5-16. Adopted.

(a) International Building Code adopted. That certain documents, three (3) copies of which are on file in the department of planning and inspections of the City of Dover being marked and designated as "The International Building Code, 2003 Edition" as published by the International Code Council be and is hereby adopted as the Building Code of the City of Dover in the State of Delaware; for the

control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said International Building Code, are hereby referred to, adopted and made a part hereof as if fully set out in this section, with the additions, insertions, deletions and changes as follows:

Section 101.1 Title. Insert "City of Dover, DE" in place of *"[NAME OF JURISDICTION]*"

Section 105.2. Work exempt from permit. *Delete Section in its entirety.*

SECTION 106 CONSTRUCTION DOCUMENTS

Section 106.1. Insert: "for new construction, alterations, repairs, expansion, additions or modifications of buildings or structures, which involve the practice of architecture or engineering, as defined by the professional registration laws of the State of Delaware shall be prepared by a registered design professional consistent with the professional registration laws of the State of Delaware. Construction documents shall include the name, address and license or registration number of the registered design professional and shall be signed, sealed and dated by the registered design professional in accordance with the professional registration or licensing laws, statutes, regulations or administration provisions of the State of Delaware." in place of "shall be prepared by a registered design professional where required by the statues of the jurisdiction in which the project is to be constructed."

Section 108.3. Insert: "see Section 5-21 Fees for permits" in place of "in accordance with the schedule as established by the applicable governing authority".

Section 112 BOARD OF APPEALS, *Delete Section in its entirety.*

Section 113.4 Violation Penalties. Insert: "Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, places, alters, repairs, a building or structure in violation of the approved construction documents or directive of the building inspector, or of a permit or certificate issued under the provisions of this code shall be charged with a violation of this code and be guilty of a misdemeanor, punishable by a fine of not less than $100.00 or more than $10,000.00, or by imprisonment thirty (30) days, or both such fine and imprisonment. Each day that a violation continues shall be deemed a separate offense." in place of "Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, places, alters, repairs, a building or structure in violation of the approved construction documents or directive of the building inspector, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law.

Section 114.3 Unlawful continuance. Insert: "Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be charged with a violation of this section and shall be fined according to the following schedule: $100.00 for any first offense; $250.00 for any second offense; $500 for any third offense; and no less than $1000.00 and no more than $10,000.00 for any fourth and subsequent offense. Repeat offenders shall not receive warnings and shall instead be subject to progressively increasing fines according to the foregoing schedule. Each day that a violation

continues shall be deemed a separate offense." in place of: "Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform a violation or unsafe condition, shall be subject to penalties as prescribed by law."

Section 1612.3 Establishment of flood hazard areas. Insert "Kent County" in place of, *"[INSERT NAME OF JURISDICTION]*" and "May 5, 2003" in place of *"[INSERT DATE OF ISSUANCE]"*

Section 3410.2 Applicability. Insert "April 4, 1984" in place of *[DATE TO BE INSERTED BY THE JURISDICTION. NOTE: IT IS RECOMMENDED THAT THIS DATE COINCIDE WITH THE EFFECTIVE DATE OF BUILDING CODES WITHIN THE JURISDICTION]*.

ADOPTED: APRIL 11, 2005

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

That Chapter 5 - Buildings and Building Regulations, Article II - Section 5-16 (b) International One- and Two-Family Dwelling Code adopted, be amended to read:

(b) International Residential Code Adopted. That certain documents, three (3) copies of which are on file in the Department of Planning and Inspections in the City of Dover, being marked and designated as the International Residential Code, as published by the International Code Council, be and is hereby adopted as the code of the City of Dover for regulating the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of building, mechanical, plumbing and electrical systems in the City of Dover and providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, conditions and terms of such International Residential Code, as referenced in the Building Code adopted in 5-16 (a), published by the International Code Council, on file in the office of the City of Dover are hereby referred to, adopted and made a part hereof as if fully set out in this section. The following sections of the International Residential Code are hereby revised:

Section 101.1 Title. Insert "City of Dover, DE" in place of *"[NAME OF JURISDICTION]*"

Section 105.2. Work exempt from permit, Building - 1. Insert "24" in place of "200" and "2.23 m^2" in place of "18.58 m^2". Delete numbers 2 through 5 in their entirety.

SECTION R106 CONSTRUCTION DOCUMENTS

R106.1 Submittal documents. Insert "two" in place of "one or more" and delete "The construction documents shall be prepared by a registered design professional where required by the statues of the jurisdiction in which the project is to be constructed." in its entirety.

SECTION R108 FEES

R108.2 Schedule of permit fees. Insert "see Section 5-21 Fees for permits" in place of "in accordance with the schedule as established by the applicable governing authority".

SECTION R112 BOARD OF APPEALS *Delete Section in its entirety.*

SECTION R113 VIOLATIONS

Section R113.4 Violation Penalties. Insert "See Section 5-16 (a) Section 113.4 Violation Penalties" in place of "Any person who violates a provision of this code or fails to comply with any of the requirements thereof or who erects, constructs, places, alters, repairs, a building or structure in violation of the approved construction documents or directive of the building inspector, or of a permit or certificate issued under the provisions of this code, shall be subject to penalties as prescribed by law."

SECTION R114 STOP WORK ORDER

Section R114.2 Unlawful continuance. Insert: "See Section 5-16 (a) International Building Code, Section 114.3 Unlawful continuance" in place of "Any person who shall continue any work after having been served with a stop work order, except such work as that person is directed to perform a violation or unsafe condition, shall be subject to penalties as prescribed by law."

TABLE R301.2(1) CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA

GROUND SNOW LOAD	WIND SPEED (mph)	SEISMIC DESIGN CATEGORY	SUBJECT TO DAMAGE FROM				WINTER DESIGN TEMP	ICE SHIELD UNDER-LAYMENT REQUIRED	FLOOD HAZARDS	AIR FREEZING INDEX	MEAN ANNUAL TEMP
			Weathering	Frost line depth	Termite	Decay					
25	95 Gust 77 Fastest	A	Severe	24"	Moderate to Heavy	Slight to Moderate	14º	NO	May 5, 2003	450	55º

CHAPTER 4 FOUNDATIONS

SECTION R403 FOOTINGS

R403.1.1 Minimum size. Insert "The minimum thickness of a footing shall be the nominal width of the wall but not less than 8 inches. The nominal width of the footings shall be twice the nominal thickness of the wall. Two story sections of a building shall have a minimum footing width of 24 inches and a minimum footing depth of 10 inches." in place of " Minimum sizes for concrete and masonry footings shall be as set forth in Table R403.1 and Figure R403.1(1). The footing width, W, shall be based on the load-bearing value of the soil in accordance with Table 401.4.1. Spread footings shall be at least 6 inches in thickness. Footing projections, P, shall be at least 2 inches and shall not exceed the thickness of the footing." Insert ",but in all cases shall be a minimum of 24 inches x 24 inches x 12 inches deep." at the end of the following sentence: "The size of footings supporting piers and columns shall be based on the tributary load and allowable soil pressure in accordance with Table 401.4.1."

R403.1.2 Continuous footings in Seismic Design Categories D1 and D2. *Delete in its entirety and Insert:*

R403.1.2 Footing reinforcement. Footings shall be reinforced with a minimum of two #4 rebar wired together with a minimum 15" overlap; pier footings with a minimum of two #4 rebar wired together in two directions, and column footings with three #4 rebar wired together in two directions.

R403.1.3 Seismic reinforcing. *Delete in its entirety*

R403.1.4 Minimum Depth. Insert "24" in place of "12".

Amend R403.1.4.1 Frost protection - Exceptions to read:

1. Freestanding residential accessory structures with an area of 240 square feet or less and an eave height of 10 feet or less, except for pole buildings and garages, shall not be required to be protected provided that they are leveled and secured with tie-downs or equivalent manufactured home fastening devices on each corner. Structures 20 feet or more in length shall have additional anchors attached in the center of each side.

2. Decks not supported by a dwelling need not be provided with footings that extend below the frost line. Single story supported in part by a dwelling and with 4" x 4" posts shall have footings that are a minimum of 8 inches in diameter; with 6" x 6" posts a minimum of 12" diameter is required; the bottom of all such footings shall be a minimum of 24" below finished grade and be at least 6" deep.

Footings shall not bear on frozen soil unless such frozen condition is of a permanent character.

ADOPTED: APRIL 11, 2005

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

That Chapter 5 - Buildings and Building Regulations, Article III - Electrical Installations, Section 5-31 - Electrical Code Adopted, be amended by striking "**being particularly the 1990 edition thereof, of which not less than three (3) copies have been and now are filed in the office of the building inspector.**"

ADOPTED: APRIL 11, 2005

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

That Chapter 5 - Buildings and Building Regulations, Article IV - Mechanical Code, Section 5-56 - Adopted, be amended to read as follows:

ARTICLE IV. MECHANICAL CODE

Sec. 5-56. Adopted.

(a) That certain documents, three (3) copies of which are on file in the office of the department of inspections and the City of Dover, being marked and designated as the International Mechanical Code, including Appendix Chapter "A", as referenced in the Building Code adopted in 5-16 (a), published by the International Code Council, be and is hereby adopted as the code of the City of Dover for regulating the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of mechanical systems in the City of Dover and providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, conditions and terms of such International Mechanical Code, as referenced in the Building Code adopted in 5-16 (a), published by the International Code Council, on file in the office of the City of Dover are hereby referred to, adopted and made a part hereof as if fully set out in this section. The following sections of the International Mechanical Code are hereby revised:

Section 101.1 Title. Insert "City of Dover, DE" in place of "[NAME OF JURISDICTION]"

106.5.2 Fee Schedule. Insert "See Section 5.61 Heating, air conditioning, and heat pump permit fees" in place of "The fees for all mechanical work shall be as indicated in the following schedule:"

[JURISDICTION TO INSERT APPROPRIATE SCHEDULE]".

Section 106.5.3 Fee refunds. Delete in its entirety.

SECTION 108 VIOLATIONS

Section 108.4 Violation Penalties. Insert "See Section 5-16 (a) International Building Code Section 113.4, Violation Penalties" in place of "Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alters, or repair, a plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a [SPECIFY OFFENSE], punishable by a fine of not more than [AMOUNT], or by imprisonment not exceeding thirty (30) days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense."

Section 108.5 Stop work orders. Insert "See Section 5-16 (a) International Building Code, Section 114.3 Unlawful continuance" in place of "Upon notice from the code official that mechanical work is being done contrary to the provisions of this code or in a dangerous and unsafe manner such work shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping work. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to remove a violation or unsafe condition, shall be charged with a violation

of this section and shall be liable to a fine of not less than [AMOUNT] dollars or more than [AMOUNT] dollars"

SECTION 109 MEANS OF APPEAL Delete Section in its entirety.

(b) If any section, subsection, sentence, clause or phrase of this section is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this section. The city council hereby declares that it would have passed the ordinance from which this section derives, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

ADOPTED: APRIL 11, 2005

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

That Chapter 5 - Buildings and Building Regulations, Article V - Plumbing Code, Section 5-71 - Adopted, be amended to read as follows:

ARTICLE V. PLUMBING CODE

Sec. 5-71. Adopted.

(a) That certain documents, three (3) copies of which are on file in the office of the department of planning and inspections in the City of Dover, being marked and designated as International Plumbing Code, including Appendix Chapters B, C, D, E, F, G, as referenced in the Building Code adopted in 5-16 (a), published by the International Code Council, be and is hereby adopted as the code of the City of Dover for regulating the design, construction, quality of materials, erection, installation, alteration, repair, location, relocation, replacement, addition to, use or maintenance of plumbing systems in the City of Dover and providing for the issuance of permits and collection of fees therefore; and each and all of the regulations, provisions, conditions and terms of such International Plumbing Code, as referenced in the Building Code adopted in 5-16 (a), published by the International Code Council, on file in the office of the City of Dover are hereby referred to, adopted and made a part hereof as if fully set out in this section. The following sections are hereby revised:

Section 101.1 Title. Insert "City of Dover, DE" in place of *"[NAME OF JURISDICTION]*"

Section 106.6.2 Fee Schedule. Insert "See Section 5.75 Permit Fees" in place of "The fees for all plumbing work shall be as indicated in the following schedule:

[JURISDICTION TO INSERT APPROPRIATE SCHEDULE]".

Section 106.6.3 Fee refunds. Delete in its entirety.

Section 108.4 Violation Penalties. Insert: "See Section 5-16 (a) International Building Code Section 113.4, Violation Penalties" in place of "Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alters, or repair, a plumbing work in violation of the approved construction documents or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a [SPECIFY OFFENSE], punishable by a fine of not more than [AMOUNT] dollars or by imprisonment not exceeding [NUMBER OF DAYS], or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense."

Section 108.5 Stop work orders. Insert "See Section 5-16 (a) International Building Code, Section 114.3 Unlawful continuance" in place of "Upon notice from the code official, work on any plumbing system that is being done contrary to the provisions of this code or in a dangerous and unsafe manner shall immediately cease. Such notice shall be in writing and shall be given to the owner of the property, or to the owner's agent, or to the person doing the work. The notice shall state the conditions under which work is authorized to resume. Where an emergency exists, the code official shall not be required to give a written notice prior to stopping work. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe condition, shall be charged with a violation of this section and shall be liable to a fine of not less than [AMOUNT] dollars or more than [AMOUNT] dollars"

(b) That if any section, subsection, sentences, clause or phrase of this section is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this section. The city council hereby declares that it would have passed the ordinance from which this section derives, and each section, subsection, clause and phrase therefore, irrespective of the fact that any one (1) or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

ADOPTED: APRIL 11, 2005

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

That Chapter 7 - Fire Prevention and Protection, Article III - Fire Prevention Code, Section 7-56 - Adopted, be amended to read as follows:

Sec-7-56 Adopted

(a) International Fire Code adopted. A certain document, three (3) copies of which are on file in the office of the department of planning of the City of Dover, being marked and designated as "International Fire Code, 2003 Edition," as published by the International Code Council, be and is hereby adopted as the Fire Prevention Code of the City of Dover in the State of Delaware; for the control of buildings, structures and premises as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said International Fire Code, are hereby referred to,

adopted and made part hereof as if fully set out in this section, with additions, insertions, deletions and changes as follows:

Section 101.1 Insert "City of Dover", in place of [NAME OF JURIDICTION].
Delete in their entirety: Sections 105.6 Required operational permits, through 105.7.12 Temporary membrane structures, tents, and canopies.

(b) National Fire Codes adopted. There is hereby adopted the most recently published edition of the National Fire Prevention Association's (NFPA) National Fire Codes (excluding NFPA Codes 11C, 13E, 402M, -41s, 422, 424M-473, 901-906, 1001-1041, 1201-1410, 1452-1999, 5000), three (3) copies of which are on file in the office of the fire marshal.

(c) The more restrictive provisions of the International Fire Codes as set forth in subsection (a) above or the National Fire Codes as set forth in subsection (b) above shall apply whenever they may be in conflict.

(d) It shall be unlawful for any person to violate any of the provisions of the publications adopted in subsection (a) or (b).

ADOPTED: APRIL 11, 2005

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

That Chapter 10 - Housing and Property Maintenance, Article I - In General, Section 10-1 Property Maintenance Code adopted, be amended to read as follows:

ARTICLE I. IN GENERAL*
Sec. 10-1. Property maintenance code adopted.

(a) That a certain document, three (3) copies of which are on file in the office of the department of planning and inspections of the City of Dover, being marked and designated as "The International Property Maintenance Code, 2003" as published by the International Code Council, be and is hereby adopted as the Property Maintenance Code of the City of Dover, in the State of Delaware; for the control of buildings and structures as herein provided; and each and all of the regulations, provisions, penalties, conditions and terms of said property maintenance code are hereby referred to, adopted, and made a part hereof, as if fully set out in this section, with the following additions, insertions, deletions and changes:

Section 101.1 Title. Insert “City of Dover, DE” in place of *“[NAME OF JURISDICTION]*”

SECTION 111 MEANS OF APPEAL *Delete Section in its entirety.*

Section 304.14 Insect screens. Insert "March 1st to November 30th" in place of "[date] to [date]".

Section 602.3 Heat supply. Insert "September 15th to May 1st" in place of "[date] to [date]".

Section 602.4. Occupiable work spaces. Insert "September 15th to May 1st" in place of "[date] to [date]".

(b) It shall be unlawful for any person to violate any of the provisions of the publication adopted in subsection (a).

ADOPTED: APRIL 11, 2005

Chapter 4.5 - Bicycles and Other Similar Human-Powered Vehicles

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

Referring to Section 4.5-3, Mr. Ruane noted that the licensing of bicycles is no longer required; however, the police force needs authority to dispose of bicycles that have been abandoned. He suggested that the Section be amended accordingly. Referring to Section 4.5-2, he explained that since registration is not required, anyone is entitled to operate a bicycle in the City; therefore, the last sentence should be deleted from this section. He assured members that these recommendations have been discussed with and that the Police Chief concurs with the amendments.

Mr. Ruane moved to amend Section 4.5-3 by deleting it in its entirety and inserting in lieu thereof, the following: *"Should the police force retain possession for more than sixty (60) days of a bicycle that has been stolen, abandoned, unclaimed, used in the commission of a crime, or in cases where the operator has been arrested, the police force may dispose of said bicycle."* The motion was seconded by Mr. Sadusky and unanimously carried.

Mr. Ruane moved to amend Section 4.5-2 by deleting the last sentence in its entirety, seconded by Mr. Carey and unanimously carried.

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

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

That the Dover Code be amended by deleting Chapter 4.5 in its entirety and inserting in lieu thereof the following:

Chapter 4.5
BICYCLES AND OTHER SIMILAR HUMAN-POWERED VEHICLES

Sec. 4.5-1. Regulations.

The operation and use of bicycles and other similar human-powered vehicles (including, but not limited to bicycles, scooters, skateboards, rollerblades, rollerskates, and the like) - excluding

wheel chairs and other devices used for handicapped transportation - will be governed by this Chapter and the motor vehicle laws of the State of Delaware {Title 21, Chapter 41, Subchapter XII}.

Sec. 4.5-2. Bicycle Registration.

The police department is hereby authorized to register bicycles upon written application. Such registration is encouraged and will be maintained by the police department for identification purposes.

Sec. 4.5-3. Abandoned bicycles.

Should the police force retain possession for more than sixty (60) days of a bicycle that has been stolen, abandoned, unclaimed, used in the commission of a crime, or in cases where the operator has been arrested, the police force may dispose of said bicycle. (Ord. of 2-22-82)

Sec. 4.5-4. Bicycles and skateboards on sidewalks.

The use and operation of bicycles and other similar human-power vehicles (including, but not limited to bicycles, scooters, skateboards, rollerblades, rollerskates, and the like) - excluding wheel chairs and other devices used for handicapped transportation - on sidewalks in the downtown shopping area is hereby prohibited. This section shall be enforced by the erection of appropriate signs in the downtown shopping area designating the areas where bicycles and other similar human-power vehicles may not be used. (Ord. of 10-22-79)

Sec. 4.5-5. Penalties for violation.

Any person who shall violate any of the sections of this chapter, or who shall fail to comply therewith, or with any of the requirements thereof, shall be subject to a fine not to exceed one hundred dollars ($100.00) and not less than ten dollars ($10.00). Fines not paid within fourteen (14) days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount. (Ord. of 7-28-86; Ord. of 9-22-03)

ADOPTED: APRIL 11, 2005

COUNCIL MEMBERS COMMENTS

Referring to the new assessments for City properties, Mr. Ritter noted that our senior citizens are provided a reduction in their tax bill. With the new assessments, most property values are increasing which may result in an increase in their property tax bill. Mr. Ritter suggested that the City consider the possibility of increasing the reduction for senior citizens.

Mr. Salters stated that a complaint was received from a resident of Virginia Avenue regarding the placement of campaign posters, literature, and other advertisements. He relayed his regrets for having such material distributed but noted that unless there is a sign, he is not aware that a resident may oppose such distribution. He requested that if staff or residents know of another means of distributing campaign literature, to please let him know.

Mr. Ruane announced that the League of Women Voters of Greater Dover, along with the Kiwanis Club, are sponsoring a Candidates Night in Room 400A, Corporate Training Center at Delaware Tech - Terry Campus between 7:00 p.m. and 9:00 p.m. on Wednesday, April 13, 2005. This is in preparation for the upcoming Municipal Election, which will be held on Tuesday, April 19, 2005, between 7:00 a.m. and 8:00 p.m.

Mr. Hogan relayed his disturbance regarding the lack of communication between members of Council. During his year on Council, he has felt "blind-sided" during Council Meetings. He requested that members of Council meet to discuss communication skills within the committee and Council meetings so that no member feels they are clueless regarding issues that come before them during public meetings.

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

Meeting Adjourned at 9:01 P.M.

JANICE C. GREEN
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of April 11, 2005, are hereby approved.

STEPHEN R. SPEED
MAYOR

/JG
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Exhibits Attached to Original Minutes and File Copy
Exhibit #1 - Petition to Amend Zoning District for 585 Forest Street, 111 South West Street, and 122 S. Kirkwood Street, owned by Robert M. Duncan

PROCLAMATION

WHEREAS, in 1872 J. Sterling Morton proposed that a special day be set aside for the planting of trees and to recognize the importance of trees in our lives; and

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

WHEREAS, the City of Dover was once again named a Tree City USA in 2004 for the sixteenth consecutive year by the National Arbor Day Foundation; and

WHEREAS, to become a Tree City USA, a community must meet four standards: have a tree board or department, have a tree ordinance, have a comprehensive community forestry program, and conduct an Arbor Day observance; and

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

WHEREAS, trees in our City increase property values, expand the economic vitality of business areas, enhance the beauty of our community; and

WHERAS, Dover's tree planting program is a living memorial to our citizens' concerns for the quality of life.

NOW, THEREFORE, I, STEPHEN R. SPEED, MAYOR OF THE CITY OF DOVER, do hereby proclaim April 29, 2005, as ***ARBOR DAY*** *in the City of Dover, and urge all citizens to support the efforts to care for our trees and woodlands.*

Stephen R. Speed
Mayor

CERTIFICATE OF RECOGNITION

WHEREAS, in 1969 Jim Flood Sr., part-owner of the Delaware Coast Press and several other beach publications, feeling that there was room for another paper in Dover pulled together about a dozen investors and founded the Dover Post; and

WHEREAS, the first issue of the Dover Post went to area newsstands on April 30, 1975; and

WHEREAS, in the early 1980's the Flood family bought out the investors, expanded into a second building to house the newly purchased Heidelberg Harris Web Press; and

WHEREAS, in 1975 the Post's press run was about 2,000 and today more than 30,000 papers are printed with the majority delivered free every Wednesday to driveways and doorsteps in neighborhoods all across Kent County; and

WHEREAS, the practice of free delivery started less than a year after the paper was founded with Mary Flood being among the first delivery persons along with local children; and

WHEREAS, the Dover Post has always featured community news including local events, local children being honored along with education, arts, sports and classifieds; and

WHEREAS, the Post's newspaper family has grown to include several sister papers including the Smyrna/Clayton Sun Times, the Middletown Transcript, and the Milford Beacon.

NOW, THEREFORE, I, STEPHEN R. SPEED, MAYOR, OF THE CITY OF DOVER, DELAWARE do hereby present this certificate to the ***Dover Post*** *in recognition of its* ***30th Anniversary*** *and urge all citizens to acknowledge the commitment made by the Flood family to provide our community with quality journalism and several outstanding publications.*

Stephen R. Speed
Mayor

MAYOR AND COUNCIL

Be It Hereby Known To All That

The Mayor and Council Commend

Jerome Cooper

for Dedicated Service to the City of Dover

April 1992 - October 2005

The Mayor and Council Extend Sincere

Appreciation and Congratulations

Mayor	***Council President***

MEMORANDUM

Department of Planning & Inspections
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7010 Fax (302) 736-7177

DATE: April 20, 2005

TO: The Honorable President Williams and Members
Of the City Council of the City of Dover, Delaware

FROM: James J. Galvin, Jr., AICP
Director of Planning & Inspections

RE: Past Rezoning Reconsiderations

On the agenda for the Regular City Council Meeting of April 11, 2005 is the First Reading of and Ordinance for the City Council to reconsider the rezoning of four parcels that were approved one year ago. The staff has received and attached letters of explanation from each of the involved property owners. The Department has been in contact with the principals for each of these projects and concurs with the evaluation of the status and the explanation of the delay beyond one year.

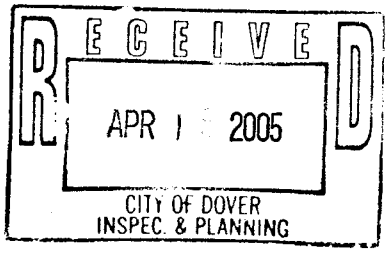
I recommend the zoning that was allowed one year ago be maintained for one additional year.

I am available to discuss this matter.

Attachments:

THE DUNCAN CENTER

500 W. Loockerman St.
Dover, DE 19904



City of Dover
Office of the City Planner
15 East Loockerman Street
Dover, DE 19901

April 18, 2005

Dear Mr. Galvin:

This letter is to inform you that the construction on the parking lot on Kirkwood Street is about to begin. We have been delayed with Kent Conservation, but I have been informed that approval will be coming any day. At that point I am ready to start. Likewise, I expect to begin our warehouse/apartment across the street on Kirkwood shortly as well. The building permits with the city have been in progress for over a year. The delays on these two projects have been immeasurably long.

Please accept this letter as notification that I intend to proceed as soon as the building permits are issued.

Respectfully,

Robert M. Duncan

DRS Development

Phone: (757) 493-9021
Fax: (757) 493-9024
Email: phil@drs.hrcoxmail.com

4857 Dolton Drive
Suite 100
Virginia Beach, VA 23462

April 19, 2005

VIA TELEFAX & REGULAR MAIL

Mr. James Galvin, Jr.
Planning Director
City Hall-The Plaza
P. O. Box 475
Dover, DE 19903-0475

RE: Reconsideration of Rezoning-One Year Limitation Expiration
Properties located at 1001 W. Forrest Ave.

Dear Jim:

The referenced item is on the City Council's April 25, 2005 meeting agenda. As the time line below hopefully indicates, we have been making continuous progress regarding the redevelopment of this property, which is located at the NW corner of Forrest Ave. and Saulsbury Road. After an approximately six- (6) month delay associated with the recent sale of Eckerd Corp. I now anticipate starting construction on the first Walgreens store in Delaware in June or July 2005. I respectfully request that the Dover City Council grant a one-year extension of the previously approved rezoning.

The rezoning of this corner was approved by the City Council on March 8, 2004. The development plan involved the construction of a free-standing Eckerd Pharmacy. Shortly after receiving City Council's approval J.C. Penney the parent company of Eckerd placed their new store development program on hold when Penney entered into an agreement with the Jean Coutu Group to sell Eckerd. Jean Coutu closed on the purchase of Eckerd in July 2004 and we were in limbo as we waited for Jean Coutu's decision of which of the proposed new Eckerd stores in the development pipeline would move forward, be deferred or be terminated. The Forrest Ave. site, along with many other new proposed Eckerd stores throughout the country, ultimately was terminated by Jean Coutu. Consequently we presented this site to Walgreens Corp. and Walgreens approved the location in September 2004, thus making this location the very first Walgreens store to eventually be developed in Delaware.

On October 15, 2004 Dover-Forrest, L.L.C. acquired the parcel listed in the agenda as owned by William and Eleanor Paradee. Dover-Forrest, L.L.C. is the equitable owner of the remaining parcel.

On March 4, 2005 the full civil engineering plans prepared by Larson Engineering were submitted to the City of Dover for review. Comments on the plan prepared by the Development Advisory Committees (DAC) were discussed at the DAC Meeting on April 7, 2005.

Last night at the City of Dover Planning Commission our application number S-05-08 to permit construction of a 14,820 square foot Walgreens Pharmacy was unanimously approved.

We are gradually nearing completion of the entitlement phase of this project and as mentioned above anticipate breaking ground in June or July of this year. Additionally, the underground storage tanks on the former Paradee lot were removed by Fas Mart, the previous tenant that operated the Shore Stop convenience store. Their environmental consultant, Delta Environmental is waiting on the results of the soil samples before submitting the site to DNREC for closure.

Thank you very much for you assistance with this project, and if I can provide any additional information in support of this request please let me know.

Sincerely,

PHILIP E. SANDERS

PES/sk

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DAWOOD associates

HARRISBURG MAIN OFFICE
2040 GOOD HOPE ROAD
ENOLA, PA 17025-1237
717.728.8911 VOICE
717.728.8914 FAX

April 20, 2005

Mr. James Galvin
City of Dover Planning Department
P.O. Box 475
Dover, DE 19903

Re: **Cedar Chase Drive Hotels**
Dover, Delaware
Dawood Project No. 004219.C

Dear Mr. Galvin,

The purpose of this letter is to keep you informed of the progress and status of the future Cedar Chase Drive Hotels for the City of Dover.

As you recall we attended an initial meeting with the Dover Planning Department on August 10, 2004. We were instructed to gather more information in regards to tree mitigation, wetlands and other issues prior to officially having the required "Pre-Application Meeting". After searching and locating areas for tree mitigation and meeting with our wetland consulting firm, the Pre-Application Meeting took Place on January 19, 2005. Subsequent to that were scheduled for a PLUS meeting to be held on March 2, 2005. The Plus meeting went well and we have received PLUS comments on March 16, 2005.

One of the unclear issues on this site is the existence of wetlands, which our wetland consultant, Stephens Environmental Consulting, Inc., assures us that there are none. Nonetheless, to go the extra mile and clarify this issue, we requested a well monitoring study at the site to observe the fluctuation of the water table. This study was also necessary to determine if underground detention was feasible. We prefer underground detention to save trees.

A well observation study takes place in the spring of the year. We have preliminary figures but do not have a completed study yet. Our intent had been to submit plans to the City on April 1, 2005, but this was not possible due to the outstanding finalization of the water table monitoring via the observation wells.

Dr. Mukash Patel, Hersha Enterprises and Dawood Associates are still very excited and proceeding as quickly as possible with the project. We were fortunate to find suitable lands for tree mitigation at the College in Dover and anticipate submitting plans to the City of Dover on either the first of May or June 2005. Our goals are to build an attractive high-end hotel to improve the quality of life and infrastructure of the City of Dover.

Much effort has been put into this project and we appreciate your assistance and the Planning Department of the City of Dover. We look forward to working with you in the upcoming months. Should you have any questions, please do not hesitate to contact me at 717.732.8576.

Sincerely,
DAWOOD ASSOCIATES, INC.

Marcel Mileo, R.L.A.
Project Manager

Cc: Mr. Durla Lathia
Dr. Mukesh Patel

Existing and Potential Public Emergency Notification Systems



Submitted by

Anthony J. DePrima, AICP
City Manager

April 21, 2005

City of Dover

Memorandum

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

To: **Mayor and Council**

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

Date: **April 21, 2005**

Subject: **Emergency Notification**

At the December 13, 2004 Council meeting, City Council approved a motion made by Councilman Slavin directing me to provide by April 25, 2005 a report that outlines and describes the best and most effective uses of various public notification systems. Some of the notification systems that Councilman Slavin cited were: Reverse 911, Emergency Broadcast System; Amber Alert; sexual offender notification; e-mail notification and the City work force.

The following pages explain what the City has now and what could occur in the future. Thanks go to Chief Horvath, Chief Bashista, Mark Callan and Steve Sax for assisting with the information provided in this report.

/clc

City of Dover
Existing and Potential Public Emergency Notification Systems
April 21, 2005

I. Existing Systems

Reverse 911 – Delaware Emergency Notification System
Access to the Reverse 911 system is available through FirstCall, a private company contracted by DEMA. A Reverse 911 call would need to be coordinated through the Kent 911 Center; the Dover Police Department does not have direct access. Pre-recorded messages can be used, and custom messages can be created.

The cost to the City would be $0.15-$0.25 per call when used for emergencies and natural disasters. It is not available for other purposes. Notification to 20,000 households in Dover would cost approximately $3,000-$5,000. With the FirstCall system, we could call areas defined by address, intersection, sector, hot spot or latitude and longitude. We could also choose from several types of pre-recorded messages that are already established or create our own custom message. FirstCall can create detailed incident activation reports and has 31 dedicated T-1 lines that have the ability to make 744 calls at one time.

A copy of the Delaware Emergency Notification System brochure featuring the FirstCall system is attached.

America's Missing Broadcast Emergency Response (AMBER) Alert
This is used by law enforcement agencies to alert the public when a child has been abducted, and police believe the child is in imminent danger of serious bodily injury or death. In order for this alert to be activated, the child must be 17 years of age or less. Once set in motion, radio and television stations will immediately broadcast information about the child's abduction. This system is not available for any other use.

Sexual Offender Notification – Megan's Law
This requires law enforcement to immediately notify the affected community when an offender is released from detention or registers as a sex offender and resides within the city limits of Dover.

Sex offenders are placed in one of three categories:

Tier One – A low-risk level which only requires notifications to local law enforcement officials.

Tier Two – A moderate risk level which requires notifications to local law enforcement officials, community organizations and schools in the area where the offender resides.

Tier Three – A high risk level which requires the above notifications as well as door-to-door notifications, or notification by mail, or other methods specifically devised to notify members of the public likely to encounter the offender.

Electric Outage Notification

The Electric Department has a community wide notification policy already in place. This procedure is "triggered" when major electrical outages occur in the City. The following language is in the current policy: *"In general, outages that will affect more than half the service area and likely to be out for more than two (2) hours shall cause both media and elected official notification. Outages likely to be sustained for more than four (4) hours shall cause notice regardless of size of the service area."* Also within this policy is a procedure to contact elected officials and the news media.

II. Potential Systems

Reverse 911 – City Owned

As an alternative to the Delaware Emergency Notification System, the City can purchase or lease its own 911 system. This alternative would allow the City unrestricted use of the system for both emergency and non-emergency situations.

There are numerous companies offering 911 services; and after an initial review, two approaches were found. The first would be to purchase a system, and use the phone lines already in place that are operated by City staff. There would be no charges per call associated with this option. One company offering this option has a base price of $25,000 with various added options that total an additional $16,300. Annual maintenance after the first year is around $3,000-$4,000. If there are dedicated phone lines, there will be additional costs related to line charges and setup. However, the system has a $1,500 option that has the ability to utilize existing phone lines for use during the notification period. This type of system could be shared with other local governments or school districts.

The second alternative is to contract with a service such as FirstCall, which operates the Delaware Emergency Notification System. Under this alternative, the phone lines and the system are owned by the contractor. There is a small initial expense, approximately $750, related to buying phone number lists from the phone company. There are annual fees plus a per-call fee each time the system is used. FirstCall would charge an annual fee of $6,000 and a per-call fee of $0.12 per 30-second call or $0.16 per 45-second call. A City wide 30-second notification to around 20,000 homes and businesses would cost $2,400.

Door-to-Door Notification

A survey of the various City departments, not including the Police Department, found that our workforce can field approximately 25 employees with vehicles for one or two work days without seriously impacting City services. This can be either a supplement to police notification or a stand-alone service. More employees could be made available if needed after work hours and paid overtime.

E-mail Notification

The I/T Department could program an e-mail notification system to alert press 24 hours a day, 7 days a week as is currently provided via third party for the Police Department. As an alternative,

the I/T Department could expand the use of the program already in place so no additional programming would have to be done.

As an e-government initiative, a Web application to accept e-mail addresses from citizens or businesses who want to receive various notifications could be programmed. They could sign up, select and maintain which type of notices they want to receive. The list could include things from office closings, trash pickup changes, road closures, etc. (the types of things now posted on our Web site) in addition to whatever new categories would be decided upon.

Another possibility would be the use of an Emergency Warning System (E-LERT) like the one being utilized in Hightstown, New Jersey. The system serves the residents who live and work in the surrounding area by using e-mail to broadcast emergency information directly to people traveling, working or living in the area. As with Hightstown, only Emergency Warning System personnel would have access to the e-mail addresses listed under the service, eliminating any chance of the list being used for advertisement purposes. Businesses, news media, community groups, and residents of neighboring communities would be permitted to register for this service.

Portable Electronic Message Sign Notification

This option would allow for a portable information sign to be quickly moved into a neighborhood to notify drivers of an emergency. These signs could also be used during construction or accident emergencies throughout the City. The Public Works Department has received approval to purchase the portable electronic messenger with Homeland Security Funds.

c:/Tony/City Manager/Public Emergency Notifications Systems

What

Delaware Emergency Notification System

➢ Emergency telephone notifications to the public.

➢ DENS telephone messages include:

- ✓ Name (DENS or Activating Agency)
- ✓ Type of emergency
- ✓ Protective action(s), if any
- ✓ Location of additional information, local EAS radio station, TV, etc.

➢ ***FirstCall***, Interactive Network, provides the service from Baton Rouge, Louisiana. Telephone Caller ID's may say ***FirstCall***.

➢ Emergency is an unexpected, serious situation requiring prompt action such as evacuation or sheltering-in-place.

When

➢ Only during an *emergency* which may adversely affect the health, safety, and welfare of Delaware citizens.

Where

➢ DENS can be activated in your:

- ✓ County Emergency 911 Center or Emergency Operations Center (including the City of Wilmington).
- ✓ State Emergency Operations Ctr.
- ✓ State Police Hq. Communications.
- ✓ Division Public Health Control Ctr.





Why

➢ To satisfy the need for a Statewide emergency notification system.

➢ A Division of Public Health requirement for a Health Alert Network.

Who

➢ Designated officials, including Public Health, will activate DENS by contacting ***FirstCall*** or through a Virtual Private Network via the internet.

➢ Counties and Municipalities can contact their County Emergency Operations Centers for emergency activations.

How

➢ Residential & business telephone numbers geographically coded on computerized maps.

➢ ***FirstCall*** operators or designated Officials identify calling areas by drawing shapes on the maps.

➢ System automatically creates a call-out list from the identified areas.

➢ Automatic telephone notifications are then sent, using messages recorded specifically for the emergency.











EMERGENCY ALERT SYSTEM
(EAS)
Radio Stations

New Castle County

Primary	WDEL - AM	1150 KHz
	WSTW - FM	93.7 MHz
Secondary	WJBR - AM	1290 KHz
	- FM	99.5 MHz

Kent County

Primary	WDOV - AM	1410 KHz
	WRDX - FM	94.7 MHz
Secondary	WAFL - FM	97.7 MHz

Sussex County

Primary	WZBH - FM	93.5 MHz
Secondary	WOSC - FM	95.9 MHZ

NOTE

Comcast Cable television can place crawlers of emergency messages, received through EAS, on all channels throughout the State.



FirstCall **Network's Registration line**

❖The Registration Line is a toll-free number for citizens that wish to be notified by their ***cellular phones. Only one phone number per address is permitted.***

Registration Line is (866) 484-3264.

This process is very user friendly.

❖Callers will be prompted while using the system.

❖The system will ask for:

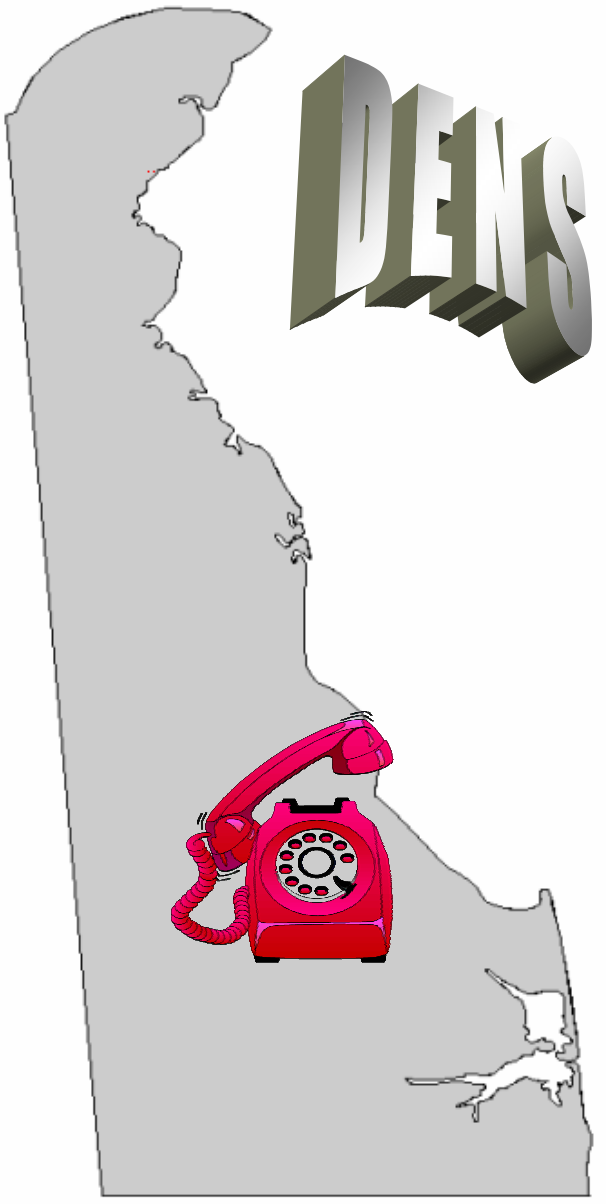
- ✓ Callers Name
- ✓ Phone Number
- ✓ Street Address
- ✓ City
- ✓ State
- ✓ Zip Code

❖Once the information has been entered, the person registering will receive a message, via the submitted number, as a call back from the system confirming their registration.

❖The information is protected, under the normal non-disclosure agreement between ***FirstCall*** and the State of Delaware.

The DENS project is a partnership between DEMA and the Division of Public Health (DPH). Initial funding is being provided by DPH.

More information is available on the DEMA website: www.state.de.us/dema



Delaware Emergency Notification System

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on April 11, 2005, at 6:00 p.m. with Chairman Salters presiding. Members present were Mr. Hogan, Mr. Slavin, Mr. Shelton, and Mr. Shevock. Members of Council present were Mr. Carey, Mr. Ritter, Mr. Ruane, and Council President Williams. Mayor Speed was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Hogan moved for approval of the agenda as presented, seconded by Mr. Shelton and unanimously carried.

Replacement of Heating and Cooling Units - Dover Parks and Recreation Building

The Parks and Recreation Department budget includes $11,980 for replacement of the cooling unit for the Dover Park building, which was revised to $12,485 in November 2004 based on a more recent cost estimate. During March 2005, after a complete re-evaluation with our heating contractor was conducted, staff recommended that the heating unit, along with the cooling unit, be replaced in the Dover Park building. This is due to the age of the heating equipment, along with the fact that the heater company is no longer in business.

The current AC unit must be replaced at this time and since it would be cost efficient to replace the aging heating unit at the same time, staff recommended that line item 110-1500-525-40-25 (Parks and Recreation Department budget) be increased by $25,515, for a total line item amount of $38,000, for the replacement of the heating and cooling units at the Dover Parks and Recreation building. Due to time constraints, staff recommended that this matter be forwarded to Council during the latter part of the evening for action.

Responding to Mr. Hogan, Mr. DePrima confirmed that since the cost estimate is over $25,000, bids would be solicited and presented to Council for approval.

Mr. Hogan moved to recommend approval of an increase of $25,515 for the replacement of the heating and cooling units at the Dover Parks and Recreation building, as recommended by staff. The motion was seconded by Mr. Shelton and unanimously carried. *It is noted that this matter was presented to Council later in the evening for final action.*

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

Meeting Adjourned at 6:12 P.M.

Respectfully submitted,

Reuben Salters
Chairman

RS/jg
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UTILITY COMMITTEE

The Utility Committee Meeting was held on April 11, 2005, at 5:30 p.m. with Chairman Carey presiding. Members present were Mr. Ruane, Mr. Cregar, and Mr. Snaman. Mr. Sadusky was absent. Members of Council present were Mr. Slavin (arrived at 5:37 p.m.), Mr. Ritter, and Council President Williams. Mayor Speed was also present.

AGENDA ADDITIONS/DELETIONS

Mr. Snaman moved for approval of the agenda, seconded by Mr. Cregar and unanimously carried.

Differential Disposal Fee Agreement - Delaware Solid Waste Authority

Members were advised that on August 31, 2001, the City of Dover entered into a formal agreement known as the Differential Disposal Fees Agreement, with the Delaware Solid Waste Authority. This agreement set the disposal rate for municipal solid waste at $58.50 per ton and bulk or dry waste rate at $40.00 per ton. The current agreement expires on June 30, 2005.

The proposed agreement covers the period from July 1, 2005 through June 30, 2010 and sets the solid waste rate at $61.50 per ton and the bulk or dry waste rate at $42.00 per ton (maximum) for the duration of the agreement. Based on the current solid waste tonnage projections of 21,900 tons, it is anticipated to impact the sanitation budget in the amount of $62,666.50 (increase). This impact is the result of the $3.00 per ton increase on the municipal solid waste plus the $2.00 per ton increase on the dry waste component of the tonnage. The estimated increase assumes that the City would continue to receive a 1% discount for early payment, as has been traditionally applied to the City of Dover account. The increase in expenses does not change the projection of the Delaware Solid Waste Authority rebate which will remain at $10.00 per ton for municipal solid waste. The proposed agreement does not address any of the proposed recycling legislation with the exception of the continuance of the Recycle Delaware Program (drop off locations).

Responding to Mr. Ruane, Mr. DePrima stated that discussions will continue with the Delaware Solid Waste Authority regarding the possibility of having a transfer station moved closer to Dover, which would benefit the City. The agreement presented to the City of Dover is the same as with all municipalities and is a non-negotiated contract. He also advised members that the law currently requires all solid waste to be disposed of at a Delaware Solid Waste Authority facility.

Mr. DePrima stated that the trash fee and rebates should cover the City's landfill fees. He indicated that no other considerations have been given for off-setting the additional costs and that it is anticipated that a trash fee increase will be necessary.

In response to Mr. Ritter, Mr. DePrima stated that he could contact the Delaware Solid Waste Authority to determine what affect recycling would have on the agreement and if they would be agreeable to including a clause to allow for reconsideration of the agreement should recycling legislation be enacted. Mr. DePrima felt that this information could be obtained prior to the next Council meeting when the Agreement is scheduled to be presented to members for final approval.

Mr. Ruane moved to recommend forwarding the Differential Disposal Fee Agreement with the Delaware Solid Waste Authority to Council for approval with the understanding that the City

Manager will determine what, if any, affect the recycling legislation would have on the agreement and the possibility of the agreement including an "opener clause" to allow negotiations of costs should the recycling legislation be enacted. The motion was seconded by Mr. Cregar and unanimously carried.

Mr. Snaman moved for adjournment, seconded by Mr. Cregar and unanimously carried.

Meeting Adjourned at 5:52 P.M.

Respectfully submitted,

Carleton E. Carey, Sr.
Chairman

CEC/jg
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PARKS, RECREATION, AND COMMUNITY ENHANCEMENT

The Parks, Recreation, and Community Enhancement Committee meeting was held on April 12, 2005, at 12:02 p.m. with Chairman Pitts presiding. Members present were Mr. Hogan, Mr. Ruane, and Mr. Truitt. Mr. Anderson was absent.

AGENDA ADDITIONS/DELETIONS

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

Open Space/Recreation Plan - College Road Garden Apartments

In accordance with Article 5, Section 10, Subsection 10.16 of the Zoning Code, all residential developments shall provide recreational areas in a size equal to 275 square feet per dwelling unit, or one-half acre of land, whichever is greater. However, in no case shall the City require more than 10% of the gross area of the development be so dedicated or reserved when the gross area is greater than five (5) acres.

College Road Garden Apartments consists of approximately $4.51^{+/-}$ acres of land, situated on the north side of College Road, west of the McKee Road intersection. Mr. Eric Sturm, Pennoni Associates Inc., presented the Active Recreation Plan for College Road Garden Apartments, *(as on file in the City Clerk's Office).* Responding to Mr. Ruane, Mr. Jordan Ashburn of Tony Ashburn & Son, Inc. Builders, stated that he would prefer to complete the recreation area once the heavy construction was completed on the west building. Mr. Ruane advised members that according to Article 5, Section 10.6 - Construction Phasing - the recreation and open space areas shall be completed in a proportion equal to or greater than the proportion of residential dwelling units completed, except that one hundred (100) percent of the recreation and open space areas shall be completed prior to issuing building permits for the final twenty (20) percent of the dwelling units proposed. Mr. Ruane stated that when this project moves forward to the Planning Commission they should be made aware of the committee's concerns with enforcing Article 5, Section 10.6.

Staff recommended approval of the Open Space/Recreation Plan with the following:

1. Increase width of center court concrete walking paths to a width of six (6) feet.

2. Provide seating within the gazebo.

3. Provide sidewalk and marked cross walk from center court walking path to the west sidewalk of the Topaz Circle Stub Street.

4. Provide continuation of the sidewalk from the main entrance of the east building traveling to the north to connect to the sidewalk segment, across drive aisle, and connect to perimeter walking path.

5. Smooth (round) corner turn transitions at the northwest and northeast corners of the perimeter walking path.

6. The applicant should be aware of the requirements for construction phasing of the recreation area as associated with the development of the residential units, as follows:

   Article 5 §10.6 Construction Phasing. The recreation and open space areas shall be completed in a proportion equal to or greater than the proportion of residential dwelling units completed, except that one hundred (100) percent of the recreation and open space areas shall be completed prior to issuing building permits for the final twenty (20) percent of the dwelling units proposed. Building permits shall not be issued for dwelling units unless the requirements of this section are met.

7. There shall be provisions which insure that the common open space land including the active recreation areas shall continue as such and be properly managed and maintained. These provisions shall be in a form acceptable to the City of Dover. The developer shall either retain ownership and responsibility for maintenance of such open land; or provide for and establish one (1) or more organizations for the ownership and maintenance of all common open space i.e. a Homeowners Association. The organization shall be responsible for maintenance, insurance and taxes on common open space and recreation facilities.

Mr. Hogan moved to recommend approval of staff's recommendation, seconded by Mr. Ruane and unanimously carried.

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

Meeting Adjourned at 12:40 P.M.

Respectfully submitted,

John W. Pitts
Chairman

JWP/rfm
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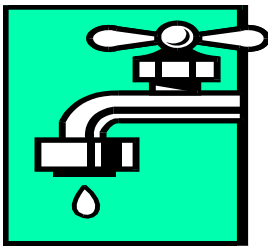
CITY OF DOVER

FINANCE DEPARTMENT

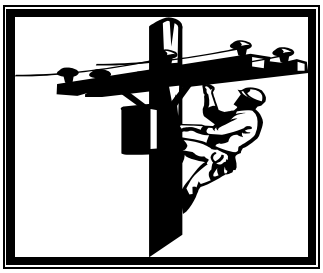
MONTHLY BUDGET REPORT

MARCH 2005









PREPARED BY: FINANCE DEPARTMENT

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

City of Dover
Finance Department
Monthly Report
March 2005

Strategic Objectives for Fiscal Year 2004 – 2005

1. **Hire Assistant Finance Director in July 2004** – Completed 7/26/04

2. **Develop and implement a monthly report to monitor our debt covenants by January 1, 2005.** This objective is being worked on after the completion of the annual audit.

3. **Develop and implement a monthly cash flow and working capital reconciliation for each major fund by November 30, 2004.** This objective has been discussed with Assistant Director and a new deadline was established for the period ended December 31, 2004 due to the delay in filling the position.

4. **Publish the Comprehensive Annual Financial Report by November 10, 2004.** The report has been completed, published and sent to GFOA on December 29, 2004.

Major Projects In Process or Completed:

1. Electric Bond Refinancing and IRS negotiations – Completed

2. Pension Fund Asset Manager & Custody Agreement – Completed

3. Pension Actuarial Analysis – Completed

4. Comprehensive Annual Financial Report & Audit – Completed

5. Annual Report from Electric Engineer Consultant on Electric System – Completed

6. Final Arbitrage Rebate Calculations for Electric Bonds – Completed

Activity Levels

	FY04 – YTD	FY05 – YTD
Payroll:		
Number of Pay Periods	20	20
Number of Payroll Checks	8,011	7,905
Number of Pension Checks	1,864	1,903
Total Gross Payroll	$ 12,225,704	$ 13,121,325
Total Pension Payments	$ 2,626,252	$ 2,725,964
Total Overtime	$ 444,633	$ 481,217
Accounts Payable:		
Number of Vouchers	7,049	6,436
Dollar Amount Disbursed	$ 16,701,848	$ 15,670,317

City of Dover
Finance Department
Monthly Report – March, 2005

General Fund Summary

	Budget	YTD	Balance	% of Budget
Receipts				
Property & Transfer Taxes	$ 8,796,454	$ 9,171,352	$ (374,898)	104.3%
Licenses & Permits	2,255,373	1,998,022	257,351	88.6%
Fines & Police Revenues	1,012,740	841,615	171,125	83.1%
Sanitation Revenues	1,112,000	852,013	259,987	76.6%
Library & Recreation Revenues	423,400	355,357	68,043	83.9%
Franchise Fees	360,000	194,261	165,739	54.0%
Court of Chancery Fees	480,000	388,500	91,500	80.9%
Intrafund Services	4,898,863	3,222,786	1,676,077	65.8%
Grants	310,000	237,353	72,647	76.6%
Transfers-In from Grants & Utilities				
Electric Fund	5,463,008	5,463,008	-	100.0%
Water/Wastewater Fund	848,016	848,016	-	100.0%
Civil Traffic Penalties Fund (1)	800,000	-	800,000	0.0%
Municipal Street Aid Fund	780,000	391,182	388,818	50.2%
Contingency Reserve	250,000	250,000	-	100.0%
Other Miscellaneous Revenues	280,523	166,781	113,742	59.5%
Total	$ 28,070,377	$ 24,380,246	$ 3,690,131	86.9%
Expenditures				
City Clerk & Council	$ 514,694	$ 283,283	$ 231,411	55.0%
Mayor, City Manager & Human Resources	865,548	512,259	353,289	59.2%
Police & Police Extra Duty	10,317,366	7,656,021	2,661,345	74.2%
Public Works	4,777,137	3,549,577	1,227,560	74.3%
Central Services	2,486,256	1,737,828	748,428	69.9%
Planning & Inspections	1,181,642	812,650	368,992	68.8%
Finance, I/T & Administrative Services	2,596,497	1,720,343	876,154	66.3%
Library & Recreation	1,721,767	1,160,701	561,066	67.4%
Fire	924,434	771,808	152,626	83.5%
Assessor	251,212	153,244	97,968	61.0%
Debt Service	440,372	440,371	1	100.0%
Insurance	574,643	266,669	307,974	46.4%
Retiree's Health Care	646,627	440,964	205,663	68.2%
Street Lights	460,000	400,952	59,048	87.2%
Transfers Out - Parkland/Recreation Fund	374,970	-	374,970	0.0%
Transfers Out - Post Retirement Benefit Fund	600,000	600,000	-	100.0%
Total	$ 28,733,165	$ 20,506,670	$ 8,226,495	71.4%
Excess Receipts/(Expenditures)	$ (662,788)	$ 3,873,576	$ (4,536,364)	
Working Capital & Reserve Balances - Unaudited				
Working Capital - Budget Balance		$ 2,254,366		
Contingency		$ 546,161		
Capital Asset Replacement		$ 167,111		
Parkland/Recreation		$ 599,443		

Footnotes:

(1) Civil Traffic penalties were received in the amount of $200,686 in a separate fund. As soon as the applicable expenses have been documented, reimbursement to the General Fund will be completed.

City of Dover
Finance Department
Monthly Report – March, 2005

Water/Wastewater Fund Summary

	Budget	YTD	Balance	% of Budget
Revenue				
Water Fees & Water Tank Leases	$ 4,202,602	$ 3,043,906	$ 1,158,696	72.4%
Wastewater Fees & Impact Fees	3,596,810	3,002,918	593,892	83.5%
Kent County Treatment Fees (1)	2,788,875	1,952,003	836,872	70.0%
Transfer In from Contingency Reserve	241,680	60,420	181,260	25.0%
Miscellaneous	111,950	136,833	(24,883)	122.2%
Total	$ 10,941,917	$ 8,196,080	$ 2,745,837	74.9%
Expenses				
Water & Water Treatment Plant	$ 1,519,209	$ 1,024,944	$ 494,265	67.5%
Wastewater	758,196	519,744	238,452	68.6%
Water Meter Reading	57,685	41,113	16,572	71.3%
Construction & Inspection	495,136	365,272	129,864	73.8%
Kent County Treatment Fees (1)	3,600,000	2,462,706	1,137,294	68.4%
Retiree's Health Care	96,330	81,128	15,202	84.2%
Debt Service & Arbitrage	1,129,103	662,428	466,675	58.7%
Intrafund Services	1,025,270	670,743	354,527	65.4%
Transfers Out				
General Fund	848,016	848,016	-	100.0%
Water/Wastewater I & E Fund	227,151	137,151	90,000	60.4%
Impact Fee Reserve	147,860	-	147,860	0.0%
Post-Retirement Benefit Fund	100,000	100,000	-	100.0%
Total	$ 10,003,956	$ 6,913,244	$ 3,090,712	69.1%
Excess Revenues/(Expenses)	$ 937,961	$ 1,282,836	$ (344,875)	

Working Capital & Reserve Balances - Unaudited	
Working Capital - Budget Balance - Water	$ 2,293,963
Working Capital - Budget Balance - WW	$ 1,344,727
Working Capital - Budget Balance - KSA (1)	$ (1,507,895)
Contingency	$ 595,743
Capital Asset Replacement	$ 2,396
Impact Fee Reserve	$ 1,458,263

Footnotes:

(1) The Kent County Treatment Fee expense continues to exceed the revenues. The budgeted working capital of negative $1,364,104 has been increased to negative $1,507,895 or by $143,791 due to actual charges exceeding the budgeted charges in the FY04 Revised Budget. The adjustment is included in the budget revision of 10/25/04.

City of Dover
Finance Department
Monthly Report – March, 2005

Electric Revenue Fund Summary

	Budget	YTD	Balance	% of Budget
Revenue				
Sales to Customers	$ 55,633,802	$ 42,432,536	$ 13,201,266	76.3%
Purchase Power Adjustment	4,934,544	3,265,165	1,669,379	66.2%
Utility Tax	1,182,367	791,923	390,444	67.0%
Weyandt Hall Rents	496,000	340,380	155,620	68.6%
Miscellaneous Revenues	290,885	257,179	33,706	88.4%
Duke Contract Revenue	-	1,072,405	(1,072,405)	0.0%
Total	$ 62,537,598	$ 48,159,588	$ 14,378,010	77.0%
Expenses				
Purchased Power	$ 40,555,237	$ 29,955,663	$ 10,599,574	73.9%
Electric Operating Divisions	5,720,699	4,069,271	1,651,428	71.1%
Utility Tax	1,182,367	814,794	367,573	68.9%
Interest on Deposits	15,000	22,183	(7,183)	147.9%
Retirees Health Care	456,656	314,669	141,987	68.9%
Accounts Receivable Write-Offs	125,000	125,000	-	100.0%
Inventory Write-Offs	125,000	125,000	-	100.0%
Debt Service & Arbitrage	2,220,213	1,649,446	570,767	74.3%
Intrafund Services	3,873,593	2,552,043	1,321,550	65.9%
Transfers Out				
General Fund	5,463,008	5,463,008	-	100.0%
Contingency Reserve	22,000	22,000	-	100.0%
Rate Stabilization Reserve	500,000	1,072,405	(572,405)	214.5%
Future Capacity Reserve	2,000,000	2,000,000	-	100.0%
Post-Retirement Benefit Fund	200,000	200,000	-	100.0%
Total	$ 62,458,773	$ 48,385,482	$ 14,073,291	77.5%
Excess Revenues/(Expenses)	$ 78,825	$ (225,894)	$ 304,719	

Working Capital & Reserve Balances - Unaudited	
Working Capital - Budget Balance	$ 3,921,490
Contingency Reserve	$ 1,138,836
Insurance Reserve	$ 217,935
Rate Stabilization Reserve	$ 2,497,207
Depreciation Reserve	$ 15,188,092
Future Capacity Reserve	$ 10,303,069

City of Dover
Finance Department
Monthly Report – March, 2005
Major CIP Projects to be Completed

	Budget		YTD	Balance	Project #
Greenway Grant - Fund 709					
Silver Lake Park Bridge Replacement	$ 117,000		$ -	$ 117,000	PR0506
Community Transportation - Fund 317, 318, & 319					
Hanson House - 317	$ 36,000	*	$ 5,190	$ 30,810	TE0201
Dover High School Ditch - 318	$ 82,757		$ 10,821	$ 71,936	ST0232
Street & Alleys - 318	$ -		$ 184,565	$ (184,565)	ST0302
FY05 Street Program - 318	$ 1,444,618		$ 208,690	$ 1,235,928	ST0501
Generic Subdivision Signs - 318	$ 75,000		$ 19,805	$ 55,195	ST0505
Garrison Oak Technology Park - 319	$ 294,459	*	$ 63,370	$ 231,089	WW0304
General Fund					
Pear Street Warehouse Renovations	$ 40,000	*	$ 17,658	$ 22,342	SP0001
Tennis Court Refurbishing	$ 59,885	*	$ 59,885	$ -	PR0401
William Street Warehouse Roof Replacement	$ 94,300	*	$ 94,300	$ -	FM0407
City Hall Roof Replacement	$ 47,390	*	$ 47,390	$ -	FM0408
Remittance Processing System	$ 67,650		$ -	$ 67,650	N/A
Pole Barn for William Street Yard	$ 80,000	*	$ 55,640	$ 24,360	FM0405
Legislative Management Software	$ 64,000		$ -	$ 64,000	N/A
White Oak Park Enhancements - Grant Funded	$ 60,000		$ -	$ 60,000	PR0504
Police Radio System Upgrade - Grant Funded	$ 375,000		$ -	$ 375,000	PD0501
Police Server Upgrade for CAD/RMS - ($170M Grant)	$ 200,000	*	$ -	$ 200,000	PD0405
Playground Equip Replacement-05	$ 50,000		$ 45,305	$ 4,695	PR0503
911/Telephone System Upgrade	$ 30,371		$ 30,971	$ (600)	PD0502
Concrete Construction Prog 05	$ 40,000		$ 23,492	$ 16,508	ST0502
Water/Wastewater Fund					
US 13 Sanitary Sewer Interceptor	$ 1,171,998	*	$ 1,714	$ 1,170,284	WW0101
Puncheon Run Motor Control Replacement	$ 578,332	*	$ 51,760	$ 526,572	WW0302
Walker Road Pump Station Upgrade	$ 347,371	*	$ 330,030	$ 17,341	WW0303
Division Street Water Main	$ 598,340	*	$ -	$ 598,340	WD0304
West Rustic Lane Sewer Interceptor	$ 75,000	*	$ -	$ 75,000	WW0401
West Dover Water Loop	$ 44,060	*	$ 35,414	$ 8,646	WD0402
Elevated Storage Tank Maintenance	$ 70,130		$ 32,813	$ 37,318	WS0504
Wellhead Redevelopment Program & VFD's	$ 100,000		$ 99,903	$ 97	WS0505
Cast Iron Main Replacement (Brown Water)	$ 50,000		$ -	$ 50,000	WS0502
Miscellaneous Distribution Improvements (Lakeland)	$ 40,449		$ 53,517	$ (13,068)	WD0503
Infiltration Removal	$ 75,000		$ -	$ 75,000	WS0501
Puncheon Run Sewer Extension	$ 75,000		$ 1,770	$ 73,230	WW0505
Electric Revenue Fund					
Cartanza Substation & Lines	$ 938,777	*	$ 699,761	$ 239,016	ES0103
Mayfair 69kv/12kv Transformer	$ 176,515	*	$ -	$ 176,515	ES0105
Division Street Substation	$ 494,636	*	$ 33,465	$ 461,171	ES0301
VanSant to Mayfair 69kv lines	$ 300,000	*	$ 11,070	$ 288,930	EE0407
Delaware State University	$ 60,000	*	$ 116,203	$ (56,203)	EE0414
4kv to 12 kv Upgrades	$ 214,000		$ 27,687	$ 186,313	ED0501
Distribution Upgrades	$ 52,842		$ 25,361	$ 27,481	EU0501
Grandview Trailer Park	$ 25,074		$ 37,436	$ (12,362)	EE0508
Capital Green	$ 36,000		$ 29,938	$ 6,062	EE0523
White Oak 69kv Rebuild	$ 273,900		$ 62,744	$ 211,156	EE0401
UG Transformers - New Construction	$ 205,500		$ 107,321	$ 98,179	Various
UG Conductors - Devices - New Construction	$ 994,377		$ 401,421	$ 592,956	Various
Radio Read Meter Replacement Program	$ 195,000		$ 173,725	$ 21,275	ET0501
Pole Inventory System	$ 160,000		$ -	$ 160,000	EE0503

* Denotes project carried forward from prior fiscal year(s); 10/25/04 budget revisions are incorporated in FY04 project balance.

Dover Police Department

Monthly Report
To
Mayor & City Council

"To Protect and Serve"

March 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

April 15, 2005

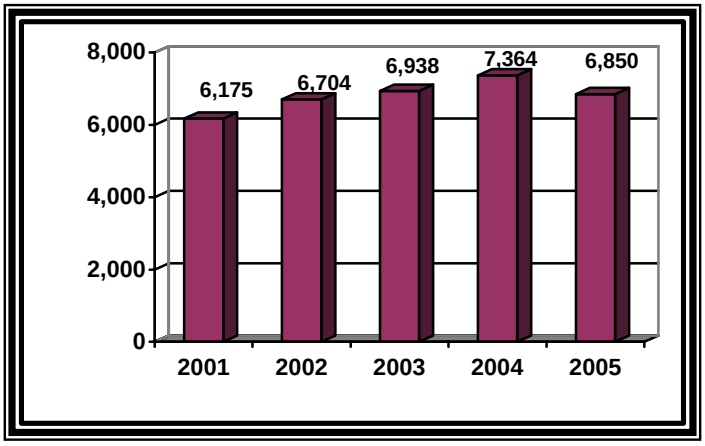
The Honorable Stephen R. Speed, Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

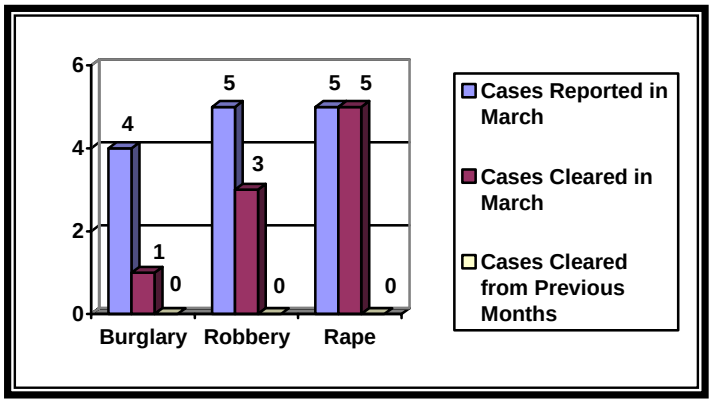
Mayor Speed and Council Members:

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

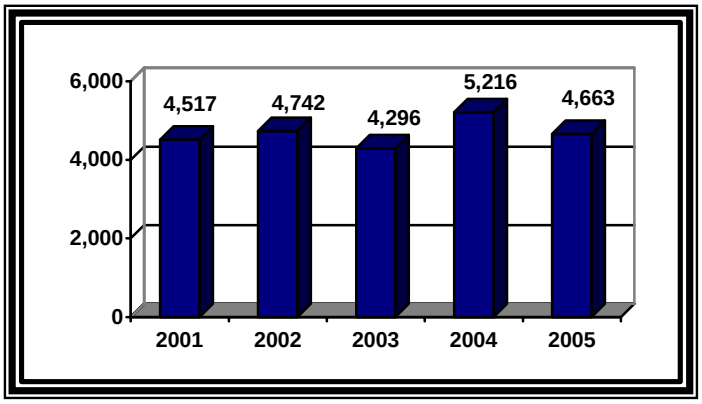
COMPLAINTS

Total complaints received through March 31st, numbered 6,850. This is a decrease of 514 complaints over the same time period for last year.





CRIMINAL INVESTIGATIONS

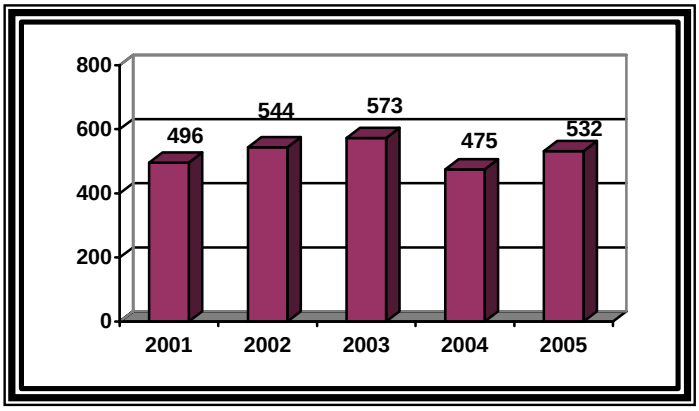


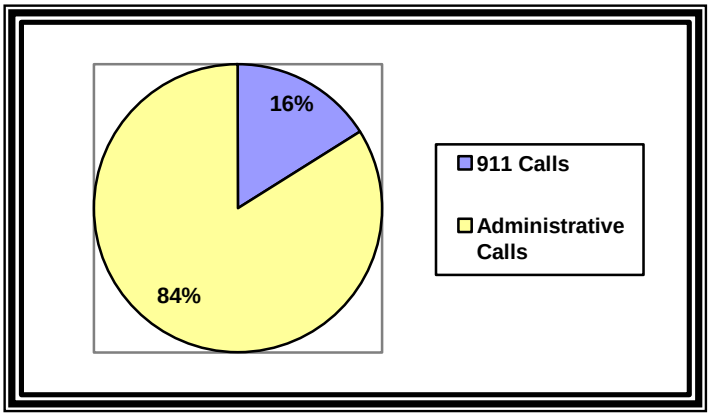
TRAFFIC ARRESTS

The department issued 4,663 traffic citations through this reporting period. This is a decrease of 553 citations over the number issued during the same period last year.

TRAFFIC ACCIDENTS

Through March 31st, police investigated 532 traffic accidents. This is an increase of 57 accidents investigated during the same period last year.



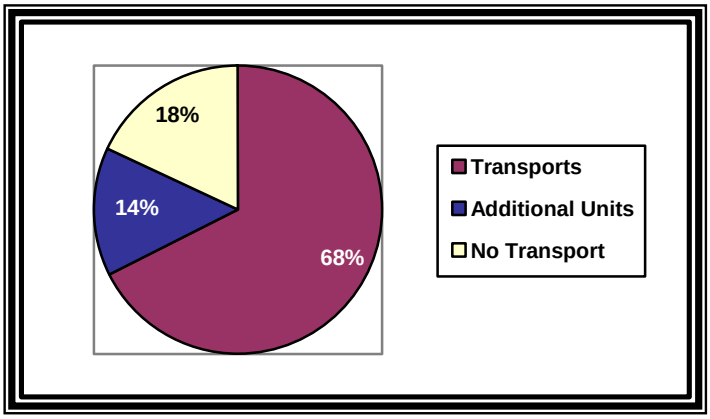


911 CENTER

During the month of March, our 911 Center handled a total of 11,625 calls averaging 375 calls per day. Dispatchers handled 1,875 calls on the 911 lines, an average of 61 calls per day.

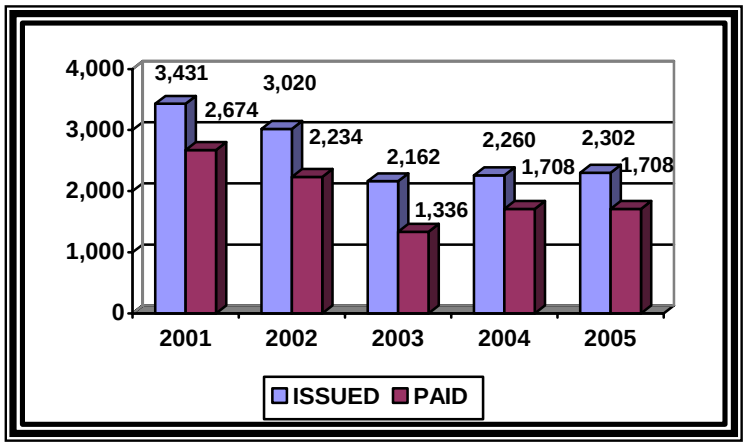
EMERGENCY PREPAREDNESS & BASIC LIFE SUPPORT DIVISION:

Prime Care Medial Transport, Inc. responded to 383 emergency calls in March resulting in 302 patient transports. The average response time from dispatch by 911 to arrival on scene was 8 minutes and 16 seconds. Additional units responded to 64 of the 383 calls.



CITY ORDINANCE SUMMONS

Through March 31st, we issued 2,302 city ordinance summons an increase of 42 summons over March of last year. *Note: of those summonses issued in March, 31 were issued for handicapped parking violations, 17 for fire lane parking violations, 23 for false alarms (20 for 3-5 alarms, 3 for 6-9 alarms, 0 for 10-15 alarms, and 0 for 16 or more alarms) and 10 for noise violations (6 for vehicle violations and 4 for residence violations).



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

- During the month of March, In-Service Training was conducted for the officers of the Department. Each officer received 40 hours of instruction in various areas of police training. The training consisted of Firearms, Riot Control, Emergency Vehicle Operation, CPR, Search & Seizure, and Weapons of Mass Destruction training.

- On March 4, 2005, Major Kevin Harding retired after 20 years of service with the Dover Police Department. I know that you join me in wishing him the best in his future endeavors.

- On March 14, 2005, the Department hired Salvador Musemici as a certified police officer and is currently in field training.

- On March 17, 2005, Drugs, Vice, & Organized Crime officers executed a drug search warrant at a residence in Towne Point. As a result of the search warrant, 17 people were arrested and 13 firearms were seized.

- On March 21, 2005, the Department hired Jordan Miller. He was hired as a police recruit and is currently in the Delaware State Police Academy.

- On March 26, 2005, four individuals were arrested for breaking into vehicles at various locations within the city. The four individuals were charged with a total of 176 criminal offenses.

- On March 26, 2005, a subject was arrested for the February 13, 2005 homicide that occurred at Liberty Court Apartments.

Respectfully Submitted,

Jeffrey Horvath
Chief of Police

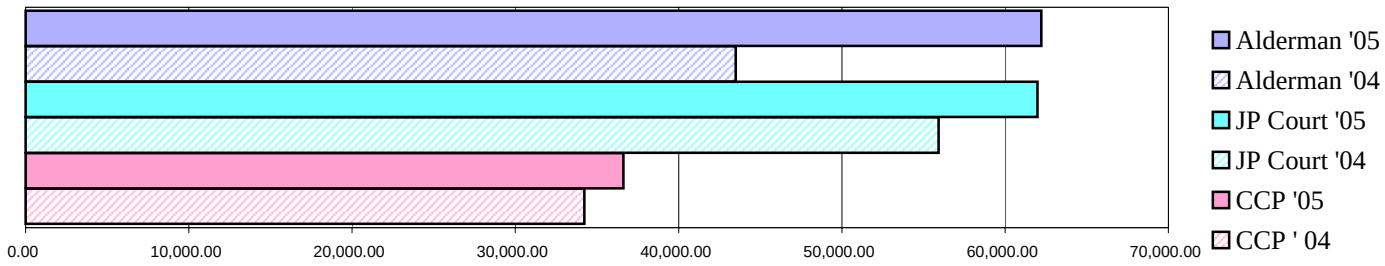
CITY CLERK/ALDERMAN REPORT
FINES - MARCH 2005

MONTH	CITY ALDERMAN	J.P. COURT #7	COURT OF COMMON PLEAS
March 2005	$28,200.00	$21,975.18	$11,384.92
February 2005	16,185.00	19,819.47	14,650.56
January 2005	17,840.00	20,181.57	10,585.96
December 2004	21,710.00	20,921.41	8,388.97
November 2004	17,339.00	22,537.76	10,384.64
October 2004	23,949.10	22,866.23	11,836.94
September 2004	24,680.00	24,093.75	10,857.13
August 2004	23,555.00	29,733.49	8,362.40
July 2004	20,010.00	24,907.85	10,256.28
June 2004	16,290.00	24,313.04	9,826.39
May 2004	12,445.00	21,660.50	7,467.54
April 2004	11,785.00	19,668.20	8,646.52
March 2004	21,255.00	20,776.65	11,530.59

Accumulated Fines to Date	$62,225.00	$61,976.22	$36,621.44
Same Period - 2004	43,490.00	55,924.15	34,220.57
Difference	$18,735.00	$6,052.07	$2,400.87

Deferred Payments

June 2004	n/a	$ 571,666.57	n/a
June 2003	n/a	$594,839.31	n/a



JCG/rfm

SUBMITTED BY: CITY CLERK/ALDERMAN

CITY MANAGER'S REPORT

March 2005



"ROAD TO RESULTS"

Admin. Serv.
Central Serv.
ElectricHuman Resources
I/T
Parks, Rec. & Lib.
Public Works

MONTHLY HIGHLIGHTS

Administrative Services

- Customer Charge increases went into effect 3/1/05. To date, no complaints have been received.
- Letters were sent to power factor customers advising them of the change in power factor scheduled for 5/1/05.
- Relocated several Administrative Services offices to accommodate the new GIS employee from I/T.
- Continued to make changes to draft budget, CIP, and Revenue Manual.
- Continued to hold draft budget review meetings with departments.
- Held revenue meetings with revenue-producing departments..
- Presented 2005-2006 Revenue Manual to Council and department heads.
- Presented Mid-Year Review to the Legislative, Finance, and Administration Committee.
- Terry Tieman attended a capital improvements planning class at DelTech (Georgetown).

Electric

- Chapel Mapping began the GIS program.
- Tim Porter and David Hiser were awarded City medals at the 3/28/05 Council meeting.

Human Resources

- Supervisory Training focused on the interview process.
- Assisted with interviews for the position of GIS Coordinator and Librarian II.
- Implemented pre-employment drug screening using a hair sample.
- Employee Appreciation Day was held on 3/11/05.
- Participated in Youth in Government Day.
- Frank Szyjka attended an Employment Law Update Seminar.
- Converted remaining 37.5 hrs./week employees to 40 hrs./week. The change is to be effective 7/1/05.
- Met with a representative from Bayhealth with regard to health related programs.
- A Healthy Luncheon was held on 3/30/05. All employees were invited to a free luncheon in the Council Chambers. A dietician from Bayhealth provided them with tips on eating healthy.

Information Technology

- Held kick-off meetings for the I/T Emergency Preparedness Plan project.
- Selected vendor for the I/T Help Desk Software Suite and Network Monitoring. This will be brought before Council 4/11/05.
- Mark Nowak, GIS Coordinator, began employment 3/28/05.
- Completed wireless network equipment installation and testing in all but one City building. Public Assembly Room at the Dover Police Department is scheduled for wiring, installation and testing in early April.
- Successfully blocked 415 virus attacks upon our e-mail system.
- Number of mailboxes over 100 megabytes jumped significantly. Keeping this under control will require the constant watch of each e-mail user during the month versus I/T reviewing it at the month's end.

Parks, Recreation & Library

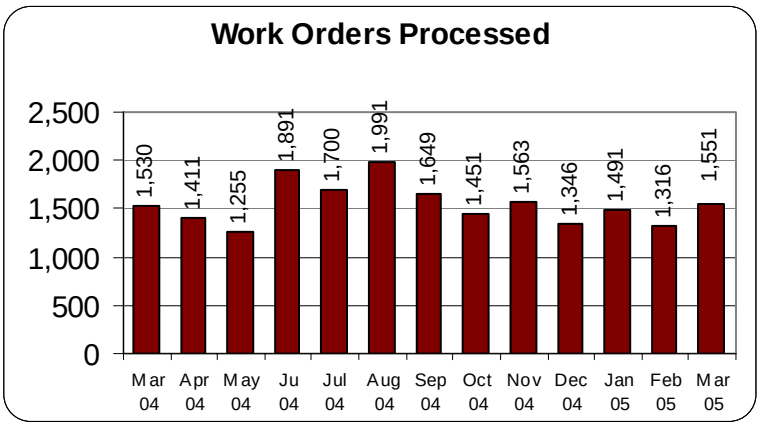
- 829 patrons attended 22 children's programs.
- 130 patrons attended one "In Harmony" concert held in the Library.
- 30 individuals from the State, City, County, and Friends of the Dover Public Library toured the Brandywine Hundred and Hartford County, Maryland libraries.
- About 1,000 youths attended the Annual Egg Hunt at Dover Park. Volunteers from Wesley College Men's & Women's Cross Country teams and the American CoEd Pageants of Delaware assisted staff.
- Annual Youth In Government Day hosted 38 students from Dover and Caesar Rodney high schools and St. Thomas More Academy.
- Wayne Voshell became a Certified Playground Safety Inspector. Wayne took a three-day course and passed a grueling exam.
- Delaware Lacrosse Foundation held a high school lacrosse tournament at Schutte Park. Nine Delaware teams and three out-of-state teams participated.

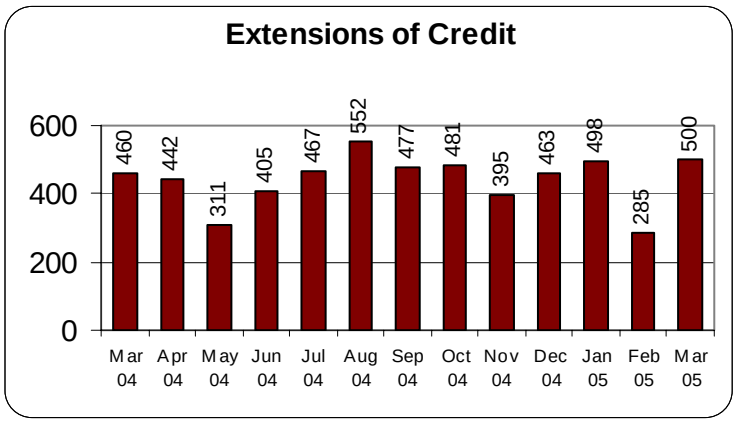
Public Works

- Received 146 brown water complaints. The majority of the calls were received during the ten-day flushing schedule.
- Director of Public Works attended CIP & Long Term Water & Sewer Capacity Workshop at DelTech; AWWA Customer Service Expo in Baltimore, Maryland, AWR-122-1 WMD Law Enforcement Course at DelTech (Stanton Campus); and PER-222 Public Safety WMD Response Course (Delaware Fire School).
- Department staff attended various WMD training courses.
- Completed negotiations on a water tower lease agreement with Verizon Wireless for General Foods tank.

ADMINISTRATIVE SERVICES







REPORT OF OPERATIONS

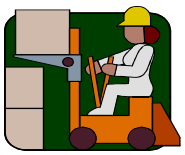
	Mar 2005	Mar 2004	Difference	FY 05 Year-to-Date	FY 04 Year-to-Date
Final Bills	589	590	(1)	5,196	4,844
Estimated Bills	163	208	(45)	1,924	4,546
Cuts for Non-Payment	648	542	106	4,554	4,163
Extensions of Credit - Amount Extended	$98,431.36	$95,222.74	$3,208.62	$706,651.78	$672,710.17
Balance Transfers	$4,601.36	$35,116.65	($30,515.29)	$35,915.34	$61,364.77
Utility Collections	$31,955.17	$65,574.51	($33,619.34)	$346,123.80	$272,707.12
Special Assessments	$130.00	$159.89	($29.89)	$2,934.68	$4,555.62
Miscellaneous Billings	$22,626.88	$27,408.68	($4,781.80)	$388,741.92	$411,785.98
Returns - Checks	$5,699.30	$13,959.07	($8,259.77)	$114,944.05	$153,628.53
Return Check Charges	$525.00	$925.00	($400.00)	$10,357.37	$10,915.00
Penalties Posted	$9,491.15	$10,525.82	($1,034.67)	$89,528.52	$86,177.33
Cuts for Non-Payment - Amount	$121,173.70	$92,587.73	$28,585.97	$818,118.68	$757,776.83
Reconnects - Service Charges	$14,000.00	$12,550.00	$1,450.00	$107,950.00	$100,650.00
Court Cases	$0.00	$0.00	$0.00	$0.00	$0.00
Tamperings	0	1	(1)	7	13

Write-Off / Electric Bills

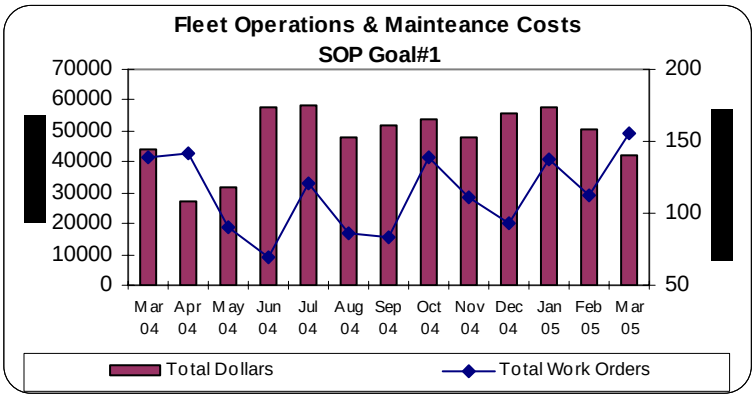
The electric write-off is for outstanding electric bills with dates ranging mainly from January 2003 - March 2003. The proposed write-off of $10,571.85 includes $0.00 from accounts that filed for bankruptcy. The $10,571.85 is the third write-off for FY 05 and is .08 percent of the revenue ($13,677,042) for the write-off period. In other words, the City collected 99.92 percent of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $.08 was not collected. According to the APPA, the industry standard for collections among publicly held utilities of similar size is 99.74% of total electric revenue. The accounts are currently assigned to our collection agency and will remain there even when they have been written off. A complete list of accounts is available upon request.

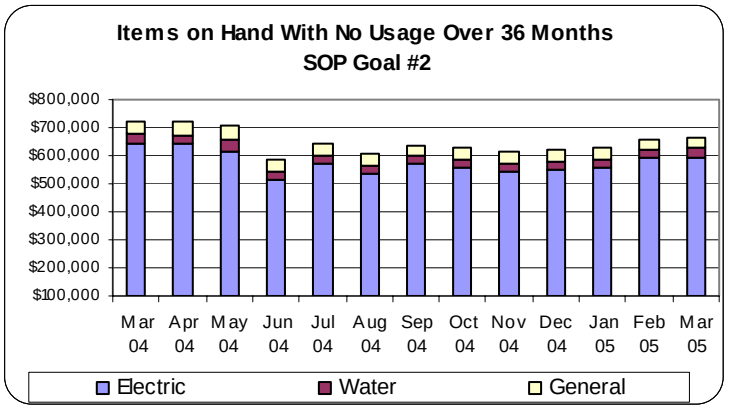
SOP / CIP Updates

- Goal #1 - *Install a Remittance Processing System* - The bid was awarded to Creditron. Installation and training are scheduled for the first week of May 2005.
- Goal #2 - *Allow new customers to sign up for utility service on the City's Web site* - We anticipate this becoming possible by June 30, 2005.
- Goal #3 – *Design a voluntary check-off program for Council review that will allow citizens to direct one dollar toward charitable organizations* – This project is currently in progress.
- Goal #4 – *Incorporate performance measurements into the budget in a meaningful way, and move the City towards performance budgeting.* The 2004-2005 budget documents were completed using the Performance Budgeting format. The GFOA has rated the budget as "proficient" in this area.



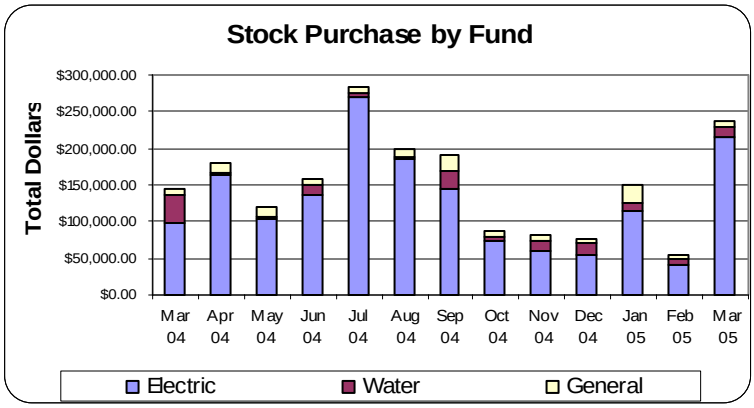
CENTRAL SERVICES

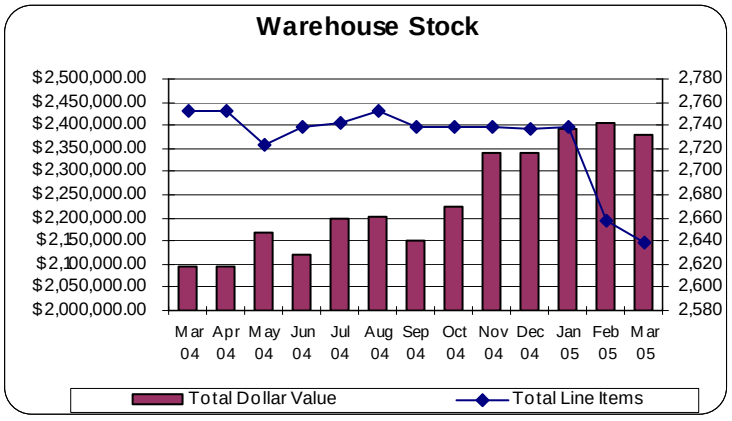




Work Orders	156
Fleet Maintenance	$14,173.27 (Excludes Melvin's Sunoco)
Fuel	$27,804.13

Electric	$595,934.83
Water	$ 29,699.94
General	$ 39,975.01





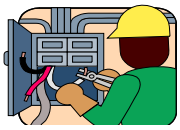
Electric $216,706.40 Water $11,373.35 General $8,047.62

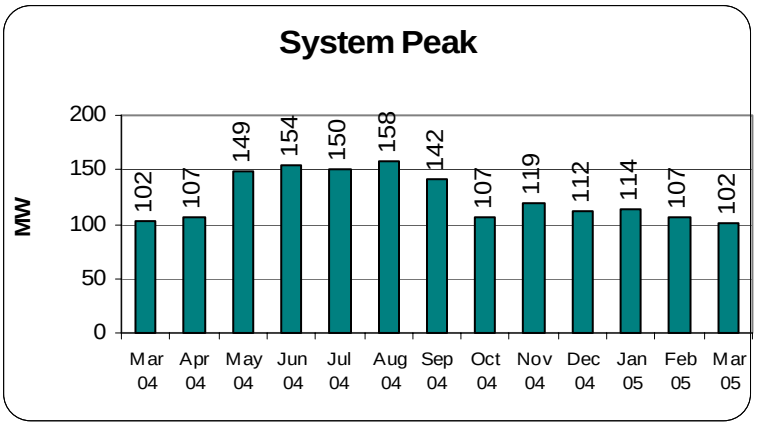
Total Dollar Value $2,379,675.52 Total Line Items 2,639

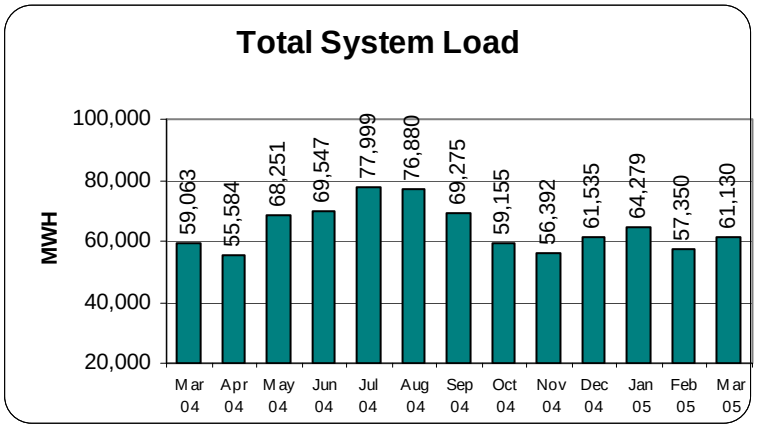
SOP / CIP Updates

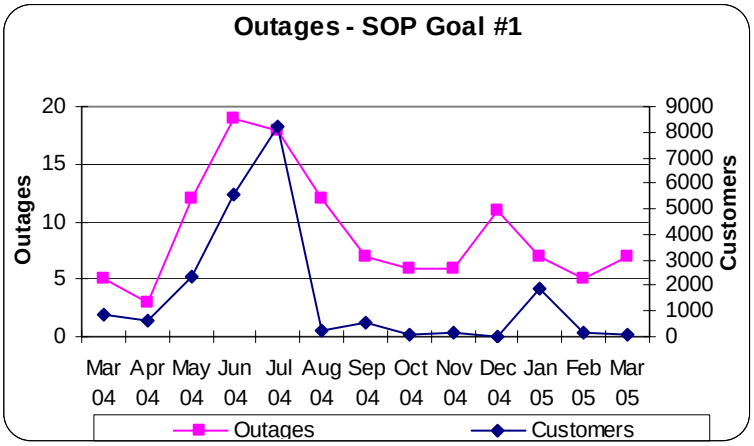
- Goals #1 & #2 – See first two graphs above.
- Goal #4 - Below are CIP projects; percentages of completion are in parentheses.
  - Replace Mail Inserter/Feeder – The missing components were received and installed by Pitney Bowes on August 17, 2004. (100%)
  - Renovation of Pear Street Warehouse – Ongoing – three-year project. (45%)
  - Replace Storage Racks in Warehouse – Storage racks were received and installed. (100%)
  - Replace Postage Machine – Item is scheduled for bid this fiscal year. (0%)
  - Golf Cart/Warehouse Tug – Item is not scheduled for bid until FY 08. (0%)
  - Handicap Accessibility to City Council Chambers – Study in progress. (35%)
  - City Hall Reheat/Air Conditioner Unit Replacement. (100%)
  - City Hall, Council Chambers, and Foyer Carpet – Carpet bid was awarded to Knight's Carpet. Installation completed on January 13, 2005. (100%)
  - Space Needs Study – Awaiting funding prior to bid. Moved to City Manager's budget. (0%)
  - Pole Barn for William Street Yard – 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. Construction continues as weather permits. (40%)
  - Used Oil Storage Addition - Foundation in place. (100%)

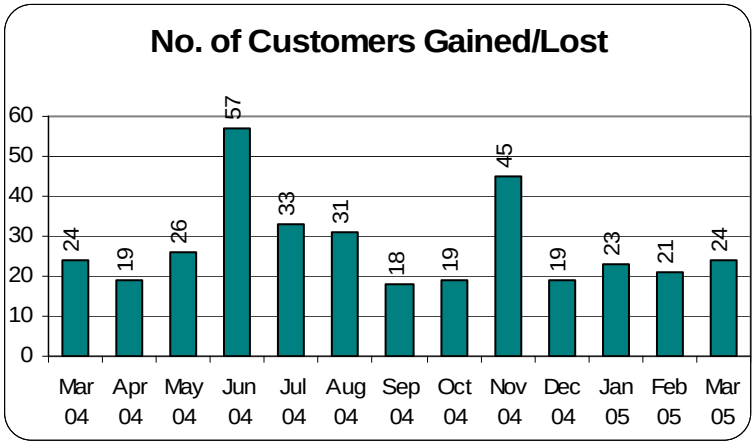
ELECTRIC











Outages 7 Customers 73

ELECTRIC OUTAGE REPORT – SOP Goal #1

OUTAGE #	DATE	TIME OUT	TIME IN	CIRCUIT	LOCATION	DEVICE	# OF CUST.	CAUSE	ACTION	URD OVH
05-13	03-05	09:45	10:55	12101	33 S. Queen Street	Cut Cable	1	J	Repaired Cable	URD
05-14	03-08	12:09	12:27	1264	834 E. Division Street	Fuse	44	C	Replaced 2 Fuses	OVH
05-15	03-22	16:11	16:38	12192	707 Walker Road	Transformer	1	F	Reset Transformer	URD
05-16	03-24	09:31	09:40	1261	200 Pennsylvania Avenue	Fuse	22	E	Replaced Fuse	OVH
05-17	03-28	05:30	06:26	1261	100 Washington Street	Cable	1	P	Repaired Cable	URD
05-18	03-30	04:20	06:00	12502	367 Savannah Road	Fuse	3	Q	Replaced Fuse	OVH
05-19	03-31	16:15	17:45	1261	440 Fulton Street	Cable	1	M	Cable	URD

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
Kent County Administration Building	Wild Meadows – Phase II – 90% Four Seasons - 80% Slaughter Street – Duncan – 90% Grandview Mobile Home Park – 75% Fiber Line - North Street - West to VanSant – 10% Delaware State University - 98% Cannon Mill – 0% Hidden Creek (formerly Creekside) – 40% Crawford Carroll Avenue – 0% St. Andrews Church – 90% Division Street to Playtex – Fiber Line – 10% 69KV Line to VanSant – 15% Overlook at Silver Lake – 80% Wolf Creek – 0% Elks Lodge – 0% Enterprise Business Park Lot #4 – 99% Emerald Pointe - 0% Delaware State News – 1 0% Edgewater Farm Lane – 10% Kohl's Department Store – 10% Robbins Hose Company #1 – 15% Administration UPS – 80% Stoneridge – 10% Cartanza Chicken – 20%	69KV to Mayfair Substation – 50% Mayfair Bus Work – 80% Dover Air Force Base Line Relocation – 50% 4KV to 12KV Conversion – 90% Sherwood Lighting – 100% Mayfair Lighting - 100% Crossgates Lighting – 100% Persimmon Park Place Lighting – 100% Bradford Street Meter Relocation – 0% Kent Acres Rehab. – 0% Kent Community Center – 100% Governors Avenue Rehab. – State Contract – 100% Riverwalk Hotel – 0% Creekstone Center – 0% WAWA Route 8 – 90% Rodney Village Lighting – 75% Fairfield Farm Addition – 90% Water Street Compactor – 100% 100 Enterprise Business Park – 100% Loockerman Street Circle – State Contract – 10% Malmberg II – 10% George & Lynch - 5% Lexington Farms – 100% Lakeside Hotel – 5% Chick-Fil-A – 0% Fiber Map – 0% 69KV Line Relocated to Garrison Tract (Changed to Whiteoak Road) - 0% SR1/SR9 Rebuild – 0% New Burton Road Office Building – 0%

Underground Work	% Completed	Overhead Work	% Completed
Install new three phase electric on State College Road	98%	Pole replacements for poles tagged through the Pole Testing Program	84%
Extend primary electric - Wild Meadows	92%	Kent County Complex – Intall new lights	100%
Upgrade electric system – Grand View Mobile Home Park	95%	St. Andrews Church – Relocate eletric and street lights	80%
Kings Court Lighting Project	95%	Overhead maintenance	Ongoing
Post Office Upgrade – 4KV to 12KV	40%	Maintenance of City lighting	Ongoing
Hidden Creek	Ongoing		
Stoney Creek	Ongoing		
Village of Westover	Ongoing		
Wild Meadows	Ongoing		
Four Seasons	Ongoing		

FY 04 Meter Stats

	Mar 04	Apr 04	May 04	Jun 04	Jul 04	Aug 04	Sep 04	Oct 04	Nov 04	Dec 04	Jan 05	Feb 05	Mar 05
Meter Installations													
w/electronic registers	150	362	233	248	289	250	251	200	181	176	290	179	229
RX/A1R CT (Current Transformer)	0	0	0	10	3	0	0	1	3	2	0	0	0
Radio read	150	362	232	241	228	250	251	195	179	138	287	176	229
Meters Tested													
Single phase	367	662	421	480	477	525	371	355	358	248	580	426	361
Three phase	0	8	48	7	23	25	3	17	33	10	46	0	5
Customer requests	0	0	0	0	0	0	0	0	0	0	0	0	0
Meters Junked	197	310	204	227	243	201	170	167	134	116	308	184	168
Meters Removed	104	29	14	16	11	13	22	20	12	15	3	22	15
Meter Changes	120	330	200	200	221	199	226	160	146	138	261	136	185
New Services	29	19	19	31	54	34	28	30	31	24	17	30	33
Services Retired	0	0	0	6	0	5	0	2	4	4	0	0	2
System Operations Center													
Switching schedules	2	5	10	17	4	2	8	8	8	4	3	8	3
Work orders	585	580	606	422	855	1041	870	508	648	792	726	621	861
Miss Utility tickets called Back	1038	1632	1122	1572	1617	2032	1134	1458	1132	1344	1449	1530	1545
Tickets located	319	573	510	550	515	553	563	475	558	341	484	457	536

Substation Relay

Substation	Status
Mayfair	Scheduled maintenance was performed.
Division Street	Breaker, control house and concrete foundation are under construction.
Fire Siren	Repaired, repainted and reinstalled.

SOP / CIP Updates

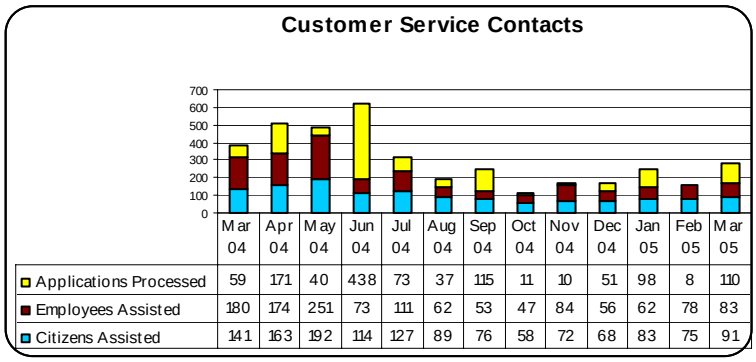
- Goal #1 – Identify and correct causes of electrical outages has been completed.
- Goal #2 – 20-year plan for maintenance, operation and expansion of electric system presented to Council during the first half of FY 03/04 – Draft submitted to City Manager.
- Goal #3 – A system has been put in place to record the causes of on-the-job injuries.
- Goal #4 – Complete CIP projects on time and within budget are ongoing.
- Goal #5 – Training procedures to have all System Operators fully trained to handle all phases of the System Operations Center have been designed and implemented.

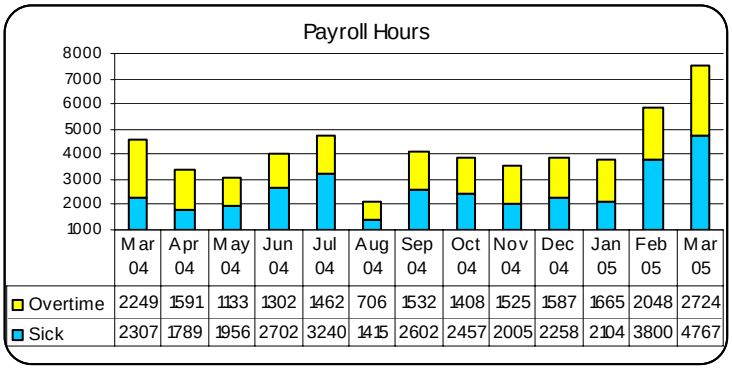
CIP Project	Projected Expense For FY 2004/2005	Actual Expense To Date	% Spent	% Work Completed
❖ 230 KV Tie with Conectiv	$9,300,000	$7,786,633	84%	99%
❖ Division Street Substation Rebuild	$ 537,500	$ 73,958	14%	35%
❖ Mayfair 69/12 KV Transformer and Breaker	$ 207,500	$ 30,985	15%	30%
SCADA Remote Control Units	$ 24,000	$ 0	0%	0%
Whiteoak 69 KV Rebuild	$ 273,000	$ 61,409	22%	2%
4 KV To 12 KV Upgrade	$ 214,000	$ 27,535	13%	13%
Distribution Upgrades	$ 200,000	$ 112,472	87%	60%
69 KV Line – VanSant to Mayfair	$ 300,000	$ 28,117	9%	0%
Relay Test Set	$ 60,000	$ 63,540	106%	100%
Pole Inventory System	$ 160,000	$ 0	0%	10%
Outage Reporting System	$ 35,000	$ 0	0%	10%

❖ Project carried over from FY 03/04; projected expense reflects FY 04/05 projection.



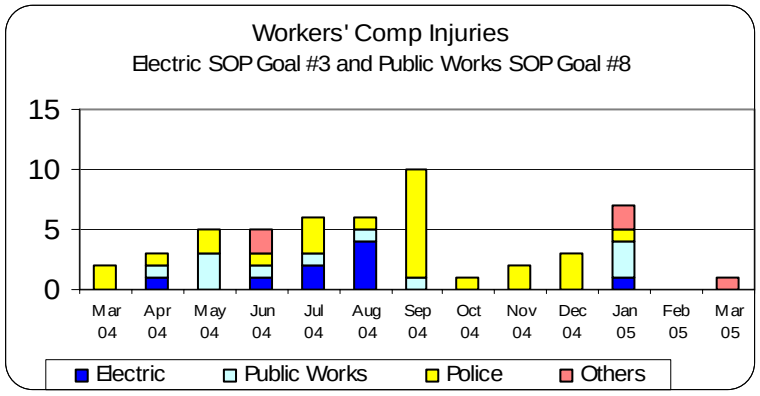
HUMAN RESOURCES



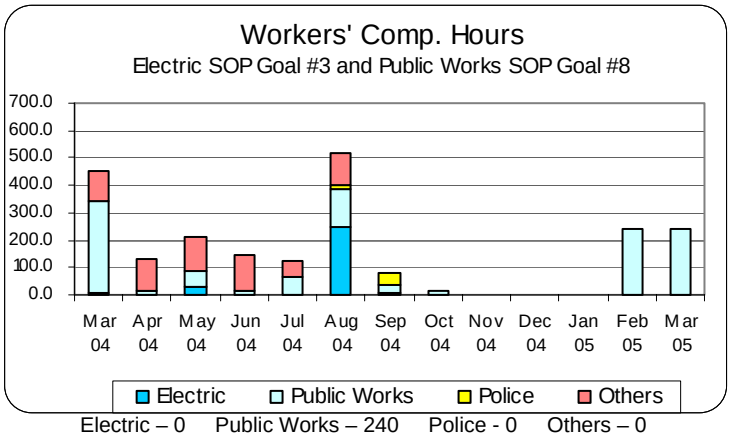


Category	Mar 04	Apr 04	May 04	Jun 04	Jul 04	Aug 04	Sep 04	Oct 04	Nov 04	Dec 04	Jan 05	Feb 05	Mar 05	Total
Caucasian	321	326	325	326	329	326	328	327	326	326	323	323	323	N/A
Minorities	59	58	58	59	60	60	63	64	64	64	64	64	65	N/A
Hired	0	7	1	3	4	2	7	1	1	0	1	1	5	33
Terminated / Resigned / Retired	1	3	2	2	0	3	4	2	2	1	4	1	4	29
Promoted	3	1	1	3	2	0	1	4	0	0	0	0	2	17
Jobs Posted	5	3	8	3	3	5	2	1	5	1	5	5	6	52
Workers' Comp. Injuries	2	4	5	5	6	6	10	1	2	3	7	0	1	52
Workers' Comp. Hours	452	134	211	147	124	519	76	15	0	1	0	238	240	2157

- Workers' Comp. hours may not be the result of injuries that occurred during the current month.
- Jobs Posted – Playground Leader I and II, Lifeguard, Rely Technician, Motor Equipment Operator I (Sanitation), Small Engine Mechanic (Grounds), Motor Equipment Operator II (Streets)
- Position Hired – Police Officers (2) Motor Equipment Operator I (Grounds), Groundworker (Electric), GIS Coordinator (I/T), Human Resources Clerk (part-time)



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

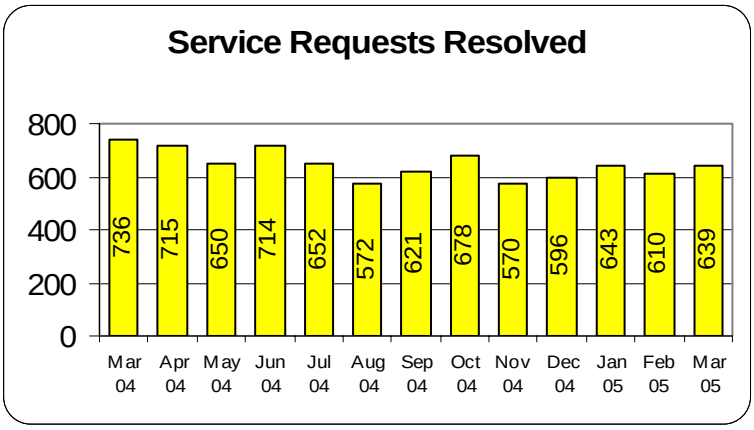


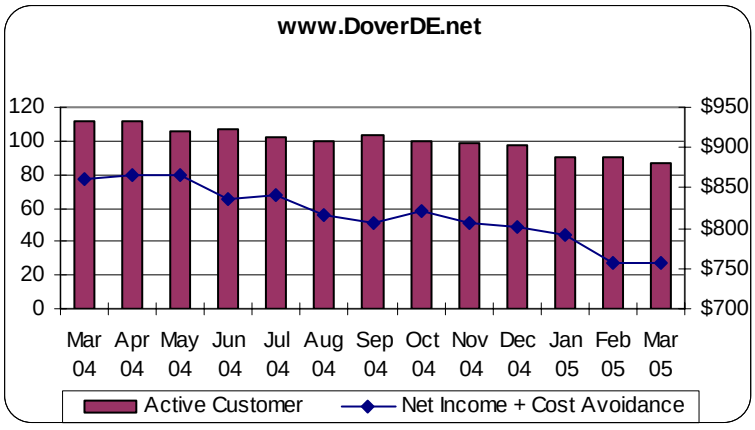
Electric – 0 Public Works – 240 Police - 0 Others – 0

SOP / CIP Updates

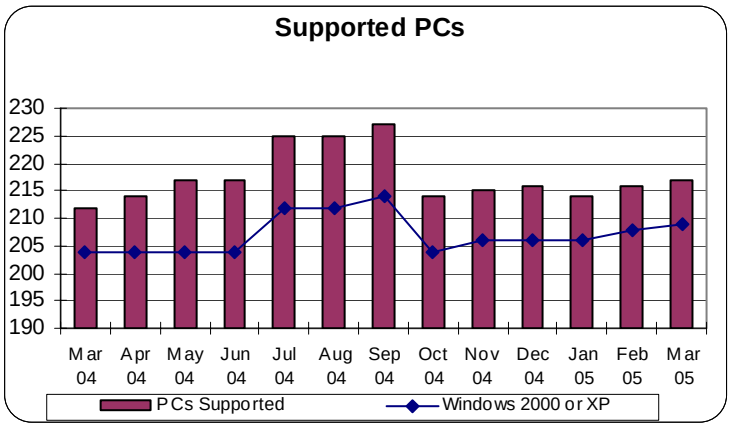
- Goal #1 – *Institutionalize the City-wide Safety Program by the end of May 2005.* The Safety Committee continues to meet monthly. The kickoff was at Munch Lunch. The safety slogan will be *Team Up For Safety*. First aid kits and fire extinguishers where purchased for appropriate City vehicles. Employees have begun training to become CPR and first aid trainers. Site inspections began in December. Emergency evacuation plans are being developed for all buildings with the assistance of Dave Truax, City Fire Marshal. Flagger Training is scheduled for April.
- Goal #2 – *Form a committee consisting of representatives from Finance, Administrative Services, and local union leadership to investigate medical benefit alternatives to reduce and/or better control the overall cost of medical benefits for both employees and the City. Our goal is to accomplish this by the end of March 2005.* Finance and Human Resources met three times in October to discuss the creation and direction of the full committee. The full committee held meetings in March and another meeting is scheduled for April.
- Goal #3 – *Develop a City of Dover recruitment program at a minimum of two venues that would be visited by minorities by the end of May 2005.* The Human Resources Department attended the Career Fair at Delaware State University in October and plan on attending the African American Festival in June 2005.
- Goal #4 – *Develop a City of Dover Retiree Handbook which outlines retiree benefits. The final draft should be ready for distribution by the end of March 2005.* The handbook has been completed, and the first copy was issued in March 2005.
- Goal #5 – *Conduct a salary survey to update the pay-for-performance job evaluation system by the end of December 2004*. The Human Resources Department continued to participate in salary surveys. The results from these surveys have been analyzed, and a recommendation has been submitted for the budget process.
- Goal #6 – *Implement the Bonus Program as outlined in the Bonus Policy and have all bonus programs operational by December 2004.* Information was posted on bulletin boards in each building during December. The first "Caught Doing It Right" award was presented in January, This program is in full operation.
- Goal #7 – *Conduct employee satisfaction survey by June 30, 2005* – Human Resources is currently preparing sample questions and gathering information from previous surveys that the City had distributed.

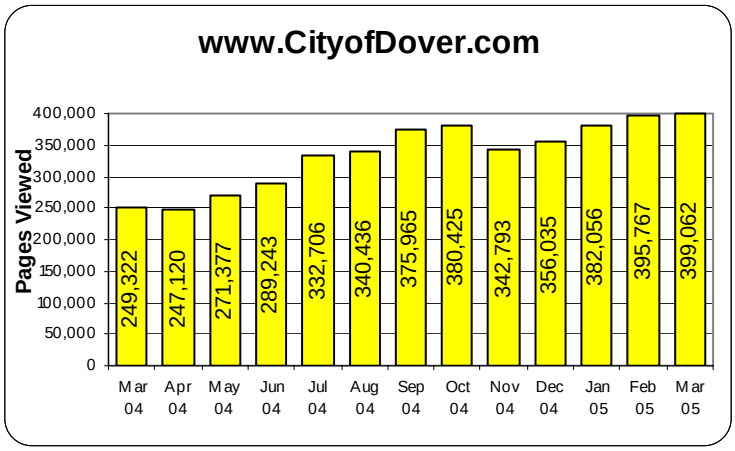
INFORMATION TECHNOLOGY





Active Customers – 87 Net Income + Cost Avoidance - $756

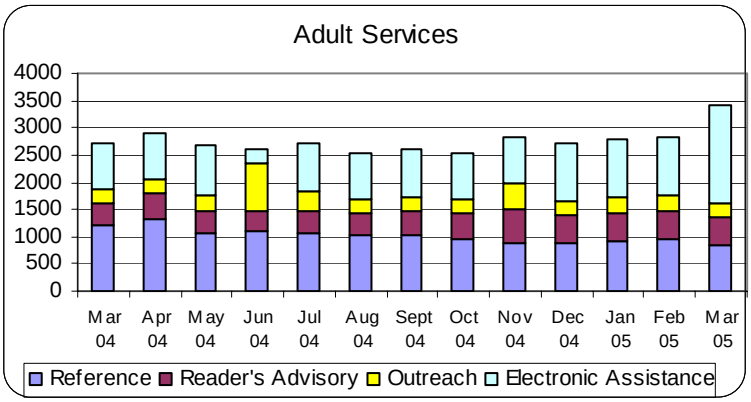


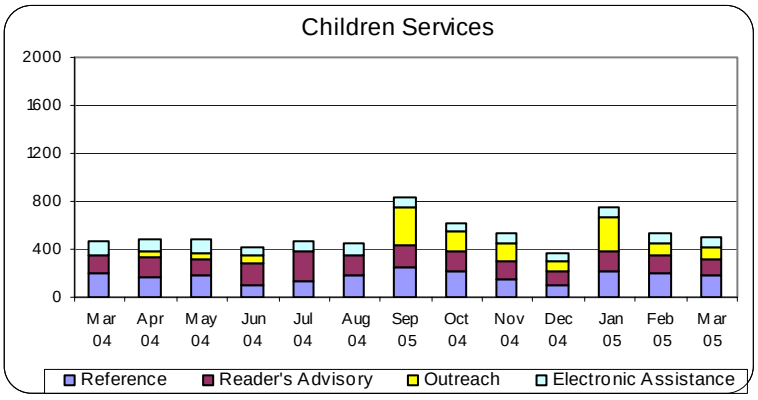


PC s Supported – 217 Windows 2000 or XP - 209

Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	99.71%
Server Availability	99.99%	99.99%	99.70%
Programming Requests Completed	3	1	2
AS/400 Connections (concurrent/authorized users)	40%	36%	40%
PCs Supported	217	216	212
Servers Supported	7	6	6
(Availability statistics based on 7:00 a.m. to 5:00 p.m. M-F)			

Library





Reference - 847 Reader's Advisory - 509
Outreach - 274 Electronic Assistance - 1,799

Reference – 184 Reader's Advisory - 129
Outreach – 100 Electronic Assistance - 86

Circulation	March 05	FYTD 05	March 04	FYTD 04
Dover residents	17,043	137,820	15,201	122,212
Kent residents	18,483	144,434	16,027	128,345
Non-county residents	1,093	9,543	1,013	6,929
Registrations				
Dover residents	151	1,421	143	1,308
Kent residents	184	1,582	188	1,440
Non-county residents	23	112	10	87
Other				
Visiting patrons	20,186	161,692	19,535	151,934
Meeting room usage	160	760	240	1,346
Photocopier usage	2,200	16,310	2,422	17,131
Holds placed	1,333	9,828	1,046	8,115
Dial-a-Story	1,784	16,287	2,642	17,248
Internet usage	5,217	38,853	4,043	29,549

Other Points of Interest

Interlibrary: 1,820 items loaned out
1,037 items borrowed

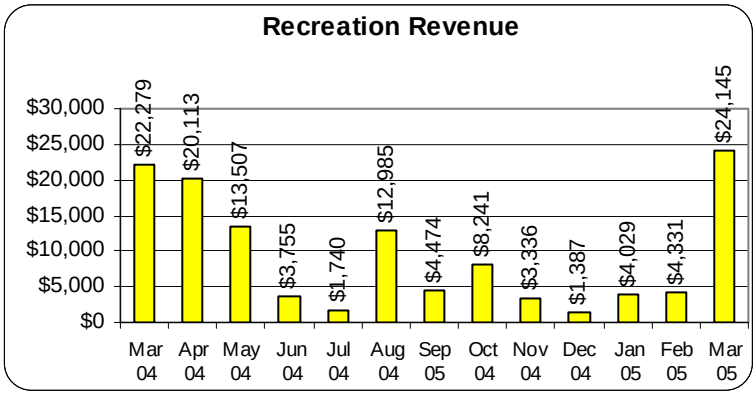
Technical services: Added 897 items
Deleted 296 items

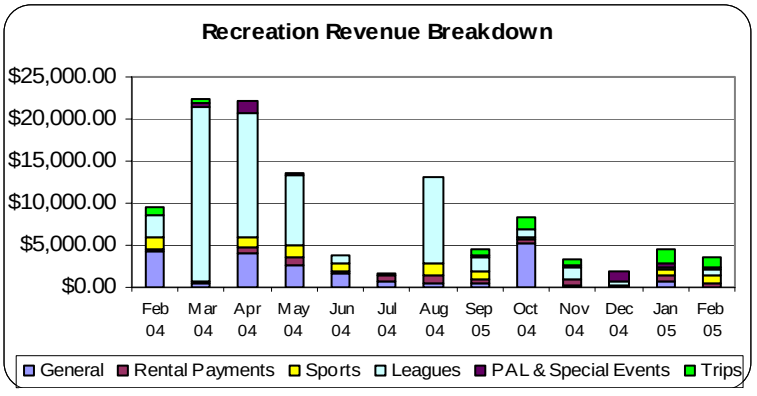
Volunteers completed 126 hours of service.

SOP / CIP Updates

- Goal #1 –- *Develop a funding plan for new library and identify site for its construction.* Selection committee toured potential sites within Dover.
- Goal #2 – *Continue staff training by providing two training sessions for staff.* Conducted staff training featuring a presentation by Tracie Hall, Director of American Library Association's Office of Diversity
- Goal #3 – *Develop a plan for ADA compliance, which can be included with the City ADA Implementation Plan.* Enforced policies related to bicycles parking in the of the handicap ramp area.
- Goal #4 – *Improve library Web page to assist patrons with questions.* Continued to add and update new information to the Web page.

Parks and Recreation





General - $752; Rental Payments - $626; Sports - $126; Leagues - $21,040; PAL & Special Events - $612; Trips - $990

Rentals	March 05	FYTD 05	March 04	FYTD 04
Baseball/Softball Field*	36	142	27	149
Dover Park Pavilions (2)	0	4	0	15
Multipurpose/Field Hockey Field*	1	39	0	36
Recreation Center	38	174	29	206
Silver Lake Pavilions (2)	1	16	1	16
Soccer Field*	5	25	4	26
Stage	1	26	1	21
These numbers reflect groups that rent the field for practice, season play, and our programs.				
Program Attendance**				
Arts & Crafts	3	29	15	63
Basketball Leagues (Parks)	149	163	151	176
Basketball Leagues (W/S & PAL)	36	36	N/A	169
Bus Trip - Philadelphia Flower Show	45	45	45	45
Bus Trip - New York City	40	130	N/A	173
Cub Scouts (Traveler)	26	118	30	14
Girl Scouts (Money Sense)	10	61	21	109
Instant Piano	7	13	N/A	15
Indoor Soccer	32	32	N/A	150 (Armory)
Learn-N-Play Sports (Soccer)	10	39	*Not offered in FY04*	
Street Hockey (W/S & PAL)	14	14		
**These numbers reflect programs that ended in March.*				

Delaware Prevention Network	Weed and Seed
Creating Lasting Family Connections continued to establish collaborations with local agencies and schools. Recruitment planning for the next session continued.	Midnight basketball continued to be a success in March. Monthly Steering Committee was held on March 15. John School was held on March 22 with four participants. Mt. Zion Resource Center was planned and implemented. Staff volunteered time for the Resource Center.

SOP / CIP Updates

- Goal #1 – *Complete CIP projects on time and within budget.* Projects are being reviewed to ensure we continue to remain on schedule and within budget.
- Goal #2 - *Begin implementation stages of indoor plan*. Presented indoor plan to Downtown Dover Rotary and scheduled additional presentations for April.
- Goal #3 – *Publish Annual Report for Parks and Recreation.* Content collection continued for the FY05 Annual Report.
- Goal #4 – *Develop plan for ADA compliance.* Staff discussed ADA accessibility within the building.
- Goal #5 – *Work with the Greater Dover Arts Council members and the I/T Department to begin implementation steps for an Arts Council Web site. Updated Mission Statement, goals and other information to GDAC section of the Web site.*



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
Village of Westover (Phases III, IV & V)	Four Seasons
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 19 subdivisions under construction and 39 individual sites.

- Utility crew:
  (1) West Dover Water Loop – Blow off of new system for bacteria test.
  (2) Sackarackin Avenue Water and Sewer Main Replacements – Bacteria and hydrostatic testing performed on new line.
  (3) Atlantic Farm Credit – Restoration completed.
  (4) Schutte Park Retention Pond – Repaired damage done by several vehicles. Top soiled and seeded.

- FY-05 Street Program – Concrete work continued on S. New Street. Farmview Drive west of Independence Boulevard, N. Kirkwood and Queen Street alleys milled and ready for paving. Concrete and paving completed on Phase II of Kent County Service Road. Road will be open to traffic on April 1, 2005.

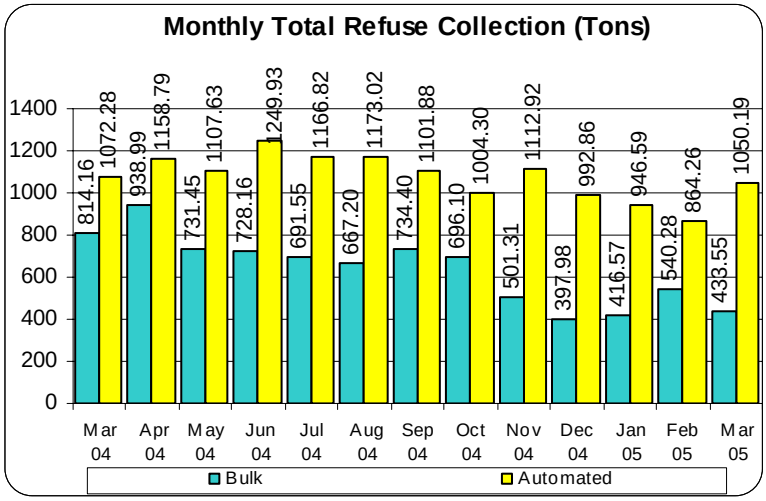
- Hidden Creek – Site contractor working on state entrance. Contractor has been directed to correct catch basin locations so that inlet grates align with the Type III curb and gutter. No progress has been made by contractor.

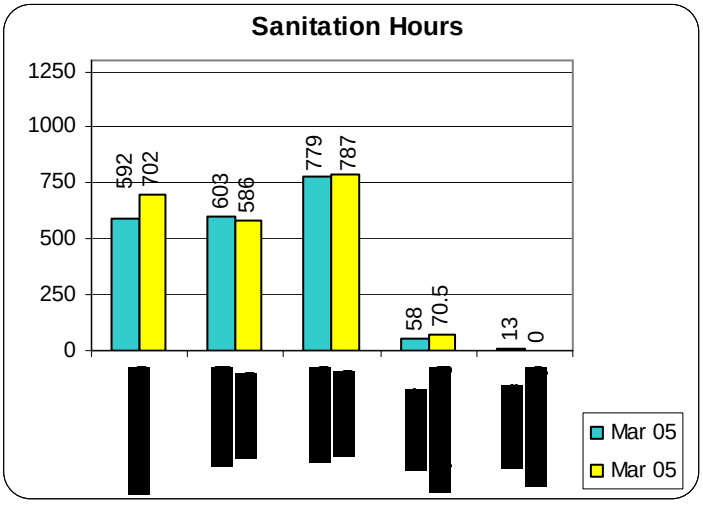
- Westover Phase IV – Site work continued with the installation of public sidewalks. No progress made on triple pipe crossing road failure.

- Emerald Pointe – Installation continued on the storm drainage in Phase I.

- Cannon Mill – Contractor made repairs to manhole N3-1 and relayed line to MH1. We are awaiting certification from engineer to issue approval to proceed.

Sanitation





	March 05	FYTD 05	March 04	FYTD 04
Tons Dry Waste Collected	186.33	2,355.11	438.21	2,076.13
Tipping Fee Savings Realized	$3,447.11	$43,748.26	$8,106.89	$37,668.81
Trips to DSWA Sandtown Landfill	312	2,845	393	2,873
Total Tonnage to DSWA	1,483.74	14,497.31	1,886.44	14,874.64
90-Gallon Containers Delivered	51	303	102	450
300-Gallon Containers Delivered	8	76	7	50

Streets

	March 05	FYTD 05	March 04	FYTD 04
Signs Installed	21	287	0	32
Signs Repaired	9	90	11	106
Street Signs Replaced	0	6	52	183
New Posts Installed	15	90	27	98
Storm Catch Basins Cleaned	288	749	0	352
Storm Catch Basin Cleaning (Hours)	240	606	16	498
Hot Mix Patching (Tons)	0	108.5	0	108
Cold Mix Patching (Hours)	56	243	68	275.5
Concrete Work (Hours)	0	1523.5	61	533.5
Street and Alley Maintenance (Hours)	168	2,555	175	1,230
Street Sweeping (Miles)	1,475	7,775	1,412	6,904
Street Sweeping (Cubic Yards)	186	1,219	216	1,259

Grounds

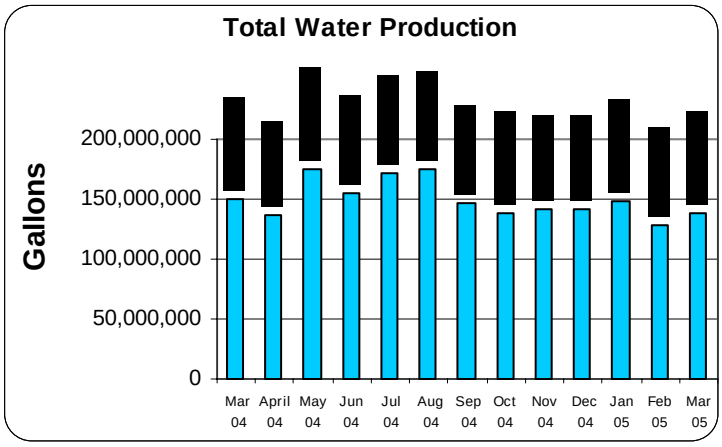
Arborist Crew		
	March 05	**March 04**
Trees Pruned	150	258
Trees Removed	137*	33
Stumps Removed	35	13
Trees Planted	6	0
*The majority of trees removed were dead trees in the parks, especially Dover Park and Whiteoak Park.		
David Morgan passed the exam to become a Certified Arborist through the International Society of Arborists.		

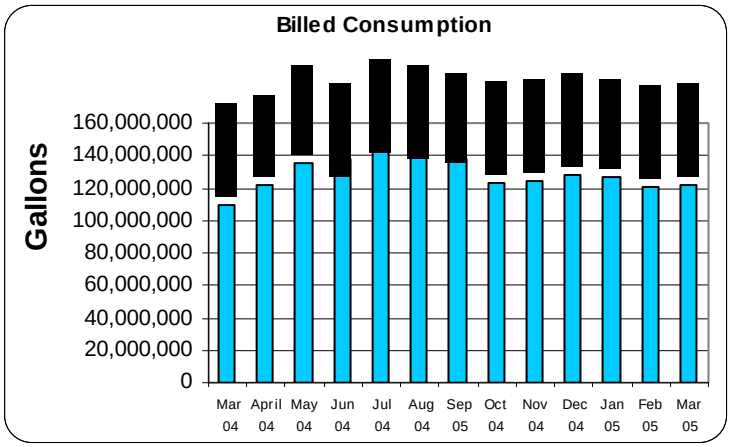
Beautification Crew
Continued work in the greenhouse including: sowing last of seeds, transplanting seedlings into four packs, transplanting plugs into 4" pots for hanging baskets and containers.
Continued raking, scratching and edging annual beds.
Weeded and edged mulched areas on The Plaza, Route 8 island, Dover Public Library, Weyandt Hall and around other City buildings.
Tiffany Gingerich and Nate Farrow attended the Philadelphia flower show for ideas and inspiration.

Landscape Repair/Special Projects Crew
Assisted beautification crew with transplanting plugs into 4" pots for hanging baskets.
Planted 85 trees. Most of the trees were planted in parks, but some were street trees.
Hauled 90 tons of topsoil to our shop for use in yard repair.

Grounds Maintenance/Mowing Crews
Removed snow and ice from 3 ½ miles of sidewalks early in the month.
Assisted in removal of over 100 dead park trees.
Edged and mulched areas of Dover Police Department and J.P. Court.
Continued edging of curbs and sidewalks around City buildings and City parks.

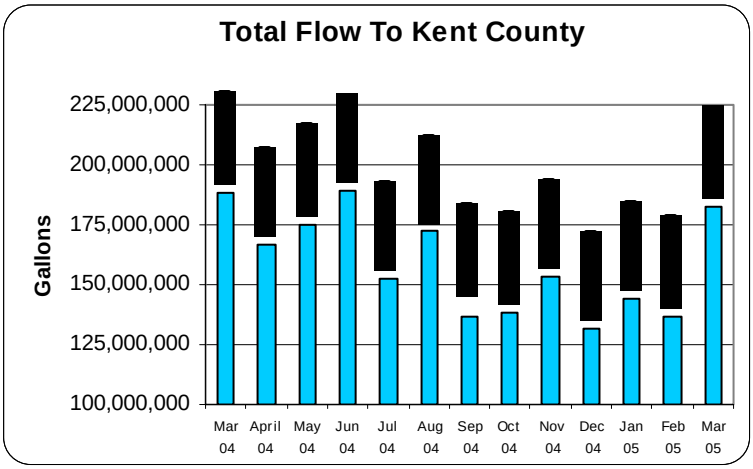
Water

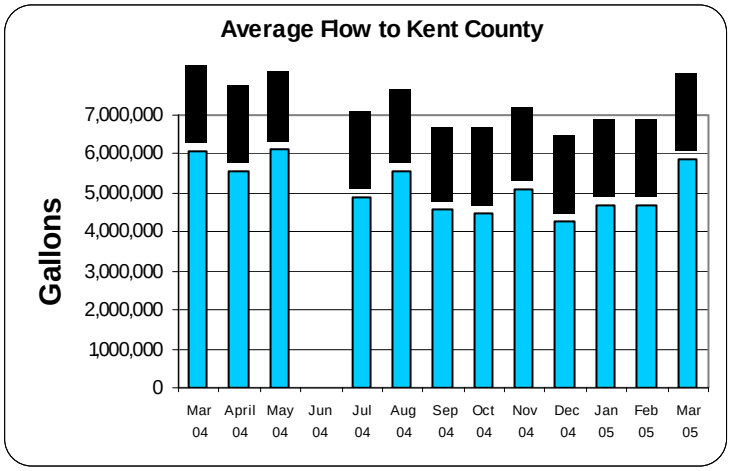




	March 05	March 04
Water Production – Daily Average	4,447,561	4,839,771
Fire Hydrants – Flushed	1,336	2
Fire Hydrants – Tested	5	0
Final Readings	139	136
Cutoffs	18	21
Turn-ons	27	15
New Inspections	44	22
Curb Boxes Located	122	77
Curb Boxes Adjusted	7	9
Water Service Lines Repaired	2	6
Water Meters Repaired	24	22
Radio Technology Installations	7	15
New Meters Added	40	29
Total Water Meters in City Distribution System	12,470	12,041

Wastewater





June '04 reading could not be determined due to faulty meter.

	March 05	March 04
L.F. Sewer Lines Flushed	8,015	41,623
Sewer Lines Inspected	10,115	43,123
Feet Sewer Mains Videotaped	105	0
Manholes Inspected	49	205
Manholes Cleaned	40	195

SOP / CIP Updates				
SOP Goal #3 – CIP projects and completion percentages are listed below.				
CIP Project	**Projected Expense For FY 2004/2005**	**Actual Expense To Date**	**% Spent**	**% Work Completed**
Streets & Grounds Division				
2003 Street Program	$1,261,006	$1,338,924	106%	100%
Generic Subdivision Signs	$70,000	$19,805	28%	28%
FY-2005 Concrete Program	$40,000	$23,060	58%	36%
Silver Lake Dam Improvements	$10,000	$0	0%	0%
FY-2005 Street Program	$1,461,000	$208,690	14%	20%
Richardson Park Fence Replacement	$15,000	$0	0%	0%
Dover Little League Parking Lot	$187,000	$177,540	95%	99%
North Street/State Street Traffic Signal Upgrade	$15,000	$0	0%	5%
Silver Lake Footbridge Replacement	$117,000	$0	0%	3%
Vehicle Replacements				
#412 – 2004 Flatbed Dump Truck (Construction)	$56,000	$0	0%	65%
#572 – 2005 Tractor w/ Loader/Backhoe (Grounds)	$31,700	$30,672	98%	100%
#690 - 2005 Sewer Jetter (Wastewater)	$32,000	$20,652	65%	100%
#682 – 2005 Backhoe/Loader (Water/Wastewater)	$65,000	$75,614	116%	100%
Pipe Laser (Construction)	$5,700	$4,064	71%	100%
Water Division				
Miscellaneous Distribution System Improvements	$65,000	$75,616	116%	85%
West Dover Water Loop	$44,060	$35,414	80%	100%
U.S. 13 North Water Main Crossing (Wilmington College)	$35,000	$0	0%	0%
Division Street Water Main Upgrade	$598,340	$12,033	2%	3%
Southeast Water Loop (Design)	$40,000	$0	0%	0%
Cast Iron Main Replacement/Relining	$50,000	$0	0%	0%
Water Supply				
Water System Master Plan Update	$108,688	$72,276	66%	85%
Elevated Storage Tank Painting/Maintenance Contract	$70,130	$32,813	47%	75%
Meter Reading Technology Upgrade	$50,000	$51,663	103%	100%
Well Head Redevelopment Program	$145,000	$99,903	69%	92%
Sanitary Sewer				
Puncheon Run Motor Control & Pump Replacement	$578,332	$88,862	15%	20%
Walker Road Pump Station Upgrade (Construction)	347,371	$330,030	95%	100%
Garrison Oak Pumping Station (Design)	$170,000	$124,696	73%	99%
U.S. 13 East Sanitary Sewer Interceptor	$1,171,998	$38,795	3%	5%
Inflow/Infiltration Removal	$75,000	$0	0%	0%

City of Dover

Office of the Mayor

MEMORANDUM

TO: Members of City Council

FROM: Stephen R. Speed, Mayor

DATE: April 21, 2005

RE: ***Monthly Report – March 2005***

It is an honor and pleasure to provide you with the efforts of the Mayor's office for March 2005. As always, I would be happy to answer any questions or provide any additional information.

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

Date **Event/Meeting/Activity**

1 Delaware Civic Center Corporation (DCCC) presentation to the Greater Dover Committee (GDC) – The DCCC presented the results of its feasibility and economic impact studies to the GDC at Dover Park. The membership present decided to make the information available to all members of the GDC for a future vote.

5 Agape Awards Banquet – The Interdenominational Ministerial Alliance hosted this banquet at the Modern Maturity Center to honor their church members for outstanding and dedicated service to the church and to the community, including the City of Dover Chaplain, Wallace Dixon. The event was attended by Councilman Ruane, Capital School Board Member Ray Paylor, Chief Horvath, and more than 500 members of the community.

10 Capital Cities Mayor's Conference – Mayor Ellen Moyer hosted this conference in Annapolis to discuss issues, challenges, and opportunities unique to Capital Cities. Mayors from Capital Cities across the United States attended the conference.

American Legion Military Support Rally – The American Legion held this rally on Legislative Mall to support the members of the Armed Forces stationed in Iraq and all of those serving in the Global War on Terrorism. Several hundred people attended the rally which was supported by Robbins Hose Company volunteers.

11 City of Dover Employee Appreciation Day – The City Manager, Human Resources Director, several members of Council and Department Heads visited City work sites, thanked all employees for their hard work and dedication. Each employee was given a personal and very popular City of Dover stadium blanket.

12 Military Retiree Appreciation Day – Dover Air Force Base (DAFB) hosted this event for retirees from across the Delmarva Peninsula. Col. Glen Joerger, several speakers and hundreds of retirees attended the event.

St. Patrick's Day Parade – Main Street hosted its annual St. Patrick's Day Parade down Loockerman St. The parade brought dozens of participating organizations and hundreds of observers to downtown Dover.

14 Youth in Government Day – The City of Dover Parks & Recreation Department hosted the annual event at City Hall and Dover Park. Students from Dover High School, Campus Community High School, and St. Thomas More Academy engaged in various activities to acquaint them with how local governments operate.

19 Affair of the Heart Reception and Ball – The American Heart Association held its annual fundraiser at the Sheraton. The Ball has become one of the major social events in Kent County. The event was extremely well attended by numerous community leaders.

21 Homeland Defense and Terrorism Preparedness Working Group (HDTPWG) General Government Committee – Hosted the committee meeting at City Hall in the Caucus Room to determine the General Government line item funding recommendation to the HDTPWG on behalf of the League of Local Governments. Members of the committee attended the meeting.

Mayors Meeting – Mayor Baker of Wilmington hosted a meeting in Wilmington to discuss issues of mutual concern. Mayor Baker and two members of his staff, Mayor Funk of Newark, and the League of Local Governments Executive Director George Wright attended the luncheon meeting.

Iwanuma Friendship Dinner – Campus Community High School hosted a dinner for the ten members of the Iwanuma Friendship City Exchange Student group (8 students, 2 adult advisors)7. This group visited Dover for approximately one week to promote cultural and educational understanding and positive relationships. Councilmen Carey, Ruane, and Hogan and the host families attended the dinner.

23 International Council of Delaware (ICD) – A monthly meeting held in Wilmington. The ICD is dedicated to international cooperation, in addition to cultural and educational exchanges. The ICD recently awarded a $2,500 grant to the City of Dover to assist with our Friendship City Agreement with Iwanuma City. Members of the ICD and affiliate groups attended the meeting.

Blue/Gold Attorney General Luncheon – State Attorney General Brady hosted this luncheon at the Schwartz Center on behalf of the Blue/Gold Basketball organization which raises money for disabled adults. The Attorney General, members of the Blue/Gold Basketball organization, and local players attended the luncheon.

24 First State Heritage Park Wayside Unveiling – Gov. Minner unveiled the wayside sign design which will be displayed at the historic locations along the First State Heritage Park in Dover. Gov. Minner, members of the Park Task Force, legislators, and other interested parties attended the unveiling at Legislative Hall.

Fifth Annual Congressional Medal of Honor Recognition Ceremony – The State of Delaware hosted this annual ceremony at the Air Mobility Command Museum to recognize the Delawareans who have been awarded the Congressional Medal of Honor. Gov. Minner, Lt. Gov. Carney, Secretary of Education Woodruff, Maj. Gen. Vavala, Col. Pray, USO Delaware representatives, families of the Medal of Honor honorees, and hundreds of other supporters attended the ceremony.

17th Annual Central Delaware Economic Development Awards Dinner – The Central Delaware Economic Development Council (CDEDC) hosted the dinner and awards ceremony at the Sheraton. The business award winner was Proctor & Gamble and the individual award winner was Dr. Stephanie Wright, president of the Delaware Aerospace Education Foundation.

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

City Council Meetings
Central Delaware Economic Development Council
Rotary
Central Delaware Chamber of Commerce
Utility Committee
Legislative, Finance, & Administration Committee
Parks, Recreation, & Community Enhancement Committee
Delaware Civic Center Corporation
Constituent Meetings
City/County Liaison Committee
Delaware League of Local Governments
National Lutheran Schools Week at St John's Lutheran School
USO Charity Auction Committee
Police Budget and Personnel Meetings
Greater Dover Committee
Towne Point/White Oak Neighborhood Association Meeting with DelDOT
Bonus Committee
Delaware Agricultural Museum Long Range Plan Interview
Homeland Defense and Terrorism Preparedness Working Group
Police Department Service Awards
Employee Service Awards
West Dover Connector Working Group
New Street Civic Association
Kent County Tourism Night at the Races

MONTHLY REPORT

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

Department of Planning and Inspections
MARCH 2005

PERSONNEL: Dave Truax, Sam Gonzalez, and Wayne Hutchison received a 24 hour training course in Hazardous Material Technician. The training was sponsored by the Little Creek Fire Department and was of no cost to the City. This training will allow us to conduct fire investigations in a hazardous environment. The training will also allow the Fire Marshal's to become certified in decontamination procedures which will be a help should the Fire Department have a incident where decon is needed.

Kent General Bayhealth contacted the Fire Marshal's Office and asked for fire safety training dealing with fires in the Operating Room. Dave Truax and Wayne Hutchison worked with KGH to develop a training procedure. Once that was complete real drills were conducted in the Operating Room on how to deal with a fire. This training was well received by KGH and looks like it will become part of their yearly training. About 50 people received the training.

On March 29th and 30th the Department of Inspections conducted a tabletop drill at the Delaware State Fire School. The model city of Chestnut Grove was used as part of the drill. The drill simulated a snow fall of two feet followed by rain. As a result of the snow and rain, buildings were collapsing throughout the City. The purpose of the drill was to train the Department Inspectors on how to do damage assessments the drill showed that there are areas we need to improve upon and the Department will be looking into how we can do that. We hope to do more drills so we are fully prepared to perform our task in time of a major emergency.

During the month of March the Fire Marshal's Office started spot inspections in large night clubs checking for over crowding. Of the nightclubs checked, none were over capacity.

On March 22, 2005 Maretta Mason attended a career track seminar “Mistake Free Grammar and Proof Reading”. The course topics included essential rules of grammar, up-to-date punctuation and capitalization rules, techniques for proper word usage, and proofreader’s marks and the best methods of proofreading.

COMPREHENSIVE PLAN AMENDMENTS

Planning Staff is to review a series of Comprehensive Plan Amendments with the State PLUS working group on April 6, 2005. The three Plan Amendments will focus on Chapter 11: Land Development Plan, Chapter 12: Annexation Plan and Chapter 14: Implementation Plan. Planning staff have also schedule a public workshop on April 5, 2005 in the afternoon and evening to provide an opportunity for public comment. The staff offered opportunities for involved residents to visit with us during the last week of March. We met with the owners of five properties and had several others that called in during that time. After the April activities, the Planning Commission will consider these items at a special meeting on May 2, 2005 at 7:00 PM.

COMPREHENSIVE REZONING PROJECT 2005

As a required implementation step of the Comprehensive Plan Update 2003, Planning Staff has reviewed the City of Dover Zoning Map for compliance with the Land Development Plan Map of the Comprehensive Plan. The proposed changes have been identified and the owners of the involved properties have received correspondence with an offer for staff to meet with them at their convenience. During April, the staff will hold the workshop identified in the previous item and develop a final proposal to bring to the Planning Commission at their May 2, 2005 Special Meeting. The Special meeting will include the opportunity for public comment.

TRADITIONAL NEIGHBORHOOD DESIGN ORDINANCE:

Staff continues to participate in technical discussions on a potential submission for the Eden Hill Farm under the Traditional Neighborhood Design zoning provisions. We have not; however, received an application for TND

rezoning to date. We still anticipate such a request within the next few months.

DEMOLITIONS

There are six properties identified as dangerous buildings at this time. One property is up for Sheriff's sale. Work at 35 Teal Court has been done and a Certificate of Occupancy has been issued. The property has been removed from the demolition list. One is being sold with the potential for the owner to rehab. Bids for demolition of the property located at 20 S. Governors Avenue are due by the end of March. The property will then be demolished. 43 S. Kirkwood Street has been bought and the owner has obtained a permit for renovations. Upon completion a Certificate of Occupancy will be issued and the building removed from the dangerous building list. This leaves five properties on the dangerous building list. 299 College Road, 45 S. New Street (House of Pride), 35 N. New Street (House of Pride), 20 S. Governors Avenue, and 29 S. Governors Avenue.

COMMUNITY DEVELOPMENT

Community Policing: 1 Officer on foot patrol; Total hours of coverage 21; Citizen Contacts 212; Total number of arrests 1.

NCALL: Down Payment and Settlement Assistance: Clients who plan to use the Dover First Start Program breakout as follows: two families applied for a mortgage loan, one family has been approved for a mortgage loan and pending closing, three families are shopping for a home, two families are actively shopping and six other families are still in counseling preparing to become mortgage eligible. A total of nineteen families have closed using the Dover First Start Program.

Micro Enterprise Program: During the month of March intakes were conducted for two (2) new clients to set up a business in the Downtown area. (1) reported minority and (1) low to moderate income status. In addition, three (3) referrals were made to the Innovative Bank for technical assistance. For the month of March, the breakdown of statistics for clients served is: 2 new clients, 1 low moderate income, 1 African American, 3 referrals, 3 walk-ins, 0 jobs gained and 0 business loss.

Housing Rehabilitation Program: Eight (8) owner occupied homes in the City are underway to be rehabilitated with CDBG funds, two have been completed.

MEETING REPORTS

Board of Adjustment:

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

1. **Application V-05-03: 401 Kesselring Avenue: Capital Baptist Church: -** Moved to approve with stipulations
2. **Application # V-05-04: 353 North Governors Avenue: Oriaku Nwosu** – Moved to deny.
3. **Application # V-05-05: 9 Pennsylvania Avenue: Eric Hogate:** Moved to table to next months meeting.
4. **Application # V-05-06: Intersection of Bacon Avenue and Buckson Drive: Dover Village Apartments, LLC:** Moved to approve.

Dover Parking Authority: At its meeting of March 3, 2005 reports were given on the budget, permit sales, Police Department activities, and update on the North Street Parking Lot. Guest speakers at the March meeting included Arden Bardol; Becker Morgan Group regarding the DelDOT Parking Study and Mrs. Lisa E. Ratliff; Greater Dover Committee regarding the Downtown Market Analysis the next Parking Authority meeting is scheduled for April 7, 2005.

Historic District Commission:

The Historic District Commission did not meet during the month of March. The next scheduled meeting of the Historic District Commission is scheduled for April 21, 2005.

Planning Commission

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

1. **SB-02-02P Patriot Village Subdivision – Preliminary Plan:** Moved for approval with conditions.
2. **Z-05-01 Lands of Robert Duncan at 585 Forest Street, 111 South West Street and 122 South Kirkwood Street - Rezoning from C-3/C-2 and H to C-1A and H:** Moved for forward recommendation to City Council for denial.

INSPECTIONS ACTIVITY

Permits and Licenses

Rental Dwelling, Public Occupancy & Lodging House Permits: Year to Date	$1,298
Number of New Occupancies – March 2005	105
Permit Fees Collected for Rental, Public Occupancy & Lodging Permits, March 2005	$ 7,420
Number of Business Licenses & Mobile Homes Issued – March 2005	71
Total Number of Business Licenses & Mobile Homes for Year 7/1/04 to 6/30/05	3,670
Total Fee Collected for Business Licenses & Mobile Homes for March 2005	$ 4,174.30
Total all Construction Permits* and Certificate of Occupancies Issued for March 2005	309
Value of Construction & Fire Prevention projects permitted in March 2005	$3,495,513.00
Fees Collected for Construction Permits and CO's for March 2005	$45,463.00

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

Property Inspections: March 2005: Fire Marshal – Inspections – Property Maintenance

Office of the Fire Marshal	
Fire and Safety Inspections	49
Fire Code Inspections	38
Sprinkler and Fire Alarm	1
Certificate of Occupancy	1
Alarm Activation Follow-ups	3
Fire Investigations	19
Total Inspections	**111**
Non-Inspection Hours	
Office	86
Training	41
Plan Review	18

Building and Property Maintenance Inspections	
Building	221
Plumbing/Mechanical	268
Certificate of Occupancy	25
Total New Construction	**514**
Complaints	140
Observed by Inspectors	133
Fire/Life Safety	85
Total Inspections	**872**
Non-Inspection Hours Office	362
Training	37
Plan Review	137

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

James J. Galvin, Jr. AICP
Director of Planning and Inspections

ROBBINS HOSE COMPANY NO. 1

DOVER'S VOL. FIRE DEPT.
Since 1882

April 16, 2005

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

Dear Mayor & Council:

During the month of March we responded to 73 incidents with an average total response time of 5.7 minutes citywide.

This is an exciting time for the Robbins Hose Company and the City of Dover as we begin the demolition and renovation of Fire Headquarters on Governors Avenue May 2, 2005. The new station is slated to be complete in January of 2006. This renovation will provide our firefighters with the adequate facilities, which they need in order to have a safe work environment, living quarters and office space.

Without the foresight of City Council to provide certain operating expenses and fire apparatus the Robbins Hose Company could not move ahead with this project, the future funding of fire department initiatives are critical to our success as your volunteer department.

On April 30 we will take part in one of the largest Emergency Service readiness drill's which has ever been held in the State of Delaware, this drill held on the property of Dover Downs will show our strengths and weaknesses in dealing with a large overwhelming emergency. The drill will be held from approximately 8am-1pm. I urge our public officials to take the opportunity to observe this drill and how we would handle a large incident in our city.

Yours in Service,

B. F. Bashista

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

Incident Reponse Performance Analysis

Fire Department: 30046
Companies: All
Date Range: From 03/01/2005 to 03/30/2005
Box/Zone/ Code: All
District: All
Situation Found: All
Exclude Mutual Aids: No
Exclude Exposures: No

Response Time

Response Time (Minutes)	Number of Incidents	Totals	Additional
0 - 1		29	Longest Time: 6.0
2 - 3		19	Incident#: 000187
4 - 5		21	Average Time: 2.3
6 - 7		1	
8 - 9		0	
> 10		0	

Apparatus Travel Time

Travel Time (Minutes)	Number of Incidents	Totals	Additional
0 - 4		54	Longest Time: 9.0
5 - 9		16	Incident#: 000167
10 - 14		0	Average Time: 3.4
15 - 19		0	
20 - 24		0	
> 25		0	

Incident Length

Incident Length (Minutes)	Number of Incidents	Totals	Additional
0 - 29		64	Longest Time: 51.0
30 - 59		6	Incident#: 000191
60 - 89		0	Average Time: 15.7
90 - 119		0	
120 - 149		0	
> 150		0	

Memorandum

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

To: **Mayor and City Council**

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

Date: **April 21, 2005**

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

In accordance with Section 7-18 of the City Code, I performed the inspection of the Robbins Hose Company on Thursday, April 7. Because the Fire Chief now submits a monthly report which includes the same items normally placed in my report (volunteer response rate, training, number of fire calls, etc.), my plan is to only inform you that an inspection has been made and to apprise you of any recommendations I may have.

In the case of this month's inspection, I toured Headquarters and Station #2—both the interior and exterior--and observed all trucks at the stations. Both facilities and vehicles appeared to be in good condition, well maintained and well organized. No recommendations are being made at this time.

Please contact me if you have any questions or concerns.

/clc

c:Tony/City Manager/Robbins Hose Inspection – April 2005



McGINNIS COMMERCIAL REAL ESTATE COMPANY
555 East Loockerman Street Dover, Delaware 19901
(302) 736-2710 (Office) (302) 736-2715 (Fax)
http://www.mcginnisrealty.com

James D. McGinnis
945 Silver Lake Boulevard
Dover, DE 19904
302-734-5661

McGinnis Commercial Real Estate Company
Owner/Broker of Record
555 East Loockerman Street, Dover, DE
302-736-1538
E-Mail jdm@mcginnisrealty.com

Experience:

Licensed Realtor in Delaware since 1964
CCIM Designee since 1987

State Representative 1962 - 1964, 1973-1976
State Senator 1964 - 1966
Lt. Governor 1977 - 1981

Presently on the Delaware Real Estate Commission and Delaware State Housing Authority Board

Former owner McGinnis Markets 1958 - 1976

Personal:

Married: Mary Jane McGinnis 1951
Resident of Dover since 1954
Children: Philip, James E. and Donna