ATTACHMENT #1

Plan of Services Submission Form
For Municipal Annexation

Please Submit a Plan of Services to the Office of State Planning Coordination pursuant to §101 of Title 22, Delaware Code for review and acceptance prior final legislative action on municipal annexation. The plan services shall be conducted in accordance to standards or criteria set by the Cabinet Committee on State Planning Issues.

Delaware Code Citation
Plan of Services

Title 22 § 101 Annexation by city or town:
(b) A city or town shall prepare a plan of services indicating those services it expects to provide to the newly annexed area, how such services will be provided, and the fiscal and operating capabilities of the municipality to provide such services. Should any services be provided by another jurisdiction or a public utility regulated by the Delaware Public Service Commission, the written comments of such provider on the provider's ability to provide the necessary services for the proposed annexation shall be obtained and included in the plan of services. The study shall be conducted in accordance with standards or criteria established by the Cabinet Committee on State Planning Issues as administered by the Office of State Planning Coordination.

1. Basic Data
   1.1. Municipality Name: **City of Dover**
   1.2. Municipal Office Address: **P.O. Box 475, Dover, Delaware, 19903 or 15 East Loockerman Street, Dover, Delaware, 19901**
   1.3. Municipal Office Phone Number: **Public Works: (302) 736-7025, Planning: (302) 736-7010**
   1.4. Name of Municipal Contact: **Public Works: Scott D. Koenig, P.E., Director Planning: Dawn Melson, AICP, Acting Director**
   1.5. Property Name/Description: **Lands of Alvin L. Brittingham, 5096 Hazlettville Road, Dover, Delaware, 19904, approximately 104.58 acres +/-**
   1.6. Tax Parcel Identification Number: **ED-00-076.00-01-13.00-000**
   1.7. Land Use Planning Act Review Identification Number:
   1.8. Locator Map (attach map): **See Attachment A**
   1.9. Zoning and Subdivision Plans (attach map): **See Attachments B & C**

2. Planning Information

2.1. Developed Prior to annexation? ____ Yes __X__ No (If yes, describe). **There is currently one residence (a farmhouse) located on property.**

2.2. Is property within the Municipal Annexation Plan __X__ Yes ____ No

2.3. What is the land use designation on the Municipal Annexation Plan?

__X__ Residential ____ Commercial ____ Industrial ____ Institutional or Community

____ Open Space ____ Other (Please describe _____)

2.4. Public Water? __X__ Yes ____ Planned within 10 years ____ No

Public water is available to the site. Existing 12" water mains are located on Wyoming Mill Road and Hazlettville Road. The Developer will be responsible for extending service to the property.

2.5. Public Sewer? __X__ Yes ____ Planned within 10 years ____ No

Public sewer is available to the site. Existing facilities are located adjacent to the Westover Subdivision and include a pumping station that will need to be upgraded and downstream facility will require anaylization. Developer will be responsible for extending service to the property and any upgrades to the City's infrastructure to accommodate estimated flows. The City of Dover is considering a regional sanitary sewer interceptor extension which may include this property in the future. All infrastructure will be designed to handle this flow.

3. Public Service Information (Please include name and address if different from municipality)

3.1. Provider of Water: **City of Dover**

3.2. Date of Most Recent Update of Water Facilities Plan: **Last approved plan was completed in 1986. The Department of Public Works is currently negotiating an agreement with a consulting engineer to update the Water System Master Plan (2004-2024).**

3.3. Current DNREC Water Allocation: **10 Million Gallons Per Day**

3.4. Water Needed for Development of Annexed Property: **Estimated 67,200 Gallons Per Day @ completion of subdivision construction.**

3.5. Provider of Sewer: **City of Dover**

3.6. Date of Most Recent Update of Sewer Facilities Plan: **1999, All pump station and interceptors were analyzed. In addition, the gravity sewer system was mapped.**

3.7. Sewer System Rated Capacity: **There is no official rated capacity of the City's system. We have a contract with Kent County for disposal & treatment of sewage and are only limited by the available capacity at the treatment plant. The City estimates this capacity at 2 million gallons per day (average).**

3.8. Permitted Capacity: **No permits have been issued by Kent County regarding permitted capacity. Development system wide is only limited by permitted capacity at the Kent County Wastewater Treatment Facility in Frederica, Delaware.**

3.9. Planned Sewer Expansion: **Developer will be required to extend sanitary sewer service to the property at the developer's expense. Estimated flows at completion of the subdivision are 67,200 gallons per day.**

3.10. Please include copies of text of most recent Comprehensive Plan, Water Facilities Plan, and Sewer Facilities Plan that concerns the property to be annexed.

3.11. Provider of Electricity: **City of Dover once property is annexed into the municipal boundary.**

3.11. Date of Most Recent Update of Electrical Facilities Plan: **1999-2000.**

3.12. Describe needed electrical upgrades needed, if any. **The City of Dover is planning the construction of the Kesselring Feeder in 2004 – 2006 to increase reliability of the system in this quadrant of the City. All upgrades to extend distribution service to the property will be responsibility of the developer.**

3.13. If any services are to be provided by another jurisdiction or a public utility regulated by the Delaware Public Service Commission please include written comments of this provider that describe the their ability to provide the necessary services for the proposed annexation.

4. Fiscal Analysis

4.1. Please describe the budget methods used by the town. (Please limit the description to one paragraph or less)

4.2. For municipalities that provide services, does the municipality use separate enterprise funds for public services? _X_ Yes ____ No **The Water, Sewer & Electric Utilities are all enterprise funds.**

4.3. Municipal tax rate: **$0.411 per hundred dollars of assessed value**

4.4. Municipal tax valuation: **Properties are assessed at 100% of market value. The estimated market value of average home to be constructed on the Lands of Alvin L. Brittingham is $200,000.**

4.5. Please include a copy of the combined balance sheet of the most recent comprehensive annual financial report. **2002 Comprehensive Annual Financial Report – Combined Balance Sheet – Attachment D**

Other Provisions of the Delaware Code Applicable to Annexations

All municipal annexations are subject to the Land Use Planning Act process pursuant to Title 29 Chapter 92.

Code Citation
Title 29 § 9211. Local land use planning actions subject to process.

Local land use planning actions subject to this subchapter are ones of more than local concern and include but are not limited to:

(5) Extension of a municipal boundary through annexation pursuant to §§ 101 and 101A of Title 22.

Additional provisions of Title 22 Chapter 1 require the consistency between the proposed annexation and the most recent adopted comprehensive plan. The comprehensive plan must meet the requirements of Title 22, Chapter 7.

Code Citation
Title 22 § 101 Annexation by city or town:

Any city or town proposing to extend its boundaries, irrespective of any municipal charter provisions, whether such extension is proposed by action of the General Assembly or pursuant to the provisions of a home rule charter, except any proposed annexation that has been submitted to the Office of State Planning Coordination prior to the effective date of this Act for review, shall conform to the following provisions:

(a) All annexations must be consistent with the most recently adopted municipal comprehensive plan meeting the requirements of Title 22, Chapter 7, Delaware Code. The area(s) being considered must be depicted as area(s) for future annexation on the adopted plan. If a municipality does not have an adopted comprehensive plan, or if its adopted comprehensive plan does not depict areas for future annexation, it shall prepare and adopt a plan or plan amendment within 12 months of the effective date of this Act. The municipality shall not approve any annexations until such plan or plan amendment is adopted, notwithstanding any other charter provisions; except that during the 12-month period a municipality may consider an annexation of already developed parcels where the proposed use(s) will not change from that currently authorized in the adjacent jurisdiction and where the primary purpose of the annexation is to address existing public health or safety issues such as, but not limited to, failing on-site wastewater disposal systems or contaminated or inadequate drinking water. In such cases the provisions of §101(b) through (f) of this section shall not apply.

(c) At the time of annexation the jurisdiction shall by ordinance rezone the area being annexed to a zoning classification consistent with the adopted comprehensive plan or development strategy.

(d) A municipality proposing annexation must fully comply with the provisions of Chapter 92, Title 29, Delaware Code as to State notice, and must demonstrate that it has notified all other affected jurisdictions, conducted a public hearing, and provided a comment period of at least 30 days before formal annexation. The city or town proposing annexation shall file with the State Office of Planning Coordination any written comments received concerning such proposed annexation together with any response(s) thereto.
(e) The Advisory Council on Planning Coordination shall establish a mechanism for resolving disputes between jurisdictions regarding annexations. The mechanism developed by the Council shall address: determination of how the costs for the dispute resolution process are born among the parties; timeline for the dispute resolution process; and extent to which the dispute resolution process will be enforceable.

Title 22 § 702. Comprehensive development plan.

(a) A planning commission established by any incorporated municipality under this chapter shall prepare a comprehensive plan for the city or town or portions thereof as the commission deems appropriate. It is the purpose of this section to encourage the most appropriate uses of the physical and fiscal resources of the municipality and the coordination of municipal growth, development and infrastructure investment actions with those of other municipalities, counties and the State through a process of municipal comprehensive planning.

(b) Comprehensive plan means a document in text and maps, containing at a minimum, a municipal development strategy setting forth the jurisdiction's position on population and housing growth within the jurisdiction, expansion of its boundaries, development of adjacent areas, redevelopment potential, community character, and the general uses of land within the community, and critical community development and infrastructure issues. The comprehensive planning process shall demonstrate coordination with other municipalities, the county and the State during plan preparation. The comprehensive plan for municipalities of greater than 2,000 population shall also contain, as appropriate to the size and character of the jurisdiction, a description of the physical, demographic and economic conditions of the jurisdiction; as well as policies, statements, goals and planning components for public and private uses of land, transportation, economic development, affordable housing, community facilities, open spaces and recreation, protection of sensitive areas, community design, adequate water and wastewater systems, protection of historic and cultural resources, annexation and such other elements which in accordance with present and future needs, in the judgment of the municipality, best promotes the health, safety, prosperity and general public welfare of the jurisdiction's residents.

(c) The comprehensive plan shall be the basis for the development of zoning regulations as permitted pursuant to Chapter 3 of this title.

(d) After a comprehensive plan or portion thereof has been adopted by the municipality in accordance to this chapter, the comprehensive plan shall have the force of law and no development shall be permitted except as consistent with the plan.

(e) At least every 5 years a municipality shall review its adopted comprehensive plan to determine if its provisions are still relevant given changing conditions in the municipality or in the surrounding areas. The adopted comprehensive plan shall be revised, updated and amended as necessary, and re-adopted at least every 10 years.

(f) Municipalities shall file their adopted comprehensive plan with the Office of State Planning Coordination within 90 days of the effective date of this section, and within 90 days after any re-adoption or revision, update or amendment thereto. Municipalities shall further provide to the Office of State Planning Coordination by December 31 of each year a report describing implementation of their comprehensive plan and identifying development issues, trends or conditions since the plan was last adopted or amended.

City of Dover

PUBLIC WORKS

OCT 14 2003

October 8, 2003

Mr. Hanz Medlarz, Director
Kent County Department of Public Works
Kent County Administration Building
414 Federal Street Room 313
Dover, DE 19901

RE: Request for Letter on Utility Services
Lands of Alvin L. Brittingham: 5096 Hazlettville Road, Dover

Dear Mr. Medlarz:

This letter is to request written comments from the Kent County Department of Public Works regarding utility services, specifically sewer services, to the following property:

Lands of Alvin L. Brittingham
5096 Hazlettville Road
ED-00-076.00-01-13.00-000
Approximately 104.58 acres +/-

The City of Dover is reviewing an application for annexation of this property into the City. Pursuant to §101 of Title 22, Delaware Code, the City of Dover is required to prepare a Plan of Services for properties to be annexed and submit this Plan for review by the Office of State Planning Coordination. In the Plan of Services, we must indicate "those services it [the City] expects to provide to the newly annexed area, how the services will be provided, and the fiscal and operating capabilities of the municipality to provide such services." For services provided by other jurisdictions, written comments from that provider must be included in the Plan of Services document. These comments should include the ability to provide the service.

Please forward your written comments to my attention by October 17, 2003. Thank you. If you have any questions or concerns, please contact me at 736-7010.

Sincerely,

Dawn E. Melson, AICP
Acting City Planner/Director of Planning & Inspections

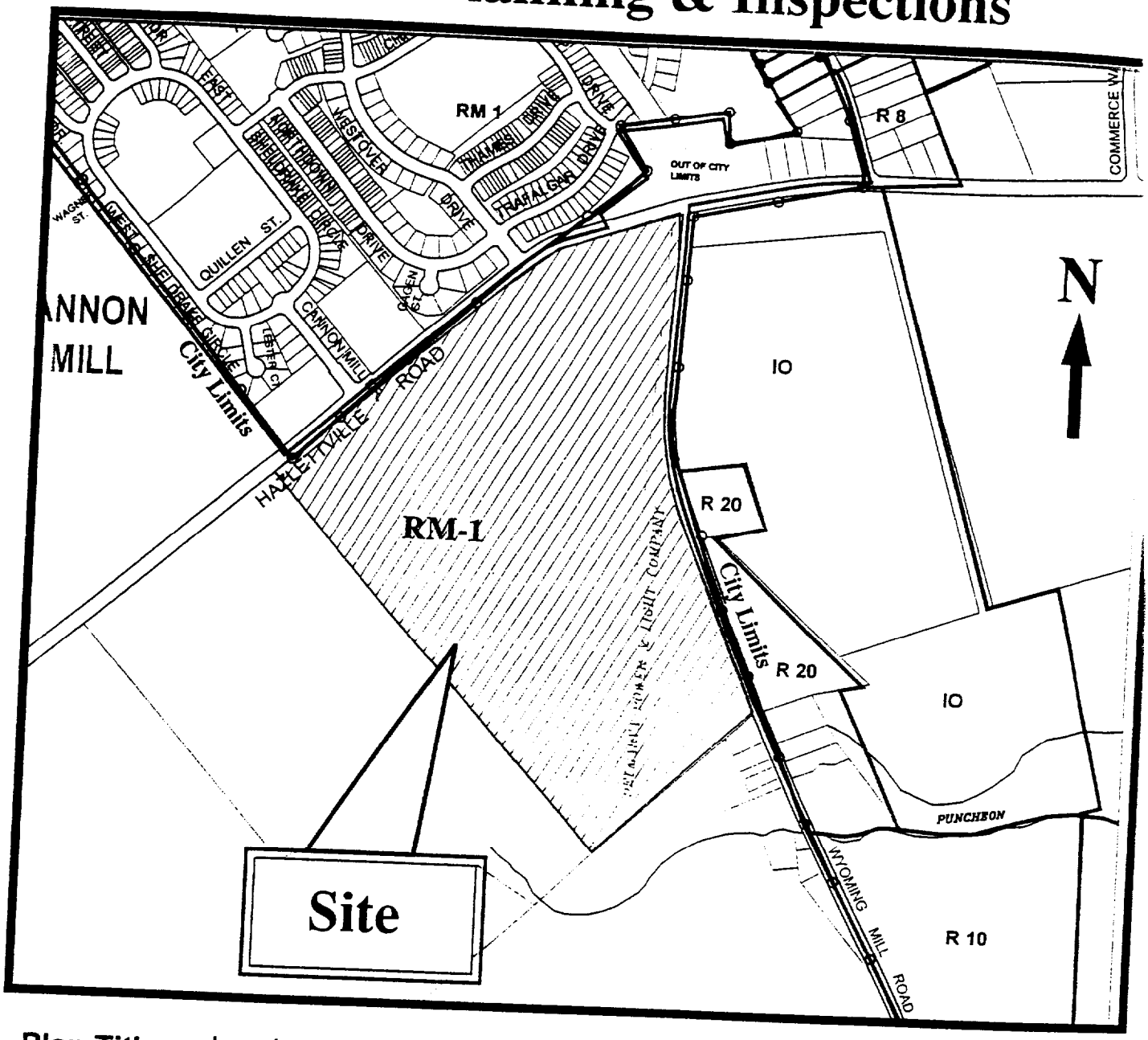
Cc: Scott Koenig, Director of Public Works, City of Dover ✓
File AX-03-01

Enclosure: AX-03-01 Application exhibit

City of Dover

Application No. AX-03-01

Department of Planning & Inspections



Plan Title: Lands of Alvin L. Brittingham

Plan Type: Annexation/Rezoning

Tax Parcel No. ED-00-076.00-01-13.00

Site Area: 107.8 Acres

Owner: Mr. Alvin L. Brittingham

Zoning: RM-1

Date: 9-15-03

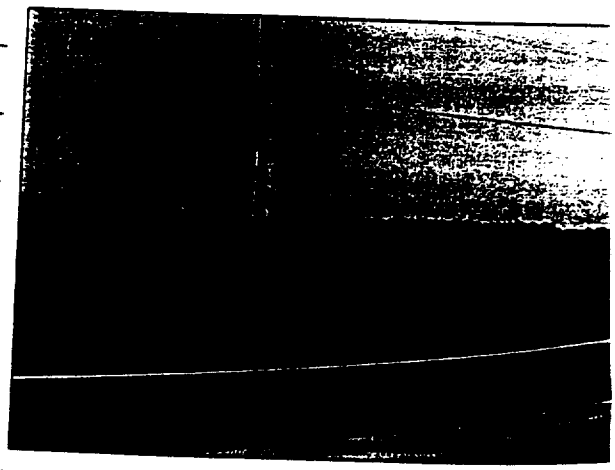


EXHIBIT 1

CITY OF DOVER

COMBINED BALANCE SHEET - ALL FUND TYPES AND ACCOUNT GROUPS

JUNE 30, 2002

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES		FIDUCIARY FUND TYPES	ACCOUNT GROUPS		TOTALS (MEMORANDUM ONLY)	
	GENERAL	CAPITAL PROJECTS	SPECIAL REVENUE	ENTERPRISE	INTERNAL SERVICE	TRUST AND AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	2002	2001
ASSETS:										
Cash	$ 1,898,630	$ 14,426	$ 995,539	$ 4,994,844	$961,215	$ 1,418,440	$ -	$ -	$ 10,283,194	$ 4,517,472
Investments (Note 5)	945,684	-	-	3,701,036	190,000	27,154,043	-	-	31,990,763	36,831,638
Receivables (net, where applicable, of allowances for uncollectibles):										
Accounts	184,993	-	8,045	5,720,659	16,554	290,525	-	-	6,220,776	5,289,194
Taxes, inc. penalties (Note 10)	158,121	-	-	-	-	-	-	-	158,121	128,853
Due from other funds - charges (Note 23)	111,947	-	9,886	1,613	741,791	42,338	-	-	907,575	1,130,545
Due from other funds - temporary advances (Note 13)	245,000	-	-	564,104	-	-	-	-	809,104	2,686,496
Due from other governments/agencies	-	-	116,890	-	-	-	-	-	116,890	253,179
Prepaid expenses	-	-	-	-	2,158	-	-	-	2,158	-
Inventory (Note 2)	233,934	-	-	2,410,976	-	-	-	-	2,644,910	2,627,943
Restricted assets:										
Cash	23,066	-	-	1,071,954	-	-	-		1,095,020	200,161
Investments (Note 5)	1,167,013	-	-	41,398,915	-	-	-	-	42,565,928	42,087,708
Fixed assets (net of accumulated depreciation) (Note 6)	-	-	-	97,872,883	-	-	40,969,943	-	138,842,826	139,883,953
Stocks (Note 12)	16,594	-	-	6,564	-	-	-	-	23,158	23,158
Amount to be provided for General Long Term Debt	-	-	-	-	-	-	-	5,912,824	5,912,824	5,769,635
TOTAL ASSETS	$ 4,984,982	$ 14,426	$ 1,130,460	$ 157,743,548	$1,911,718	$ 28,905,346	$ 40,969,943	$ 5,912,824	$ 241,573,247	$ 241,429,935
LIABILITIES AND OTHER CREDITS:										
Claims payable	$ -	$ -	$ -	$ -	$190,156	$ -	$ -	$ -	$ 190,156	$ 311,858
Vouchers payable	363,367	-	133,653	7,130,741	235,701	6,632	-	-	7,890,094	5,187,517
Deferred revenue	650,701	-	408,978	97,352	-	-	-	-	1,157,031	1,222,500
Accrued interest payable	-	-	-	1,021,304	-	-	-	-	1,021,304	1,085,176
Due to other funds - charges (Note 23)	266,716	-	87,827	538,642	3,373	11,017	-	-	907,575	1,130,545
Due to other funds - temporary advances (Note 13)	-	-	-	-	809,104	-	-	-	809,104	2,686,496
Due to other governments/agencies	-	-	-	-	-	578,439	-	-	578,439	849,471
Customer deposits	2,250	-	-	890,046	-	-	-	-	892,296	733,293
Liability for canceled checks	57,200	-	-	-	-	-	-	-	57,200	37,041
General Obligation bonds payable (Note 7)	-	-	-	150,000	-	-	-	4,565,000	4,715,000	5,310,000
Revenue bonds payable - (net discount) (Note 7)		-	-	34,483,376	-	-	-	-	34,483,376	36,526,532
Liability for compensated absences (Note 3, 7)	-	-	-	632,161	-	-	-	705,024	1,337,185	1,273,733
Vehicle & equipment leases	-	-	-	399,613	-	-	-	642,800	1,042,413	90,143
TOTAL LIABILITIES	$ 1,340,234	$ -	$ 650,458	$ 45,343,235	$ 1,238,334	$ 596,088	$ -	$ 5,912,824	$ 55,081,173	$ 56,444,306

(Continued)

EXHIBIT 1
(Continued)

	GOVERNMENTAL FUND TYPES			PROPRIETARY FUND TYPES		FIDUCIARY FUND TYPES	ACCOUNT GROUPS		TOTALS (MEMORANDUM ONLY)	
	GENERAL	CAPITAL PROJECTS	SPECIAL REVENUE	ENTERPRISE	INTERNAL SERVICE	TRUST AND AGENCY	GENERAL FIXED ASSETS	GENERAL LONG-TERM DEBT	2002	2001
FUND EQUITY AND OTHER CREDITS:										
Investments in general fixed assets (Note 6)	$ -	$ -	$ -	$ -	$ -	$ -	$ 40,969,943	$ -	$ 40,969,943	$ 41,197,909
Contributed capital (Note 26)	-	-	-	14,443,658	-	-	-	-	14,443,658	14,443,658
Retained earnings:										
Reserved for:										
Revenue bond retirement (Note 8)	-	-	-	2,214,595	-	-	-	-	2,214,595	1,424,157
Depreciation (Note 9)	-	-	-	17,924,740	-	-	-	-	17,924,740	16,375,241
Insurance deductible (Note 9)	-	-	-	701,268	-	-	-	-	701,268	677,168
Future capacity (Note 9)	-	-	-	12,239,665	-	-	-	-	12,239,665	11,363,221
Health insurance (Note 24)	-	-	-	-	4,503	-	-	-	4,503	8,243
Workmens compensation insurance (Note 24)	-	-	-	-	668,881	-	-	-	668,881	(97,402)
Unreserved/Undesignated	-	-	-	64,139,371	-	-	-	-	64,139,371	63,786,550
Unreserved/Designated - Contingency (Note 9)	-	-	-	737,016	-	-	-	-	737,016	621,144
Fund Balances:										
Reserved for:										
Employees' pension benefits	-	-	-	-	-	28,303,907	-	-	28,303,907	33,124,130
Capital projects	-	14,426	-	-	-	-	-	-	14,426	14,410
Parkland (Note 9)	583,363	-	-	-	-	-	-	-	583,363	569,347
Patronage stock (Note 9)	16,594	-		-	-	-	-	-	16,594	16,594
Unreserved Fund Balance:									-	-
Designated - Contingency (Note 9)	685,446	-		-	-	-	-	-	685,446	655,717
Undesignated	2,359,345	-	480,002		-	5,351	-	-	2,844,698	805,542
TOTAL RETAINED EARNINGS/FUND BALANCES	$ 3,644,748	$ 14,426	$ 480,002	$ 97,956,655	$ 673,384	$ 28,309,258	$ -	$ -	$ 131,078,473	$ 129,344,062
TOTAL FUND EQUITY AND OTHER CREDITS	$ 3,644,748	$ 14,426	$ 480,002	$ 112,400,313	$ 673,384	$ 28,309,258	$ 40,969,943	$ -	$ 186,497,074	$ 184,985,629
TOTAL LIABILITIES, FUND EQUITY AND OTHER CREDITS	$ 4,984,982	$ 14,426	$ 1,130,460	$ 157,743,548	$ 1,911,718	$ 28,905,346	$ 40,969,943	$ 5,912,824	$ 241,573,247	$ 241,429,935

See accompanying notes to financial statements. Comparative totals for 2001 are included.

ATTACHMENT #2

City of Dover Annexation Plan

DRAFT Cost/Benefit Analysis Prototype - Site 2F Table A (10/15/03)

Refer to attached notes for assumptions, calculations, and sources

All numbers are in 2003 dollars

* Number may change in final draft: Kent County Book Reimbursement calculation not final

COSTS

		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
Service	**Type**	**Development Year 1**	**Development Year 2**	**Development Year 3**	**Development Year 4**	**Post Dev. Year 1**	**Post Dev. Year 2**	**Post Dev. Year 3**	**Post Dev. Year 4**	**Post Dev. Year 5**	**Post Dev. Year 6**	Note
Sewer & Water	Capital	$0	$0	$0	$0							1
	Operating	$6,940	$20,819	$34,698	$45,802	$55,517	$55,517	$55,517	$55,517	$55,517	$55,517	
Sanitation	Capital											2
	Operating	$4,630	$13,889	$23,148	$30,556	$37,037	$37,037	$37,037	$37,037	$37,037	$37,037	
Police	Capital											3
	Operating	$3,764	$32,050	$53,417	$70,510	$85,467	$85,467	$85,467	$85,467	$85,467	$85,467	
Fire	Capital											4
	Operating											
Planning & Inspections	Capital											5
	Operating	$1,671	$5,014	$8,356	$11,030	$13,370	$13,370	$13,370	$13,370	$13,370	$13,370	
Streets	Capital	$0	$0	$0	$0							6
	Operating				$18,174	$22,029	$22,029	$22,029	$22,029	$22,029	$22,029	
Library	Capital											7
	Operating	$1,517	$4,550	$7,584	$10,011	$12,134	$12,134	$12,134	$12,134	$12,134	$12,134	
Grounds	Capital											8
	Operating											
Parks & Recreation	Capital											9
	Operating	$1,539	$4,616	$7,694	$10,156	$12,310	$12,310	$12,310	$12,310	$12,310	$12,310	
Electric	Capital	$1,798	$0	$0	$0							10
	Operating	$17,799	$53,397	$88,996	$117,474	$142,393	$142,393	$142,393	$142,393	$142,393	$142,393	
General Administrative	Capital											11
	Operating	$4,963	$14,888	$24,813	$32,753	$39,700	$39,700	$39,700	$39,700	$39,700	$39,700	
TOTAL COSTS		**$44,620**	**$149,223**	**$248,705**	**$346,465**	**$419,957**	**$419,957**	**$419,957**	**$419,957**	**$419,957**	**$419,957**	

REVENUE

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
Revenue Source	**Development Year 1**	**Development Year 2**	**Development Year 3**	**Development Year 4**	**Post Dev. Year 1**	**Post Dev. Year 2**	**Post Dev. Year 3**	**Post Dev. Year 4**	**Post Dev. Year 5**	**Post Dev. Year 6**	Note
Property Tax	$23,119	$69,356	$115,594	$152,584	$184,950	$184,950	$184,950	$184,950	$184,950	$184,950	12
Transfer Tax	$213,000	$168,000	$168,000	$168,000	$67,200	$67,200	$67,200	$67,200	$67,200	$67,200	13
Municipal Street Aid Fund	$0	$0	$0	$21,396	$21,396	$21,396	$21,396	$21,396	$21,396	$21,396	14
Electric	$28,024	$84,072	$140,121	$184,959	$224,193	$224,193	$224,193	$224,193	$224,193	$224,193	15
Sewer/Water	$9,408	$28,224	$47,040	$62,093	$75,264	$75,264	$75,264	$75,264	$75,264	$75,264	16
Sanitation	$1,688	$5,063	$8,438	$11,138	$13,500	$13,500	$13,500	$13,500	$13,500	$13,500	17
Permits & Licenses	$67,200	$67,200	$67,200	$67,200	$7,047	$7,047	$7,047	$7,047	$7,047	$7,047	18
Wastewater Impact Fee	$106,400	$106,400	$106,400	$106,400							19
Comcast Franchise	$334	$1,003	$1,672	$2,207	$2,675	$2,675	$2,675	$2,675	$2,675	$2,675	20
Miscellaneous*	$2,449	$7,346	$12,243	$16,160	$19,588	$19,588	$19,588	$19,588	$19,588	$19,588	21
TOTAL REVENUE*	**$451,621**	**$536,664**	**$666,706**	**$792,136**	**$615,813**	**$615,813**	**$615,813**	**$615,813**	**$615,813**	**$615,813**	

TOTAL IMPACT

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	
	Development Year 1	**Development Year 2**	**Development Year 3**	**Development Year 4**	**Post Dev. Year 1**	**Post Dev. Year 2**	**Post Dev. Year 3**	**Post Dev. Year 4**	**Post Dev. Year 5**	**Post Dev. Year 6**	**TOTAL**
Total Costs	$44,620	$149,223	$248,705	$346,465	$419,957	$419,957	$419,957	$419,957	$419,957	$419,957	$3,308,754
Total Revenue*	$451,621	$536,664	$666,706	$792,136	$615,813	$615,813	$615,813	$615,813	$615,813	$615,813	$6,142,006
Net Cost/Revenue Impact*	**$407,002**	**$387,441**	**$418,001**	**$445,672**	**$195,856**	**$195,856**	**$195,856**	**$195,856**	**$195,856**	**$195,856**	**$2,833,251**

City of Dover Annexation Plan

DRAFT Cost/Benefit Analysis Prototype - Site 2F Table B (10/15/03)

Refer to attached notes for assumptions, calculations, and sources

All numbers are in 2003 dollars

* Number may change in final draft: Kent County Book Reimbursement calculation not final

COSTS

Service	Type	Year 1 Development Year 1	Year 2 Development Year 2	Year 3 Development Year 3	Year 4 Development Year 4	Year 5 Development Year 5	Year 6 Development Year 6	Year 7 Post Dev. Year 1	Year 8 Post Dev. Year 2	Year 9 Post Dev. Year 3	Year 10 Post Dev. Year 4	Note
Sewer & Water	Capital	$0	$0	$0	$0	$0	$0					1
	Operating	$4,625	$13,879	$23,128	$32,383	$41,638	$50,887	$55,517	$55,517	$55,517	$55,517	
Sanitation	Capital											2
	Operating	$3,085	$9,259	$15,430	$21,604	$27,778	$33,948	$37,037	$37,037	$37,037	$37,037	
Police	Capital											3
	Operating	$3,764	$21,367	$35,606	$49,853	$64,100	$78,339	$85,467	$85,467	$85,467	$85,467	
Fire	Capital											4
	Operating											
Planning & Inspections	Capital											5
	Operating	$1,114	$3,343	$5,570	$7,799	$10,028	$12,255	$13,370	$13,370	$13,370	$13,370	
Streets	Capital	$0	$0	$0	$0	$0	$0					6
	Operating						$20,192	$22,029	$22,029	$22,029	$22,029	
Library	Capital											7
	Operating	$1,011	$3,034	$5,055	$7,078	$9,101	$11,122	$12,134	$12,134	$12,134	$12,134	
Grounds	Capital											8
	Operating											
Parks & Recreation	Capital											9
	Operating	$1,025	$3,078	$5,128	$7,180	$9,233	$11,283	$12,310	$12,310	$12,310	$12,310	
Electric	Capital	$1,798	$0	$0	$0	$0	$0					10
	Operating	$11,861	$35,598	$59,321	$83,058	$106,795	$130,517	$142,393	$142,393	$142,393	$142,393	
General Administrative	Capital											11
	Operating	$3,307	$9,925	$16,539	$23,157	$29,775	$36,389	$39,700	$39,700	$39,700	$39,700	
TOTAL COSTS		**$31,590**	**$99,482**	**$165,777**	**$232,111**	**$298,446**	**$384,933**	**$419,957**	**$419,957**	**$419,957**	**$419,957**	

REVENUE

Revenue Source	Year 1 Development Year 1	Year 2 Development Year 2	Year 3 Development Year 3	Year 4 Development Year 4	Year 5 Development Year 5	Year 6 Development Year 6	Year 7 Post Dev. Year 1	Year 8 Post Dev. Year 2	Year 9 Post Dev. Year 3	Year 10 Post Dev. Year 4	Note
Property Tax	$15,406	$46,238	$77,050	$107,881	$138,713	$169,525	$184,950	$184,950	$184,950	$184,950	12
Transfer Tax	$157,000	$112,000	$112,000	$112,000	$112,000	$112,000	$67,200	$67,200	$67,200	$67,200	13
Municipal Street Aid Fund	$0	$0	$0	$0	$0	$21,396	$21,396	$21,396	$21,396	$21,396	14
Electric	$18,675	$56,048	$93,399	$130,772	$168,145	$205,495	$224,193	$224,193	$224,193	$224,193	15
Sewer/Water	$6,269	$18,816	$31,355	$43,901	$56,448	$68,987	$75,264	$75,264	$75,264	$75,264	16
Sanitation	$1,125	$3,375	$5,624	$7,875	$10,125	$12,374	$13,500	$13,500	$13,500	$13,500	17
Permits & Licenses	$44,800	$44,800	$44,800	$44,800	$44,800	$44,800	$7,047	$7,047	$7,047	$7,047	18
Wastewater Impact Fee	$70,933	$70,933	$70,933	$70,933	$70,933	$70,933					19
Comcast Franchise	$223	$669	$1,114	$1,560	$2,006	$2,452	$2,675	$2,675	$2,675	$2,675	20
Miscellaneous*	$1,632	$4,897	$8,160	$11,426	$14,691	$17,954	$19,588	$19,588	$19,588	$19,588	21
TOTAL REVENUE*	**$316,063**	**$357,776**	**$444,436**	**$531,148**	**$617,861**	**$725,917**	**$615,813**	**$615,813**	**$615,813**	**$615,813**	

TOTAL IMPACT

	Year 1 Development Year 1	Year 2 Development Year 2	Year 3 Development Year 3	Year 4 Development Year 4	Year 5 Development Year 5	Year 6 Development Year 6	Year 7 Post Dev. Year 1	Year 8 Post Dev. Year 2	Year 9 Post Dev. Year 3	Year 10 Post Dev. Year 4	TOTAL
Total Costs	$31,590	$99,482	$165,777	$232,111	$298,446	$384,933	$419,957	$419,957	$419,957	$419,957	$2,892,167
Total Revenue*	$316,063	$357,776	$444,436	$531,148	$617,861	$725,917	$615,813	$615,813	$615,813	$615,813	$5,456,454
Net Cost/Revenue Impact*	**$284,473**	**$258,294**	**$278,659**	**$299,037**	**$319,415**	**$340,985**	**$195,856**	**$195,856**	**$195,856**	**$195,856**	**$2,564,287**

City of Dover Annexation Plan
DRAFT - Cost/Benefit Analysis Prototype (10/15/03)
Site 2F

DEVELOPMENT PROGRAM

Site:	**2F – Lands of Alvin L. Brittingham**
Location:	Hazlettville Road / Wyoming Mill Road (Route 15)
Existing Units:	1
Buildout Potential:	224 (as shown on Becker Morgan draft plan)
Total Units:	225
Estimated Dev. Period:	4 years (Table A) 6 years (Table B)
Persons per Household:	3.25 *
Estimated Population	728
Estimated Sales Price/Unit:	$175,000 to $225,000

* City of Dover persons per household equals 2.35. Our estimation of 3.25 persons per household is based on the number of bedrooms per single-family house size anticipated in the 2F development.

NOTES

Costs

1. Sewer & Water

Assumptions:

a. Developer will pay for infrastructure
b. Sewer & Water Infrastructure Betterment: Potential exists for additional costs for associated infrastructure development related to citywide utilities strategic planning, research and development.
c. Cost of service to residential customers is estimated at 67% of total.
d. Operating costs do not factor out long-term maintenance costs and so may be shown higher than actual.

Formula:

+ Water/Wastewater Dept. Subtotal		$3,706,555.00
+ Water/Wastewater Dir. Exp. Subtotal	+	$4,754,081.00
		$8,460,636.00
+ Water/Wastewater Debt Service	-	$1,682,465.00
+ Kent County Sewer Adjustment	-	$2,993,854.00
		$3,784,317.00
++ Percent Residential (est. 67%)	*	0.67
		$2,535,492.39
+++ City of Dover Population	/	33,249
Per Person		$76.26
2F Estimated Additional Population		728
Total Annual Cost		$55,517.28

Sources:

\+ *2003 Annual Operating Budget Source and Use of Operating Funds Summary*
++ *Department of Public Works*
+++ *2003 Annual Operating Budget*

2. Sanitation

Assumptions:

a. 19,169 tons to landfill per year

b. Annual lbs/person: 993

Formula:

+ Sanitation		$2,131,216.00
++ DSWA Rebate	-	$171,448.00
		$1,959,768.00
++ Tons to Landfill / Year	/	19,169
Cost per Ton		$102.24
++ Annual lbs/person		993
Persons/unit	*	3.25
Lbs per Unit		3,227.25
Lbs per Ton	/	2,000
Annual tons/unit		1.61
Cost per Ton	*	$102.24
Annual cost/unit		$164.61
Units	*	225
Total Annual Cost		$37,037.25

Sources:

+ *2003 Annual Operating Budget Source and Use of Operating Funds Summary*

++ *Department of Public Works*

3. Police

Assumptions

a. Additional dispatcher required with 10% population increase

b. Dispatcher costs (salary and benefits) approx. $40,000/year

c. Estimated 43% of service costs are residential

d. Dispatcher costs effective Development Year 1

Formulas:

Dispatcher Salary		$40,000.00
+ 43% Residential	*	0.43
		$17,200.00
10% population increase	/	3,325
Dispatcher/additional resident		$5.17
Population 2F	*	728
Cost Addional Dispatcher		$3,763.76
++ Police		$9,078,076.00
+ 43% residential	*	0.43
		$3,903,572.68
City of Dover Population	/	33,249
Per Capita		$117.40
Population 2F	*	728
Total Annual Cost		$85,467.20

Sources:

+ *Percent residential estimated from citywide percent residential property tax*

++ *2003 Annual Operating Budget Source and Use of Operating Funds Summary*

4. Fire

a. † No additional costs. Site 2F within existing Dover Fire service area. The addition of units and population planned for 2F not anticipated to impact either operating or capital costs for service.

Sources:

† *Meeting with Urban Partners 6/25/03*

5. Planning & Inspections

Assumptions

a. †† Cost for residential service estimated at 66% total

Formula

† Planning		$152,220.00
† Public Inspection	+	$772,996.00
		$925,216.00
†† 66% residential	*	0.66
		$610,642.56
City of Dover Population	/	33,249
Per Capita		$18.37
Est. Population 2F	*	728
Total Annual Cost		$13,370.26

Sources:

† *2003 Annual Operating Budget Source and Use of Operating Funds Summary*

†† *Percent residential estimated by Dover department heads during conference call with Urban Partners on 10/14/03*

6. Streets

Assumptions

a. Developer will pay for infrastructure
b. Approx. 90 miles of streets maintained by City (74.27 miles of streets and 15.29 miles of alleys)
c. Capital maintenance costs estimated at $308,700
d. Draft Becker Morgan plan shows approximately 2.75 miles new streets
e. New streets will not be dedicated until new development at least 80% complete

Formula

† Streets		$1,029,659.00
†† Capital Maintenance	-	$308,700.00
		$720,959.00
††† Miles maintained	/	90
Cost per Mile		$8,010.66
†††† New Streets (miles)		2.75
Total Annual Cost		$22,029.30

Sources:

† *2003 Annual Operating Budget Source and Use of Operating Funds Summary*

†† *Department of Public Works*

††† *2003 Annual Operating Budget - Streets*

†††† *Draft Becker Morgan plan for Site 2F*

7. Library

Assumptions

a. Library serves 78,923 city and county residents
b. 22,616 of total served are city residents (68% of city population)
c. 68% of Site 2F residents will join the library

Formula

+ Library		$815,229.00
++ Percent city residents served (68%)	*	0.68
		$554,355.72
++ City population served	/	22,616
Cost per city resident		$24.51
68% Population 2F	*	495
Total Annual Cost		$12,134.25

Sources:

+ *2003 Annual Operating Budget Source and Use of Operating Funds Summary*
++ *City of Dover Library*

8. Grounds

a. No parks added
b. Dover is considering the realignment of Route 15 as it passes Site 2F to improve community wide traffic circulation. Were this to occur, up to 3+ acres of Site 2F, east of the realigned road, might be added to Schutte Park. For the purpose of this analysis, the fiscal impact is considered an issue of citywide public policy with costs not directly attributable to the annexation of Site 2F. If this capital improvement were to occur, the total buildout of Site 2F might be reduced by as much as 5%, impacting the costs and revenues in these calculations.

9. Parks & Recreation

Formula

+ Recreation		$562,327.00
City of Dover Population	/	33,249
Cost per person		$16.91
Estimated Population 2F	*	728
Total Annual Cost		$12,310.48

Sources:

+ *2003 Annual Operating Budget Source and Use of Operating Funds Summary*

10. Electric

Assumptions

a. On site infrastructure paid by developer
b. City responsible for capital cost of circuit extension to development site estimated at $1,798
c. Total operating expenses estimated at $50.66 million (Burns & McDonnell study)
d. Cost of service to residential customers 22.5% of total
e. 17,579 residential customers
f. Operating costs do not factor out long-term maintenance costs and so may be shown higher than actual.

Formula

† Total Operating Expenses		$50,661,827.00
† Total Non Operating Revenues and Expenses	-	$996,746.00
		$49,665,081.00
†† 22.5% residential	*	0.225
		$11,174,643.23
† Residential Customers	/	17,579
Cost per residential customer		$635.68
Additional units	*	224
Total Annual Cost		$142,392.63

Sources:

† *Burns & McDonnell Electric Rate Study for the City of Dover (2003) Tables II-1 and III-2*
†† *Electric Department*

11. General Administrative

Assumptions

a. †† Cost for residential service estimated at 66% of total

Formula

† Tax Assessor		$114,520.00
† City Clerk		$119,376.00
† Council		$68,055.00
† Mayor		$75,940.00
† City Manager		$105,025.00
† Information Technology		$203,021.00
† Finance		$184,186.00
† Public Works - Administration		$82,121.00
† Public Works - Engineering		$70,578.00
† Central Services		$58,107.00
† Facilities Management		$386,708.00
† Fleet Maintenance		$574,166.00
† Administrative Services		$41,488.00
† Human Resources		$99,870.00
† Insurance		$133,019.00
† Retiree Health Care		$431,017.00
Total General Administrative		$2,747,197.00
†† Percent residential	*	0.66
		$1,813,150.02
City of Dover Population	/	33,249
		$54.53
Population 2F		728
Total Annual Cost		$39,699.64

Sources:

† *2003 Annual Operating Budget Source and Use of Operating Funds Summary*
†† *Percent residential estimated by Dover department heads during conference call with Urban Partners on 10/14/03*

Revenue

12. Property Tax

Assumptions:

a. Average sales price/unit estimated at $200,000
b. Property tax is 41.1 cents per $100 assessment (100% appraised)
c. Total number of units: 224 new units + 1 existing unit

Formula:

Average Sales Price per $100 Assessment		$2,000.00
+ Property Tax	*	0.411
Revenue Per Unit		$822.00
Number of Units		225
Total Annual Revenue		$184,950.00

Source:

+ *Tax Assessor's Office 9/03*

13. Transfer Tax

Assumptions:

a. Transfer tax is 1.5% of real estate transfer price
b. Average sales price per unit is $200,000
c. Estimate 10% units re-sold per year

Formulas:

Development Site Sales Price		$3,000,000.00	
Transfer Tax	*	0.015	
Initial Revenue		$45,000.00	(Development Year 1)
Average Sales Price per Unit		$200,000.00	
+ Transfer Tax	*	0.015	
Revenue per Unit		$3,000.00	
Number of New Units	*	224	
Revenue Over Development Period		$672,000.00	
Revenue per Unit		$3,000.00	
Number of New Units	*	224	
Percentage Units Re-sold per Year	*	0.10	
Total Annual Revenue		$67,200.00	

Source:

+ *Tax Assessor's Office 9/03*

14. Municipal Street Aid Fund

Assumptions:

a. Distribution per mile as of 7/1/03 = $5,093.31
b. Distribution per capita as of 7/1/03 = $10.15
c. Draft Becker Morgan plan shows approximately 2.75 miles new streets
d. New streets will not be dedicated until new development at least 80% complete

Formula:

+ Distribution per Mile		$5,093.31
++ Miles New Streets	*	2.75
Total New Streets Distribution		$14,006.60
+ Distribution per Capita		$10.15
Estimated Population	*	728
Total Per Capita Distribution		$7,389.20
Total New Streets Distribution		$14,006.60
Total Population Distribution	+	$7,389.20
Total Annual Revenue		$21,395.80

Source:

+ *Municipal Street Aid Fund Distribution Tabulation Fiscal Year 2004*
++ *Draft Becker Morgan plan for Site 2F*

15. Electric

Formula

+ Residential Revenue		$17,594,178.18
++ Residential Customers	/	17,579
Total Revenue per Unit		$1,000.86
Number of New Units	*	224
Total Annual Revenue		$224,192.64

Source:

+ *City of Dover Electric Department*
++ *Burns & McDonnell Electric Rate Study for the City of Dover (2003)*

16. Sewer & Water

Assumptions:

a. Typical sewer/water bill per household based on 7,000 gallons/mo:
$11.55 (sewer) + $16.45 (water) = $28/mo

Formula:

+ Average Annual Residential Bill		$336.00
Number of New Units	*	224
Total Annual Revenue		$75,264.00

Source:

+ *2003 Annual Operating Budget, Fund Summaries, Water/Wastewater Fund Revenues*

17. Sanitation

Assumptions:

a. Fee per unit is $5/mo.

Formula:

+ Annualized Fee per Unit		$60.00
Number of Units	*	225
Total Annual Revenue		$13,500.00

Source:

+ *Department of Public Works*

18. Permits & Licenses

Assumptions:

a. † Revenue from development permits estimated at $1,200 per unit

b. Land use is 43% residential

Formulas:

+ Est. Revenue from Permits per Unit		$1,200.00
New Units	*	224
Total Development Period Revenue		$268,800.00
†† Permits & Other Licenses		$748,500.00
††† Percent Residential	*	0.43
		$321,855.00
Population	/	33,249
Per Capita Revenue		$9.68
Estimated Population	*	728
Total Annual Revenue		$7,047.04

Source:

+ *Dover Tax Assessor's Office, 10/14/03*

†† *2003 Annual Operating Budget, Fund Summaries, General Fund Cash Receipt Summary*

††† *43% citywide property tax is residential*

19. Wastewater Impact Fee

Assumptions:

a. City fee per unit is $1,900

b. Total impact fee per unit includes additional $1,115 for the County and an $11 administrative fee

Formula:

+ Fee per Unit		$1,900.00
Number of New Units	*	224
Total Development Period Revenue		$425,600.00

Source:

+ *Department of Public Works*

20. Comcast Franchise

Assumptions:

a. Fee is 5% of service fee

b. 50% of households will subscribe: 112 Units

Formula:

† Average Fee per Year		$336,756
† Number of Subscribers	/	14,068
Total Fee per Subscriber		$23.88
Estimated Subscribers	*	112
Total Annual Revenue		$2,674.56

Source:

† *Comcast Cablevision of Delmarva Subscriber Gross Receipts Statement (4/03-6/03); Dept. of Public Works*

21. Miscellaneous*

Assumptions:

a. Includes revenue from Fines & Police, 911 Fees, Library, Misc. Charges, and Recreation

b. Library (Kent Cnty Book Reimb) revenue loss from 1 existing unit

c. Non-City Library Users: Total library users (78,923) - City library users (22,616) = 56,307

d. 68% city residents are Library members

Formula:

† Fines & Police		$675,520.00
† 911 Fees	+	$61,500.00
† Library (68% of $35,700)	+	$24,276.00
† Misc. Charges	+	$43,550.00
† Recreation	+	$90,000.00
		$894,846.00
Population	/	33,249
Per Capita Revenue		$26.91
Estimated Population	*	728
Net Annual Revenue		$19,593.01
† Kent County Book Reimbursement		$295,745
†† Non-City Library Users	/	56,307
Library Revenue Loss per Existing Unit		$5.25
Net Annual Revenue		$19,593.01
Library Revenue Loss	-	$5.25
Total Annual Revenue		$19,588

Source:

† *2003 Annual Operating Budget,Fund Summaries, General Fund Cash Receipt Summary*

†† *City of Dover Library*

*** Kent County Book Reimbursement calculation not final: Total Annual Revenue calculation may change.**