

**City of Harrington**  
**AGENDA**  
**City Council Meeting**  
**City Hall, 106 Dorman Street**  
**June 15, 2015**  
**7:00 p.m.**

**Public Comments** *(2 minute limit)*

The public comment segment of the Council Meeting is the time that the City extends the opportunity to the general public to share with us your questions, thoughts, comments, concerns, and complaints. Those wishing to step forward to take advantage of the public comment segment will be provided two (2) minutes. While City government is interested in taking appropriate action, no action can be taken while the City Council is not in session, and current law prohibits City Council from engaging in discussion of any comments made. Discussion of any item appearing on the agenda as a public hearing is prohibited during the public comments segment as an opportunity will be provided during consideration of that item.

**Call to Order**

**Invocation**

**Pledge of Allegiance**

**Roll Call**

**1. Minutes**

- a. **May 11, 2015 City Council Workshop**
- b. **May 18, 2015 City Council Meeting**
- c. **May 27, 2015 City Council Workshop**

**2. Financial Report** *(Council Review of Monthly Payables)*

**3. Old Business**

**a. Public Hearing**

- (1) **Ordinance 15-04 – Amending Chapter 180, Municipal Fees, to add a fine for failing to obtain a rental inspection**
- (2) **Ordinance 15-05 – Amending Chapter 180, Municipal Fees, to add fines for violating the Open Burning Chapter, fines for violating the Zoning Chapter, and fees and fines for the Manufactured Home Licenses Chapter**

**b. Second Reading of Ordinance 15-04 – Amending Chapter 180, Municipal Fees, to add a fine for failing to obtain a rental inspection**

**c. Second Reading of Ordinance 15-05 – Amending Chapter 180, Municipal Fees, to add fines for violating the Open Burning Chapter,**

finances for violating the Zoning Chapter, and fees and fines for the  
Manufactured Home Licenses Chapter

d. Update on railroad station

4. New Business

- a. First Reading of Ordinance 15-06 – Repealing and replacing Chapter 440, Zoning
- b. First Reading of Ordinance 15-07 – Repealing and replacing the Zoning Map
- c. Police Contract
- d. Fire Department Contract
- e. Resolution 15-R-06 – Adopting a revised FY 2015 Budget and FY 2016 Budget

5. Public Comments *(2 minute limit)*

The public comment segment of the Council Meeting is the time that the City extends the opportunity to the general public to share with us your questions, thoughts, comments, concerns, and complaints. Those wishing to step forward to take advantage of the public comment segment will be provided two (2) minutes. While City government is interested in taking appropriate action, current law prohibits City Council from engaging in discussion of any comments made or taking any action.

6. City Council Comments

7. Executive Session *(For preliminary discussion on site acquisition for a publicly funded capital improvement; legal strategy session regarding collective bargaining or pending or potential litigation; and personnel matters. Pursuant to 29 Del.C. 10004(b)(2), (4), & (9))*

**Adjourn**

Posted 06/08/2015  
Kelly Blanchies  
Clerk of Council

Note: 29 Del.C. §10004(e)(2). Agenda items as listed may not be considered in sequence. This agenda is subject to change to include additional items including Executive Sessions or the deletion of items including Executive Sessions, which arise at the time of the meeting. If there are questions or special accommodations are needed, please contact Kelly Blanchies at City Hall, 398-4476 (at least 72-hours in advance of the meeting for special accommodations).

1a

**City of Harrington  
MINUTES  
City Council Workshop  
May 11, 2015**

**Public Comments**

There were no Public Comments.

---

A workshop with the Harrington City Council was held at Harrington City Hall, 106 Dorman Street, on May 11, 2015 and was attended by the following: Mayor Anthony R. Moyer; Vice Mayor Cheryl J. Lahman; Council Member Duane E. Bivans; Council Member Fonda Coleman; Council Member Amy L. Minner; Council Member Charles W. Porter; Norman Barlow, Chief of Police; Teresa Tieman, City Manager; Dean Gary, Accountant; and Kelly Blanchies, Clerk of Council.

Also present: Ruth Peterman, Police Resource Manager; Eric Marquis; Barbara Bullock; Charles Carr; and Jennifer Antonik.

Council Member Kenneth W. Stubbs was absent.

Mayor Moyer called the meeting to order at 6:31 p.m.

The Pledge of Allegiance was given.

**Donation fund/line item**

Council Member Bivans stated that donations would be handled better on a case-by-case basis. Council Member Minner stated that taxpayer money should not be used to make donations.

**Police K-9**

The Chief of Police stated that he would like to have a dual purpose dog for patrol and narcotics. An officer would be sent for four weeks in August for training to be a handler. The School Resource Officer will be able to cover shifts since school will not be in session. Officer Baker is the only one that signed-up to have a K-9.

The Chief of Police stated that the cost is almost twelve thousand dollars (\$12,000) and will be funded through a violent crimes grant. The company will accept a letter of intent to get started and payment when the grant is received.

The Chief of Police stated that a K-9 would be a good asset to the City and other municipalities have been successful with this company.

Mayor Moyer stated that he is concerned about kenneling the dog in front of the station like was previously done. The Chief of Police stated that the dog will be in the car or in the station, not kenneled out front.

Council Member Minner asked how long a K-9 can be used for police work. The Chief of Police stated that there are a lot of variables but usually five to seven years.

### **Budget**

The City Manager stated that the General Fund Revenues budget proposes no new tax increases or increases to the trash rates and includes a new mobile home permit fee which replaces mobile home property taxes. General Fund Expenses include salaries budgeted with a step increase, which is two percent (2%), and a one percent (1%) cost of living adjustment, which is less than the Consumer Price Index, and moves a part-time person to full-time with benefits split between City Hall and Police; Healthcare costs are budgeted to increase by seventeen percent (17%); workers' compensation is budgeted to decrease by two percent (2%); audit fees are expected to decrease because only one year will be audited; electric costs are expected to decrease by five percent (5%) due to reduced rates through the State contract; lease expenses are reduced due to new copier contracts through the State.

Council Member Porter asked about citizens receiving reduced rates for electric. The City Manager stated that in some cities the citizens can collectively select an electric supplier in order to receive group rates, but Delaware is not currently set up to allow that.

The City Manager stated that under the Water Fund revenues, there is no increase in water fees and a reduction of water revenues is projected at five percent (5%) due to reduction of usage. Under Water Fund expenses, personnel costs are increasing and allocated salary expenses were adjusted based on the average of the last two years of experience.

The City Manager stated that there is no increase in wastewater fees budgeted, and a reduction of wastewater revenues is projected at eight percent (8%) due to reduction of usage. Wastewater Fund personnel costs are increasing and Kent County sewer fees are projected to decrease by four percent (4%) based on reduced flow. Not enough money is being saved for the Wastewater Reserve.

Vice Mayor Lahman asked about paying off higher interest loans with reserves.

The City Manager stated that the General Fund Capital Investment Plan includes:

- Street Paving Program \$156,950
- Street sweeper \$216,000
- Back hoe \$65,100 (1/3 of the cost)
- Public Works vehicle replacement \$19,000
- Parks and Recreation improvements \$45,000
- Cameras, security system, and well telemetry system \$18,000
- Library improvements \$4,395
- Document imaging system \$9,000
- City Hall renovations \$11,500
- Council furniture upgrades \$1,300

The City Manager stated that funding for the General Fund Capital Plan comes from CIP Reserves, Community Transportation Funds, and Municipal Street Aid.

The City Manager stated the Water Capital Investment Plan includes a valve replacement programs, fire hydrant replacement program, pit replacement program, and backhoe replacement. Funding is from the Water Escrow Fund.

The City Manager stated that the Wastewater Capital Investment Plan is the backhoe replacement and is funded from escrow.

The City Manager stated that the budget presented is balanced. The biggest increase is the health insurance.

Council Member Minner asked if the Public Works employees are tracking their time spent on each department. The City Manager replied yes.

The City Manager reviewed the Capital Investment Plan projects. The document imaging system will allow the City to scan, store, and search documents and allow for preservation and indexing of records. City Hall Renovations include bathroom renovations, new cabinets and countertops in the kitchen, replacing the carpet in the kitchen and downstairs bathroom, interior painting, window treatments, and insulating the crawl space. The council table would be replaced with movable training tables. Library lighting upgrades include replacing the front porch ceiling fixtures, flag light, sign light, and wall fixtures above the side and rear entrances. Library building improvements are painting doors and trim, floor mats, chairs, and an air purifier. The FY 2016 Street Paving Program include Clukey Drive, portions of Mechanic Street, and Meadowwood Lane, and Community Transportation Funding of one hundred fifty thousand dollars (\$150,000) has been provided by Senator Simpson and Representative Outten. The street sweeper is ten years old and needs to be replaced. Replacement of a backhoe will be paid for from Water, Sewer, and Streets funds. The security cameras are for Public Works wells, Parks and Recreation, and the Library along

with a telemetry monitoring system for the wells. Replacement of a Public Works' truck is part of the CIP. The sidewalk replacement project at Parks and Recreation is contingent upon Community Transportation Funds being received. Parks and Recreation also requested rubberized wall mats and replacement of the front fence. The Price Center bathrooms need to be brought up to ADA compliance. The new gym floor needs a scrubber/vacuum. Water improvements include valve, fire hydrant, and pit replacement programs.

The City Manager stated that the City is also looking at water main replacements, a new water tower, and a new well as future projects as part of a refinance package from DNREC. Sanitary sewer capacity improvements and the lagoon closure are future sewer projects.

Discussion occurred regarding the mobile home license fee.

### **Public Comments**

There were no Public Comments.

### **City Council Comments**

Council Member Porter stated that it is good that the budget is balanced, and there are no rate increases. The City Manager did a good job.

There being no further business, the City Council Workshop adjourned at 7:30 p.m.

Respectfully Submitted,

Kelly Blanchies  
Clerk of Council

12

**City of Harrington  
MINUTES  
City Council Meeting  
May 18, 2015**

**Public Comments**

Barbara Bullock suggested a committee be formed to decide who gets donations from the City and asked about the extraordinary income that will go to the Library building and stated that employees just received a two percent raise.

Charles Carr stated that the Parks and Recreation fence can be painted.

Carolyn Porter stated that she enjoyed working with Vice Mayor Lahman at DEDO and at the City.

---

A meeting of the Harrington City Council was held at Harrington City Hall, 106 Dorman Street, on May 18, 2015 and was attended by the following: Mayor Anthony R. Moyer; Council Member Duane E. Bivans; Council Member Fonda Coleman; Council Member Amy L. Minner; Council Member Charles W. Porter; Council Member Kenneth W. Stubbs; Norman Barlow, Chief of Police; William Pepper, City Solicitor; Teresa Tieman, City Manager; Dean Gary, Accountant; and Kelly Blanchies, Clerk of Council.

Also present: Tom Wilkes, Remington, Vernick, and Beach, City Engineer; Marleena Young, Assistant Library Director; Barbara Bullock; Charles Carr; Eric Marquis; Carolyn Porter; and Jennifer Antonik.

Vice Mayor Cheryl J. Lahman arrived at 7:40 p.m.

Mayor Moyer called the meeting to order at 7:03 p.m.

The Invocation was given by the City Solicitor.

The Pledge of Allegiance was given.

Roll was called.

**Public Hearing on funding of up to \$520,000 of a general obligation bond to finance the cost of inflow and infiltration repairs to the sanitary sewer system**

There were no comments from the public.

## **Minutes**

A MOTION was made by Council Member Minner, seconded by Council Member Coleman, to approve the April 14, 2015 City Council Workshop minutes as presented. The MOTION passed unanimously.

A MOTION was made by Council Member Porter, seconded by Council Member Coleman, to approve the April 14, 2015 City Council Special Meeting, April 20, 2015 City Council Meeting, and April 28, 2015 City Council Workshop minutes as presented. The MOTION passed unanimously.

## **Financial Report**

Council Member Minner asked if the dates on page 3 should be 2015 and if there was a motion on the camera systems. The City Manager replied those are errors on the report.

A MOTION was made by Council Member Porter, seconded by Council Member Coleman, to file the Financial Report for audit as amended. The MOTION passed unanimously.

## **Old Business**

Council Member Porter asked about the maintenance of the railroad station. The City Manager stated that she has not heard anything more.

## **New Business**

### **Appeals of additions to tax bills**

The Clerk of Council stated that no appeals were received.

### **Resolution 15-R-05 – Funding of up to \$520,000 of a general obligation bond to finance the cost of inflow and infiltration repairs to the sanitary sewer system**

Mayor Moyer read Resolution 15-R-05.

Council Member Minner asked if this loan will be paid off right away. The City Manager stated that this loan or one of the higher interest rate loans will be.

Council Member Porter asked what the interest rate on the loan will be. The City Manager stated that will not be set until the closing of the loan; right now, it is at about two and a quarter to two and a half percent. It is a forty year term, but the Charter says that it must be paid off in thirty years.



Council Member Porter stated that there is money set aside to pay this loan. The City Manager stated that the City Council was originally going to use escrowed money to start inflow and infiltration repairs when the USDA make the grant and loan offer.

A MOTION was made by Council Member Porter, seconded by Council Member Stubbs, to adopt Resolution 15-R-05. Roll was called: 5 Yes, 0 No, 1 Absent (Lahman – Absent, Bivans – Yes, Coleman – Yes, Minner – Yes, Porter – Yes, Stubbs – Yes). The MOTION passed unanimously.

### **First Reading of Ordinance 15-05 – Amending Chapter 180, Municipal Fees**

The City Manager read Ordinance 15-05. The amount for Open Burning violations was made fifty dollars (\$50), and the amount for the manufactured home registration sticker and the annual license were determined to each be two hundred forty-five dollars (\$245).

The City Manager stated that the mobile home license is in lieu of property taxes. There is an issue with collecting taxes on mobile homes and tracking the owner of the trailer on each lot.

Council Member Minner asked if the Code Enforcement Officer will be able to handle the extra enforcement work during grass cutting time.

Council Member Bivans stated that the fee for mobile home owners is high.

A MOTION was made by Council Member Porter, seconded by Council Member Coleman, to accept the first reading of ordinance 15-05 as amended with fifty dollars (\$50) for Open Burning violations and two hundred forty-five dollars (\$245) for manufactured home registration stickers and annual licenses. The MOTION passed unanimously.

### **Police K-9**

The Chief of Police stated that the funding for the dog will come from a violent crime grant.

A MOTION was made by Council Member Porter, seconded by Council Member Minner, to accept the police K-9.

The City Solicitor asked if the dog will be guaranteed to bite to protect an officer. The Chief of Police stated that the dog is guaranteed to bite and

that there will be a button on the officer's belt to automatically open the car door.

A vote was called for on the motion to accept the police K-9. The MOTION passed unanimously.

### **Transmission for Police vehicle**

The Chief of Police stated that the transmission is broken in the 2009 Crown Vic. It is an unforeseen repair and not budgeted. The car has approximately seventy thousand miles on it, so the hope is that it will continue to run.

The City Manager stated that the funds are available in the CIP reserve.

Council Member Porter stated that he would like the City Council to consider purchasing a new vehicle rather than replace the transmission. The Chief of Police stated that he would like to keep the car, because it is repairable.

Mayor Moyer stated that he thought the Police Department always had a spare car. The Chief of Police stated that when the eleventh officer was added, he received the spare car.

Vice Mayor Lahman entered the meeting.

A MOTION was made by Council Member Porter, seconded by Council Member Coleman, to approve the transmission repair for three thousand eight hundred dollars (\$3,800). Roll was called: 5 Yes, 0 No, 1 Abstain (Lahman – Abstain, Bivans – Yes, Coleman – Yes, Minner – Yes, Porter – Yes, Stubbs – Yes). The MOTION passed by majority. Vice Mayor Lahman abstained, because she was not present for the discussion.

### **House Bill 140**

The City Manager stated that Governor Markell invited Mayors to his office to seek support for HB 140, and she attended on Mayor Moyer's behalf. HB 140 will increase revenue sources, especially at the DMV, to help fund the Transportation Trust Fund. An increase in the gas tax would also raise revenue.

The City Manager stated that the League of Local Governments, along with other City Managers and Mayors, are willing to support the legislation as long as it mandates that the funds raised go directly to the Transportation Trust fund, the thresholds for prevailing wage be raised, guarantees that Municipal Street Aid and Community Transportation

Funds will not be cut in the future, and the gas tax is held to five cents (\$.05).

Council Member Bivans stated that the State is not proposing doing anything for downstate municipalities. Council Member Minner stated that once the money is cut then the cities will not get it back. Council Member Porter stated that the state legislatures should take responsibility for this bill.

A MOTION was made by Vice Mayor Lahman, seconded by Council Member Coleman, to take no position at this time on House Bill 140.

Council Member Bivans asked if that is an acceptable motion. The City Solicitor replied yes.

A vote was taken on the motion to take no position at this time on House Bill 140. The MOTION passed by majority. Council Member Bivans abstained, because there was not enough information.

Mayor Moyer presented Vice Mayor Lahman with a Mayor's tribute and plaque for her sixteen years of service as a Council Member.

### **Public Comments**

There were no Public Comments.

### **City Council Comments**

Council Member Porter stated that he has served with Vice Mayor Lahman for fourteen years and she has done a good job for the City. She has been the backbone of the financial planning and a big part of the City.

Vice Mayor Lahman read a letter she prepared for the Mayor, City Council, and employees of the City. She stated that she is proud of the accomplishments the City has achieved during her tenure and that it would not be possible without the City's employees. The negative turn of the election was disappointing. Vice Mayor Lahman stated that she is confident that the City will continue to thrive and move in a positive direction.

Mayor Moyer stated that the community garden has been planted.

Council Member Porter thanked URS for the grant the City Planner won for the City. Mayor Moyer stated that the City has received a neighborhood building blocks grant. The City Manager stated that it was awarded from the Delaware Economic Development Council and goes along with the Comprehensive Plan, rezoning, and rewrite of the Zoning Code.

Council Member Bivans stated that school busses are speeding along Delaware Avenue and by the banks. There was a tractor trailer on residential streets again.

### **Executive Session**

#### **Pending litigation**

A MOTION was made by Vice Mayor Lahman, seconded by Council Member Porter, to go to Executive Session for preliminary discussion of site acquisition for a publicly funded capital improvement. The MOTION passed unanimously.

The City Council Meeting recessed at 8:15 p.m.

Mayor Moyer called the City Council Meeting back to order at 8:49 p.m. Those still present: Mayor Anthony R. Moyer; Vice Mayor Cheryl J. Lahman; Council Member Duane E. Bivans; Council Member Fonda Coleman; Council Member Amy L. Minner; Council Member Charles W. Porter; Council Member Kenneth W. Stubbs; William Pepper, City Solicitor; Teresa Tieman, City Manager; and Kelly Blanchies, Clerk of Council.

#### **Library Site**

A MOTION was made by Vice Mayor Lahman, seconded by Council Member Coleman, to appoint the City Solicitor, the City Manager, and Mayor Moyer to serve of a committee to negotiate for a property for the Library. The MOTION passed unanimously.

There being no further business, a MOTION was made by Council Member Porter, seconded by Council Member Minner, to adjourn the City Council Meeting. The MOTION passed unanimously, and the meeting adjourned at 8:51 p.m.

Respectfully Submitted,

Kelly Blanchies  
Clerk of Council

The minutes for the May 27, 2015 City Council Workshop were not available at the time of packets.

**City of Harrington  
Cash Summary**

MAY 2015

Certificates of Deposit:

DB - Contingency Fnd CD - 0300	\$	276,292
Total Certificates of Deposit	\$	<u>276,292</u>

BANK ACCOUNTS:

WSFS - Water Impact - 6239	\$	209,353
WSFS - Sewer Impact - 6221	\$	130,987
WSFS - Water Escrow - 6155	\$	80,036
WSFS - Sewer Escrow - 3882	\$	128,355
WSFS - MSA - 6213	\$	296,385
WSFS - CIP - 4765	\$	433,158
DB - Money Market - 6024	\$	811,387
DB - Library Bid Fund MM- 4991	\$	274,284
WSFS - DEA Funds - 5945	\$	1,455
WSFS - Combat Violent Crime - 8345	\$	10,344
WSFS - SALLE ACCT - 6189	\$	11,595
WSFS - EIDE - 6205	\$	11,192
WSFS - Payables Checking Acct - 5959	\$	826,535
WSFS - Special Business MMA - 5967	\$	515,922
Total - BANK ACCOUNTS	\$	<u>3,740,988</u>
Total Checking/Savings	\$	<u>4,017,280</u>



City of Harrington  
Transfer Tax Allocations

Transfer Tax Allocations: FY13

Name:	Motion Date	Amount Allocated	CIP Account	Amount Expended GF Payables Account	Total Expended	Balance of Allocation	Budget Effect	Due To GF Payables
L1B1301 - Replace Windows/Doors - Library	6/18/2012	\$ 12,600	\$ 7,243	\$ 3,485	\$ 10,728	\$ 1,872		\$ 3,485
BLDG 1303 - Public Works Bldg Maintenance	6/18/2012	\$ 12,800	\$ 7,450	\$ 5,350	\$ 12,800	\$ -		\$ 5,350
HPR1302 - Roof Repair - UPR	6/18/2012	\$ 6,000	\$ -	\$ -	\$ -	\$ 6,000		\$ -
<b>FY13 Allocation Balances</b>		<b>\$ 31,400</b>	<b>\$ 14,693</b>	<b>\$ 8,835</b>	<b>\$ 23,528</b>	<b>\$ 7,872</b>	<b>\$ -</b>	<b>\$ 8,835</b>

Transfer Tax Allocations: FY14

Name:	Motion Date	Amount Allocated	CIP Account	Amount Expended GF Payables Account	Total Expended	Balance of Allocation	Budget Effect	Due To GF Payables
CH1303 - Bathroom/Floors - 1st Floor - City Hall	6/17/2013	\$ 4,250		\$ 4,250	\$ 4,250	\$ -		\$ 4,250
CH1401 - Fire Alarm/Security System - City Hall	6/17/2013	\$ 4,680		\$ 4,680	\$ 4,680	\$ -		\$ 4,680
BLDG 1303 - Public Works Bldg Maintenance	6/17/2013	\$ 5,000		\$ 5,000	\$ 5,000	\$ -		\$ 5,000
PC1301 - Parks and Rec Building Improvements	6/17/2013	\$ 4,500		\$ -	\$ -	\$ 4,500		\$ -
14-7D-01 - Sewer Impact Fee Study	8/19/2013	\$ 11,600		\$ 11,600	\$ 11,600	\$ -		\$ 11,600
Microsoft Exchange Server	3/19/2014	\$ 23,272		\$ 23,272	\$ 23,272	\$ -		\$ 23,272
<b>FY14</b>		<b>\$ 53,302</b>	<b>\$ -</b>	<b>\$ 25,530</b>	<b>\$ 25,530</b>	<b>\$ 4,500</b>	<b>\$ -</b>	<b>\$ 48,802</b>

Transfer Tax Allocations: FY15

Name:	Motion Date	Amount Allocated	CIP Account	Amount Expended GF Payables Account	Total Expended	Balance of Allocation	Budget Effect	Due To GF Payables
14-R-04 Budget - Public Works Capital Allocation	6/16/2014	\$ 25,000		\$ -	\$ -	\$ 25,000		\$ -
Code 440 Re-Write	6/30/2014	\$ 50,000		\$ -	\$ -	\$ 50,000		\$ -
Purchase of City Hall Vehicle	4/20/2015	\$ 17,877		\$ -	\$ -	\$ 17,877		\$ -
Library Transfer	4/20/2015	\$ 75,000	\$ 75,000	\$ -	\$ 75,000	\$ -		\$ -
<b>FY15</b>		<b>\$ 167,877</b>	<b>\$ 75,000</b>	<b>\$ -</b>	<b>\$ 75,000</b>	<b>\$ 92,877</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Total</b>		<b>\$ 252,579</b>	<b>\$ 89,693</b>	<b>\$ 34,365</b>	<b>\$ 124,058</b>	<b>\$ 105,249</b>	<b>\$ -</b>	<b>\$ 57,637</b>



**City of Harrington**  
Cash Summary - April, 2015

Fund	Total Cash	Restricted	Reserves	Unrestricted Fund Balance
General	\$1,537,440	\$219,472	\$567,489	\$750,479
Proprietary	\$1,876,040	\$182,863	\$978,809	\$714,368
Special Revenue	\$603,800	\$518,904	\$0	\$84,896
<b>Total Cash</b>	<b>\$4,017,280</b>	<b>\$921,239</b>	<b>\$1,546,298</b>	<b>\$1,549,743</b>

**General Fund Cash**  
04/30/15

Cash Account	Bank	Type	Interest	Balance	Restricted	Committed	Assigned	Unrestricted
GF Payables Checking #5959	WSFSbank	Checking	Y	\$ 826,535.00		\$ -	\$ 247,347.00	\$ 579,188.00
CIP Checking #4765	WSFSbank	Checking	Y	\$ 433,158.00	\$ 66,717.00	\$ 198,249.00		\$ 168,192.00
					Pre-payments by funding sources for upcoming Capital Projects/GF	Transfer Tax allocations initiated by Council Resolutions; Amt Due GF Payables by previous 11 Funded expenses	Unallocated Transfer Tax - to be allocated based on future Council Resolution to specific capital expenditures	Fund Balance
DEA Funds #5945	WSFSbank	Checking	Y	\$ 1,455.00	\$ -		\$ 1,454.00	\$ 1.00
							Police Discretionary Expenditures	
Contingency Fund #0300	Discover Bank	MM	Y	\$ 276,292.00	\$ -		\$ 273,194.00	\$ 3,098.00
<b>TOTAL GF CASH</b>				<b>\$ 1,537,440.00</b>	<b>\$ 66,717.00</b>	<b>\$ 198,249.00</b>	<b>\$ 521,995.00</b>	<b>\$ 750,479.00</b>

Proprietary Fund Cash  
04/30/15

Cash Account	Bank	Type	Interest	Balance	Restricted	Committed	Assigned	Unrestricted
Water Impact #6239	WSFSbank	Checking	Y	\$ 209,353.00			\$ 208,752.00	\$ -
							Restricted to Growth within Water Dept	
Water Escrow #6155	WSFSbank	Checking	Y	\$ 80,036.00	\$ 11,088.00			\$ 68,948.00
					50% of Capacity Studies - RVB			
Sewer Impact #6221	WSFSbank	Checking	Y	\$ 130,987.00			\$ 114,735.00	\$ -
							Restricted to Growth within Waste Water Dept	
Sewer Escrow #3882	WSFSbank	Checking	Y	\$ 128,355.00	\$ 11,088.00	\$ 45,000.00	\$ 93,000.00	\$ (20,733.00)
					50% of Capacity Studies - RVB	DNREC Fine	SCADA	
PF MM #6024	Discover Bank	MM	Y	\$ 811,387.00			\$ 622,012.00	\$ 189,375.00
							PF Reserves	
PF MM #5967	WSFSbank	MM	Y	\$ 515,922.00	\$ 25,000.00		\$ 30,997.00	\$ 459,925.00
					Due to GF for Belair Road Settlement		PF Reserves	
<b>TOTAL PROPRIETARY FUND CASH</b>				<b>\$ 1,876,040.00</b>	<b>\$ 47,176.00</b>	<b>\$ 45,000.00</b>	<b>\$ 1,069,496.00</b>	<b>\$ 714,368.00</b>

Special Revenue Fund Cash  
4/30/15

Cash Account	Bank	Type	Interest	Balance	Restricted	Committed	Assigned	Unrestricted
MUNICIPAL STREET AID #6213	WSFSbank	Checking	Y	\$ 296,385.00	\$ 23,601.00 Due to CPE - reimbursement for Engineer Inv 13-30-10	\$ 187,888.00 12-30-03 \$7048 13-30-05 \$27,238 13-30-10-195,469 14 30-02 \$64,333		\$ 84,896.00
SALLE #6189	WSFSbank	Checking	Y	\$ 11,595.00	\$ 11,595.00 State of Delaware funding guideline			\$ -
EIDE #6205	WSFSbank	Checking	Y	\$ 11,192.00	\$ 11,192.00 State of Delaware funding guideline			\$ -
COMBAT VIOLENT CRIME #8345	WSFSbank	Checking	Y	\$ 10,344.00	\$ 10,344.00 State of Delaware funding guideline			\$ -
LIBRARY BLDG FUND #4991	Discover Bank	MM	Y	\$ 274,284.00	Contributions and Grants restricted to building of new library	\$ 274,284.00		\$ -
<b>TOTAL SPECIAL REVENUE CASH</b>				<b>\$ 603,000.00</b>	<b>\$ 56,732.00</b>	<b>\$ 462,172.00</b>		<b>\$ 84,896.00</b>

June 15, 2015

Mayor Moyer and City Council Members,

Please remember that some of the departments pay a yearly dues amount so those lines usually appear high during the first few months of the fiscal year.

<b>General Government</b>	State Unemployment Tax	Error in Budgeting
	Advertising	Kent County Profile
	Lease Equipment	Cost of Code Red Extension
	Event & Community Support	\$6,500 donation to Greater Harrington Historical Society.
	Dues, Licenses & Meetings	Del League of Local Gov't dues & Meetings.
	Admin Fees	Payment to General Code for extensive code update.
<b>City Hall</b>	Seminars/Training	ICMA Conference
	Telephone	Transfer from MetTel to Comcast
	Office Supplies	Toner Cartridges
	Bldg Maintenance & Supply	Locksmith Charges
	Vehicle Repairs & Maintenance	Brake Repairs
<b>Police</b>	Commercial Insurance	Increase in Liability Insurance Coverage
	Legal Fees	Legal Consultation Fees
	Maintenance Agreement	Generator Maintenance Agreement
<b>Public Works</b>	Safety	Purchase of Boots.
	Vehicle Repairs & Maint	Ford truck transmission overhaul
	Ditch Tax, Clean Maint	Annual Ditch Tax payments
	Street Signs & Markings	Traffic Control Signs
	Construction Equip Ops	Diesel Fuel Purchases
	Construction Equip Maint	Bucket Truck Repair

**Parks & Rec**

Building Maint &amp; Supply

Window Leak repairs, maintenance supplies for new floor

Maintenance Agreement

Payment to Security Instrument

Vehicle Repairs

Ford Truck Brake and Ignition

Field Hockey/Lacrosse

Deficit offset by surplus in revenue

Pop Warner Cheerleading

Deficit offset by surplus in revenue

**Planning & Inspection**

Building Permits

RVB monthly billing to review building applications

Vehicle Repairs

Unexpected repairs to city car

Plan/Inspect Review

Re-Write 440 Zoning

**Water**

Water Meters

Meter Pit Purchase

Chemicals

Phosphate Treatment

**Waste Water**

License and Permits

Wastewater Air Quality Permit

Vehicle Repairs &amp; Maintenance

Repair of VAC Truck

Equip. Maint

Lift Station Repairs

Legal Fees

State Fair Dispute

**City of Harrington - General Government**

**Budget Vs. Actual - May, 2015**

					92% of Budget	
<b>Account Id</b>	<b>Account Description</b>	<b>2015 Budgeted</b>	<b>2015 Actual</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>	
<b>Revenues:</b>						
10-10-4001	Property Taxes	1,086,987.00	1,085,899.35	\$ (1,088)	100%	
10-10-4002	Franchise Fee	38,600.00	39,410.15	\$ 810	102%	
10-10-4005	City Events	3,400.00	1,800.00	\$ (1,600)	53%	
10-10-4020	NSF and Admin Fees Billed	0.00	90.00	\$ 90	0%	
10-10-4021	Legal Fees Billed	0.00	5,649.57	\$ 5,650	0%	
10-10-4108	Pen & Interest	15,000.00	15,014.99	\$ 15	100%	
10-10-4109	Misc Income	3,400.00	1,328.45	\$ (2,072)	39%	
10-10-4110	Interest Income	5,500.00	2,994.36	\$ (2,506)	54%	
10-10-4901	Transfer From Capital Reserve	6,500.00	0	\$ (6,500)	0%	
10-10-4910	Interfund Receipt - Water	31,817.00	23,862.75	\$ (7,954)	75%	
10-10-4911	Interfund Receipt - Sewer	130,802.00	98,101.50	\$ (32,701)	75%	
	<b>Revenue Total</b>	<b>\$ 1,322,006</b>	<b>\$ 1,274,151</b>	<b>\$ (47,855)</b>	<b>96%</b>	
<b>Expenditures:</b>						
10-10-5001	Salaries	\$ 20,000	\$ 10,000	\$ (10,000)	50%	
10-10-5051	Fica	\$ 1,530	\$ 765	\$ (765)	50%	
10-10-5052	Workmens Compensation	\$ -	\$ 84	\$ 84	0%	
10-10-5053	State Unemployment Tax	\$ 80	\$ 433	\$ 353	542%	
10-10-6002	Advertising	\$ 1,250	\$ 2,015	\$ 765	161%	
10-10-6005	Commercial Insurance	\$ 12,500	\$ 12,841	\$ 341	103%	
10-10-6007	Dues, Licenses & Meetings	\$ 4,000	\$ 5,315	\$ 1,315	133%	
10-10-6008	Election Expenses	\$ 1,000	\$ 759	\$ (241)	76%	
10-10-6009	Event & Community Support	\$ 11,250	\$ 10,724	\$ (527)	95%	
10-10-6010	Employee Drug/Physical/Background	\$ 900	\$ 294	\$ (606)	33%	
10-10-6012	Travel & Food	\$ 50	\$ 63	\$ 13	126%	
10-10-6051	Computer & Software	\$ 20,000	\$ 20,089	\$ 89	100%	
10-10-6053	Lease Equipment Expense	\$ 500	\$ 764	\$ 264	153%	
10-10-6054	Misc Expense	\$ 1,700	\$ 1,637	\$ (63)	96%	
10-10-6055	Printing & Postage	\$ 550	\$ 495	\$ (55)	90%	
10-10-6059	Office Supplies	\$ 500	\$ 470	\$ (30)	94%	
10-10-6062	Audit Fees	\$ 89,000	\$ 80,953	\$ (8,047)	91%	
10-10-6063	Admin Fees	\$ 2,500	\$ 6,410	\$ 3,910	256%	
10-10-6066	Engineering	\$ 3,000	\$ 2,983	\$ (18)	99%	
10-10-6068	Legal Fees	\$ 40,000	\$ 41,182	\$ 1,182	103%	
10-10-6069	Payroll Service Fees	\$ 6,000	\$ 5,259	\$ (741)	88%	
10-10-6072	Heat & Electric	\$ 150	\$ 130	\$ (20)	87%	
	<b>Expenditure Total</b>	<b>\$ 216,460</b>	<b>\$ 203,665</b>	<b>\$ (12,795)</b>	<b>94%</b>	
	Budget Distribution	\$ 1,105,546				
	<b>Expenditure Total</b>	<b>\$ 1,322,006</b>	<b>\$ 203,665</b>	<b>\$ (1,118,341)</b>	<b>15%</b>	

## City of Harrington - City Hall

### Budget Vs. Actual - May, 2015

						92% of Budget
Account Id	Account Description	2015 Budgeted	2015 Actual	\$ Over Budget	% of Budget	
Revenues:						
10-83-4910	Interfund Receipt - Water	\$ 57,517	\$ 43,138	\$ (14,379)	75%	
10-83-4911	Interfund Receipt - Sewer	\$ 236,458	\$ 177,344	\$ (59,115)	75%	
	<b>Revenue Total</b>	<b>\$ 293,975</b>	<b>\$ 220,481</b>	<b>\$ (73,494)</b>	<b>75%</b>	
	Budget Distribution	\$ 34,613				
	<b>Revenue Total</b>	<b>\$ 328,588</b>	<b>\$ 220,481</b>	<b>\$ (73,494)</b>	<b>67%</b>	
Expenditures:						
10-83-5001	Salaries	\$ 223,503	\$ 197,060	\$ (26,443)	88%	
10-83-5051	FICA	\$ 17,098	\$ 14,693	\$ (2,405)	86%	
10-83-5052	Workmens Compensation	\$ 1,483	\$ 1,599	\$ 116	108%	
10-83-5053	State Unemployment Tax	\$ 2,729	\$ 1,990	\$ (739)	73%	
10-83-5071	Pension	\$ 11,625	\$ 13,342	\$ 1,717	115%	
10-83-5072	Health Insurance	\$ 42,160	\$ 39,047	\$ (3,113)	93%	
10-83-6011	Seminars/Training	\$ 3,000	\$ 2,341	\$ (659)	78%	
10-83-6012	Travel & Food	\$ 800	\$ 429	\$ (371)	54%	
10-83-6013	Cleaning Service	\$ 2,300	\$ 1,955	\$ (345)	85%	
10-83-6051	Computer Maintenance & Repair	\$ 3,500	\$ 3,818	\$ 318	109%	
10-83-6052	Furniture & Office Equipment	\$ 200	\$ 99	\$ (101)	50%	
10-83-6053	Leases-Office Equipment	\$ 4,000	\$ 3,769	\$ (231)	94%	
10-83-6055	Printing & Postage	\$ 1,100	\$ 987	\$ (113)	90%	
10-83-6056	Repair Office Equipment	\$ 250	\$ -	\$ (250)	0%	
10-83-6057	Telephone	\$ 3,000	\$ 4,450	\$ 1,450	148%	
10-83-6059	Office Supplies	\$ 2,800	\$ 2,999	\$ 199	107%	
10-83-6071	Bldg Maintenance & Supply	\$ 1,000	\$ 2,249	\$ 1,249	225%	
10-83-6072	Heat & Electric	\$ 6,640	\$ 4,777	\$ (1,863)	72%	
10-83-6075	Vehicle Ops-Gas	\$ 900	\$ 635	\$ (265)	71%	
10-83-6076	Vehicle Repairs & Maintenance	\$ 500	\$ 428	\$ (72)	86%	
	<b>Expenditure Total</b>	<b>\$ 328,588</b>	<b>\$ 296,669</b>	<b>\$ (31,919)</b>	<b>90%</b>	



**City of Harrington - Police Dept**  
**Budget Vs. Actual - May, 2015**

		92% of Budget			
<b>Account Id</b>	<b>Account Description</b>	<b>2015 Budgeted</b>	<b>2015 Actual</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
<b>Revenues:</b>					
10-20-4201	Police Fines	\$ 295,000	\$ 282,415	\$ (12,585)	96%
10-20-4202	Finger Prints/Reports Income	\$ 1,300	\$ 1,550	\$ 250	119%
10-20-4205	Payroll Reimbursements - Salary	\$ -	\$ 540	\$ 540	0%
	<b>Revenue Total</b>	<b>\$ 296,300</b>	<b>\$ 284,505</b>	<b>\$ (12,335)</b>	<b>96%</b>
	Budget Distribution	\$ 678,632			
	<b>Revenue Total</b>	<b>\$ 974,932</b>	<b>\$ 284,505</b>	<b>\$ (690,427)</b>	<b>29%</b>
<b>Expenditures:</b>					
10-20-5001	Salaries	\$ 495,668	\$ 452,861	\$ (42,807)	91%
10-20-5002	Overtime	\$ 10,000	\$ 3,413	\$ (6,587)	34%
10-20-5022	SEU O/T	\$ 111,473	\$ 87,230	\$ (24,243)	78%
10-20-5051	FICA	\$ 47,211	\$ 39,981	\$ (7,230)	85%
10-20-5052	Workmens Compensation	\$ 28,669	\$ 31,611	\$ 2,942	110%
10-20-5053	State Unemployment Tax	\$ 5,505	\$ 4,455	\$ (1,050)	81%
10-20-5071	Pension	\$ 28,340	\$ 23,416	\$ (4,924)	83%
10-20-5072	Health Insurance	\$ 126,566	\$ 104,605	\$ (21,961)	83%
10-20-5074	Other Med Expenses	\$ 300	\$ 432	\$ 132	144%
10-20-5083	Uniform Cleaning	\$ 1,200	\$ 770	\$ (430)	64%
10-20-6002	Advertising	\$ 250	\$ -	\$ (250)	0%
10-20-6005	Commercial Insurance	\$ 8,250	\$ 16,600	\$ 8,350	201%
10-20-6007	Dues, Licenses & Memberships	\$ 800	\$ 600	\$ (200)	75%
10-20-6011	Seminars/Training	\$ 1,200	\$ 537	\$ (663)	45%
10-20-6012	Travel & Food	\$ 1,200	\$ 324	\$ (876)	27%
10-20-6013	Cleaning Services	\$ 3,250	\$ 2,875	\$ (375)	88%
10-20-6051	Computer & Software	\$ 300	\$ 277	\$ (23)	92%
10-20-6053	Lease Equipment Expense	\$ 3,000	\$ 1,424	\$ (1,576)	47%
10-20-6054	Misc Expense	\$ 2,000	\$ 813	\$ (1,187)	41%
10-20-6055	Printing & Postage	\$ 1,200	\$ 477	\$ (723)	40%
10-20-6057	Telephone	\$ 12,500	\$ 10,580	\$ (1,920)	85%
10-20-6059	Office Supplies	\$ 3,300	\$ 1,787	\$ (1,513)	54%
10-20-6068	Legal Fees	\$ 1,500	\$ 7,067	\$ 5,567	471%
10-20-6071	Building Maint & Supply	\$ 2,500	\$ 2,314	\$ (186)	93%
10-20-6072	Heat & Electric	\$ 12,800	\$ 12,296	\$ (504)	96%
10-20-6073	Maintenance Agreements	\$ 550	\$ 550	\$ -	100%
10-20-6075	Vehicle Ops-Gas	\$ 40,200	\$ 28,640	\$ (11,560)	71%
10-20-6076	Vehicle Repairs & Maintenance	\$ 10,000	\$ 7,653	\$ (2,347)	77%
10-20-6201	Clothing Allowance	\$ 10,200	\$ 3,585	\$ (6,615)	35%
10-20-6204	Radar & Electronics	\$ 2,500	\$ 960	\$ (1,540)	38%
10-20-6207	Ammo/Targets/Weapon Training	\$ 2,500	\$ 108	\$ (2,392)	4%
	<b>Expenditure Total</b>	<b>\$ 974,932</b>	<b>\$ 848,242</b>	<b>\$ (126,690)</b>	<b>87%</b>

**City of Harrington - Police Special Funds**

**Un-Budgeted Grants - May, 2015**

<b>Account Id</b>	<b>Account Description</b>	<b>2015 Budgeted</b>	<b>2015 Actual</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
Revenues:					
10-21-4109	Misc Income	\$ -	\$ 200		
10-21-4115	Misc Grants - STATE	\$ -	\$ 20,000		
10-21-4118	Donations	\$ -	\$ 1,000		
10-21-4120	National Night Out	\$ -	\$ 8,766		
10-21-4161	Mid-Del Grant	\$ -	\$ 750		
10-21-4163	Levy Court Grant	\$ -	\$ 28,242		
10-21-4205	Payroll Reimbursements - Salary	\$ -	\$ 3,563		
10-21-4206	Payroll Reimbursement - FICA	\$ -	\$ 245		
10-21-4208	Misc Use Reimbursement	\$ -	\$ 5,360		
10-21-4211	School Resource Officer	\$ -	\$ 44,503		
10-21-4212	LESO Sales	\$ -	\$ 48,946		
<b>Revenue Total</b>		<b>\$ -</b>	<b>\$ 161,575</b>	<b>\$ -</b>	<b>-</b>

Expenditures:					
10-21-5001	Salaries	\$ -	\$ 34,353		
10-21-5051	FICA	\$ -	\$ 2,628		
10-21-5052	Workers Compensation	\$ -	\$ 2,748		
10-21-5053	State Unemployment Tax	\$ -	\$ 319		
10-21-5071	Pension	\$ -	\$ 1,518		
10-21-5072	Medical	\$ -	\$ 5,062		
10-21-6004	Capital Outlay	\$ -	\$ 26,939		
10-21-6009	Event & Community Support	\$ -	\$ 44		
10-21-6012	Travel & Food	\$ -	\$ 60		
10-21-6051	Computer & Software	\$ -	\$ 1,742		
10-21-6054	Misc Expense	\$ -	\$ 3,000		
10-21-6059	Office Supplies	\$ -	\$ 756		
10-21-6071	Bldg Maint & Supply	\$ -	\$ 2,599		
10-21-6073	Maintenance Agreement	\$ -	\$ 500		
10-21-6076	Vehicle Repairs	\$ -	\$ 774		
10-21-6201	Clothing Allowance	\$ -	\$ 2,314		
10-21-6204	Radar & Electronics	\$ -	\$ 924		
10-21-6207	Ammo/Targets/Weapon Training	\$ -	\$ 2,677		
10-21-6221	LESO Program Expenditures	\$ -	\$ 10,136		
10-21-6222	National Night Out Expenditures	\$ -	\$ 6,953		
<b>Expenditure Total</b>		<b>\$ -</b>	<b>\$ 106,045</b>	<b>\$ -</b>	<b>-</b>

## City of Harrington - Public Works

### Budget Vs. Actual - May, 2015

					92% of Budget
Account Id	Account Description	2015 Budgeted	2015 Actual	\$ Over Budget	% of Budget
Revenues:					
10-30-4301	TNR Revenue Received	\$ -	\$ 40	\$ 40	0%
10-30-4901	Transfer From Capital Reserve	\$ 25,000	\$ -	\$ (25,000)	0%
10-30-4910	Interfund Receipt - Water	\$ 7,227	\$ 5,420	\$ (1,807)	75%
10-30-4911	Interfund Receipt - Sewer	\$ 29,711	\$ 22,283	\$ (7,428)	75%
	<b>Revenue Total</b>	<b>\$ 61,938</b>	<b>\$ 27,744</b>	<b>\$ (34,195)</b>	<b>45%</b>
	Budget Distribution	\$ 263,412			
	<b>Revenue Total</b>	<b>\$ 325,350</b>	<b>\$ 27,744</b>	<b>\$ (297,607)</b>	<b>9%</b>
Expenditures:					
10-30-5001	Salaries	\$ 107,391	\$ 91,819	\$ (15,572)	85%
10-30-5002	Overtime	\$ 6,325	\$ 10,462	\$ 4,137	165%
10-30-5003	Per Diem	\$ 2,080	\$ 1,840	\$ (240)	88%
10-30-5051	FICA	\$ 8,699	\$ 7,688	\$ (1,011)	88%
10-30-5052	Workmens Compensation	\$ 6,338	\$ 6,957	\$ 619	110%
10-30-5053	State Unemployment Tax	\$ 1,582	\$ 992	\$ (590)	63%
10-30-5071	Pension	\$ 5,774	\$ 7,616	\$ 1,842	132%
10-30-5072	Health Insurance	\$ 24,111	\$ 24,623	\$ 512	102%
10-30-5074	Other Med Expenses	\$ 300	\$ -	\$ (300)	0%
10-30-5083	Uniform Cleaning/Purchase	\$ 4,550	\$ 4,516	\$ (34)	99%
10-30-6005	Commercial Insurance	\$ 2,900	\$ 3,296	\$ 396	114%
10-30-6011	Seminars/Training	\$ 200	\$ 85	\$ (115)	43%
10-30-6012	Travel & Food	\$ 350	\$ 122	\$ (228)	35%
10-30-6051	Computer & Software	\$ -	\$ 8	\$ 8	0%
10-30-6053	Lease Equipment Expense	\$ 400	\$ -	\$ (400)	0%
10-30-6054	Misc Expense	\$ -	\$ 158	\$ 158	0%
10-30-6057	Telephone	\$ 2,700	\$ 2,472	\$ (228)	92%
10-30-6059	Office Supplies	\$ 400	\$ 384	\$ (16)	96%
10-30-6066	Engineering	\$ 12,500	\$ 3,713	\$ (8,788)	30%
10-30-6071	Building Maint & Supply	\$ 1,600	\$ 1,293	\$ (307)	81%
10-30-6072	Heat & Electric	\$ 4,900	\$ 5,081	\$ 181	104%
10-30-6075	Vehicle Ops-Gas	\$ 12,000	\$ 12,704	\$ 704	106%
10-30-6076	Vehicle Repairs & Maintenance	\$ 2,000	\$ 4,007	\$ 2,007	200%
10-30-6077	License & Permits	\$ 200	\$ -	\$ (200)	0%
10-30-6301	Construction Equip Ops	\$ 5,000	\$ 6,290	\$ 1,290	126%
10-30-6302	Construction Equip Maint	\$ 6,000	\$ 6,434	\$ 434	107%
10-30-6303	Ditch Tax, Clean, Maint	\$ 3,000	\$ 2,874	\$ (126)	96%
10-30-6304	Snow Removal	\$ 3,000	\$ 2,428	\$ (572)	81%
10-30-6305	Street Lights	\$ 57,500	\$ 51,590	\$ (5,910)	90%
10-30-6306	Street Maint	\$ 35,000	\$ 9,494	\$ (25,506)	27%
10-30-6307	Street Signs and Markings	\$ 500	\$ 381	\$ (119)	76%
10-30-6308	Supplies, Tools & Misc Parts	\$ 3,000	\$ 1,498	\$ (1,502)	50%
10-30-6310	Wildlife Control	\$ 2,000	\$ -	\$ (2,000)	0%
10-30-6311	Safety	\$ 1,050	\$ 1,425	\$ 375	136%
10-30-6651	Sewer Line Maintenance	\$ 2,000	\$ 20	\$ (1,980)	1%
10-30-6652	Chemicals	\$ -	\$ 24	\$ 24	0%
	<b>Expenditure Total</b>	<b>\$ 325,350</b>	<b>\$ 272,297</b>	<b>\$ (53,053)</b>	<b>84%</b>

## City of Harrington - Library

### Budget Vs. Actual - May, 2015

					92% of Budget	
Account Id	Account Description	2015 Budgeted	2015 Actual	\$ Over Budget	% of Budget	
Revenues:						
10-40-4109	Misc Income	\$ -	\$ 146	\$ 146	0%	
10-40-4118	Donations	\$ -	\$ 100	\$ 100	100%	
10-40-4401	Library State Grant	\$ 37,000	\$ 37,403	\$ 403	101%	
10-40-4402	Reciprocal Borrowing	\$ 35,000	\$ 40,797	\$ 5,797	117%	
10-40-4403	Fines/Copies	\$ 5,000	\$ 6,307	\$ 1,307	126%	
<b>GENERAL FUND Revenue Total</b>		<b>\$ 77,000</b>	<b>\$ 84,753</b>	<b>\$ 7,753</b>	<b>110%</b>	
	Budget Distribution	\$ 99,411				
<b>Revenue Total</b>		<b>\$ 176,411</b>	<b>\$ 84,753</b>	<b>\$ (91,658)</b>	<b>48%</b>	
Expenditures:						
10-40-5001	Salaries	\$ 95,739	\$ 81,535	\$ (14,204)	85%	
10-40-5051	FICA	\$ 7,324	\$ 6,134	\$ (1,190)	84%	
10-40-5052	Workmens Compensation	\$ 922	\$ 1,015	\$ 93	110%	
10-40-5053	State Unemployment Tax	\$ 1,550	\$ 1,042	\$ (508)	67%	
10-40-5071	Pension	\$ 4,448	\$ 5,522	\$ 1,074	124%	
10-40-5072	Health Insurance	\$ 17,713	\$ 16,202	\$ (1,511)	91%	
10-40-6002	Advertising	\$ 165	\$ 159	\$ (6)	97%	
10-40-6005	Commercial Insurance	\$ 1,500	\$ 1,318	\$ (182)	88%	
10-40-6007	Dues, Licenses & Memberships	\$ 200	\$ -	\$ (200)	0%	
10-40-6011	Seminars/Training	\$ 300	\$ -	\$ (300)	0%	
10-40-6012	Travel & Food	\$ 300	\$ -	\$ (300)	0%	
10-40-6052	Furniture & Equip Purchase	\$ 200	\$ -	\$ (200)	0%	
10-40-6053	Lease Equipment Expense	\$ 2,200	\$ 1,322	\$ (878)	60%	
10-40-6055	Printing & Postage	\$ 200	\$ 10	\$ (190)	5%	
10-40-6056	Repair - Office Equip	\$ 100	\$ -	\$ (100)	0%	
10-40-6057	Telephone	\$ 1,550	\$ 1,259	\$ (291)	81%	
10-40-6059	Office Supplies	\$ 2,200	\$ 577	\$ (1,623)	26%	
10-40-6071	Building Maint & Supply	\$ 3,000	\$ 2,418	\$ (582)	81%	
10-40-6072	Heat & Electric	\$ 12,300	\$ 10,143	\$ (2,157)	82%	
10-40-6402	Books, Video & Materials	\$ 23,000	\$ 12,773	\$ (10,227)	56%	
10-40-6403	Special Programs	\$ 1,500	\$ 1,586	\$ 86	106%	
<b>Expenditure Total</b>		<b>\$ 176,411</b>	<b>\$ 143,017</b>	<b>\$ (33,394)</b>	<b>81%</b>	

**City of Harrington - Trash**  
**Budget Vs. Actual - May, 2015**

Account Id	Account Description	2015 Budgeted	2015 Actual	\$ Over Budget	92% of Budget	
						% of Budget
Revenues:						
10-50-4108	Trash Penalty & Interest	\$ 2,600	\$ 1,991	\$ (609)		77%
10-50-4501	Trash Fees	\$ 239,392	\$ 187,511	\$ (51,881)		78%
	<b>Revenue Total</b>	<b>\$ 241,992</b>	<b>\$ 189,501</b>	<b>\$ (52,491)</b>		<b>78%</b>
Expenditures:						
10-50-6005	Commercial Insurance	\$ 3,452	\$ 3,296	\$ (156)		95%
10-50-6055	Printing & Postage	\$ 500	\$ 450	\$ (50)		90%
10-50-6501	Contracted Trash Services	\$ 228,288	\$ 200,624	\$ (27,665)		88%
10-50-6502	Sanitation - Bulk Trash Pickup	\$ 9,752	\$ 5,463	\$ (4,289)		56%
	<b>Expenditure Total</b>	<b>\$ 241,992</b>	<b>\$ 209,833</b>	<b>\$ (32,159)</b>		<b>87%</b>

**City of Harrington - Fire Dept**  
**Budget Vs. Actual - May, 2015**

		92% of Budget			
<b>Account Id</b>	<b>Account Description</b>	<b>2015 Budgeted</b>	<b>2015 Actual</b>	<b>\$ Over Budget</b>	<b>% of Budget</b>
Revenues:					
10-82-4101	Reimbursement Fire Dept	\$ 61,562	\$ 51,306	\$ (10,256)	83%
	<b>Revenue Total</b>	<b>\$ 61,562</b>	<b>\$ 51,306</b>	<b>\$ (10,256)</b>	<b>83%</b>
	Budget Distribution	\$ 63,778			
	<b>Revenue Total</b>	<b>\$ 125,340</b>	<b>\$ 51,306</b>	<b>\$ (74,034)</b>	<b>41%</b>
Expenditures:					
10-82-5001	Salaries	\$ 71,003	\$ 64,653	\$ (6,350)	91%
10-82-5002	Overtime	\$ 11,000	\$ 7,568	\$ (3,432)	69%
10-82-5051	FICA	\$ 5,431	\$ 5,198	\$ (233)	96%
10-82-5052	Workmens Compensation	\$ 4,581	\$ 5,051	\$ 470	110%
10-82-5053	State Unemployment Tax	\$ 925	\$ 667	\$ (258)	72%
10-82-5071	Pension	\$ 3,658	\$ 4,854	\$ 1,196	133%
10-82-5072	Health Insurance	\$ 23,122	\$ 18,942	\$ (4,180)	82%
10-82-6005	COMMERCIAL INSURANCE	\$ 2,620	\$ 659	\$ (1,961)	25%
10-82-8101	Fuel Reimbursement-Fire Dept	\$ 3,000	\$ 2,250	\$ (750)	75%
	<b>Expenditure Total</b>	<b>\$ 125,340</b>	<b>\$ 109,842</b>	<b>\$ (15,499)</b>	<b>88%</b>

**City of Harrington - Parks & Recreation  
Budget Vs. Actual - May, 2015**

Account Id	Account Description	2015 Budgeted	2015 Actual	\$ Over Budget	92% of Budget	
					% of Budget	
<b>Revenues:</b>						
10-80-4801	Grant-In-Aid	\$ 33,000	\$ 32,000	\$ (1,000)		97%
10-80-4802	Fundraisers	\$ 37,000	\$ 37,041	\$ 41		100%
10-80-4803	R.E. Price Jr Comm Center	\$ 10,275	\$ 10,650	\$ 375		104%
10-80-4809	Basketball	\$ 1,500	\$ 4,725	\$ 3,225		315%
10-80-4810	Dance	\$ 12,670	\$ 21,240	\$ 8,570		168%
10-80-4811	Field Hockey/Lacrosse	\$ 4,300	\$ 4,836	\$ 536		112%
10-80-4812	Pop Warner Cheerleading	\$ 10,750	\$ 11,916	\$ 1,166		111%
10-80-4813	Pop Warner Football	\$ 15,000	\$ 11,997	\$ (3,003)		80%
10-80-4814	Soccer	\$ 26,270	\$ 29,853	\$ 3,083		112%
10-80-4816	Tennis	\$ 560	\$ 915	\$ 355		163%
10-80-4818	Tumbling/Gymnastics	\$ 5,400	\$ 4,580	\$ (820)		85%
10-80-4819	Wrestling	\$ -	\$ 700	\$ 700		0%
	<b>Revenue Total</b>	<b>\$ 156,725</b>	<b>\$ 169,953</b>	<b>\$ 13,228</b>		<b>108%</b>
	Budget Distribution	\$ 15,030				
	<b>Revenue Total</b>	<b>\$ 171,755</b>	<b>\$ 169,953</b>	<b>\$ (1,802)</b>		<b>99%</b>
<b>Expenditures:</b>						
10-80-5001	Salaries	\$ 59,429	\$ 52,908	\$ (6,523)		89%
10-80-5051	FICA	\$ 4,548	\$ 3,902	\$ (644)		86%
10-80-5052	Workmens Compensation	\$ 394	\$ 426	\$ 32		0%
10-80-5053	State Unemployment Tax	\$ 925	\$ 618	\$ (307)		67%
10-80-5071	Pension	\$ 2,941	\$ 3,583	\$ 642		122%
10-80-5072	Health Insurance	\$ 13,000	\$ 13,035	\$ 35		100%
10-80-6002	Advertising	\$ 100	\$ -	\$ (100)		0%
10-80-6005	Commercial Insurance	\$ 6,000	\$ 4,441	\$ (1,559)		74%
10-80-6051	Computer & Software	\$ -	\$ 5	\$ 5		0%
10-80-6053	Lease Equipment Expense	\$ 3,400	\$ 1,343	\$ (2,058)		0%
10-80-6055	Printing & Postage	\$ 250	\$ 217	\$ (33)		87%
10-80-6057	Telephone	\$ 2,500	\$ 2,447	\$ (53)		98%
10-80-6059	Office Supplies	\$ 400	\$ 269	\$ (131)		67%
10-80-6071	Building Maint & Supply	\$ 1,500	\$ 2,481	\$ 981		165%
10-80-6072	Heat & Electric	\$ 10,000	\$ 11,062	\$ 1,062		111%
10-80-6073	Maintenance Agreements	\$ 900	\$ 1,081	\$ 181		120%
10-80-6075	Vehicle Ops-Gas	\$ 250	\$ 110	\$ (140)		44%
10-80-6076	Vehicle-Repairs & Maintenance	\$ 300	\$ 352	\$ 52		117%
10-80-6801	Basketball	\$ 1,500	\$ 1,052	\$ (448)		70%
10-80-6802	Fundraisers	\$ 11,000	\$ 13,484	\$ 2,484		123%
10-80-6804	RE Price-Bldg Maint & Supplies	\$ 750	\$ 120	\$ (630)		16%
10-80-6805	RE Price-Heat & Electric	\$ 3,500	\$ 3,298	\$ (202)		94%
10-80-6806	RE Price-Deposit Reimburse	\$ 600	\$ 350	\$ (250)		58%
10-80-6807	Field Rent - St. Bernadette's Church	\$ -	\$ 1,463	\$ 1,463		0%
10-80-6810	Dance	\$ 10,500	\$ 9,508	\$ (992)		0%
10-80-6811	Field Hockey/Lacrosse	\$ 1,400	\$ 1,774	\$ 374		127%
10-80-6812	Pop Warner Cheerleading	\$ 7,500	\$ 8,035	\$ 535		107%
10-80-6813	Pop Warner Football	\$ 12,000	\$ 8,717	\$ (3,283)		73%
10-80-6814	Soccer	\$ 15,000	\$ 16,620	\$ 1,620		111%
10-80-6816	Tennis	\$ 320	\$ 207	\$ (113)		85%
10-80-6818	Tumbling/Gymnastics	\$ 850	\$ 1,024	\$ 174		120%
10-80-6819	Wrestling	\$ -	\$ 201	\$ 201		0%
	<b>Expenditure Total</b>	<b>\$ 171,755</b>	<b>\$ 164,130</b>	<b>\$ (7,625)</b>		<b>96%</b>

**City of Harrington - Planning & Inspections**  
**Budget Vs. Actual - May, 2015**

Account Id	Account Description	2015 Budgeted	2015 Actual	\$ Over Budget	92% of Budget	
						% of Budget
<b>Revenues:</b>						
10-84-4179	Zoning Code Violations	\$ -	\$ 100	\$ 100		0%
10-84-4180	Certified Mail Reimbursement	\$ 3,500	\$ 850	\$ (2,650)		0%
10-84-4181	Building Permits	\$ 14,400	\$ 28,613	\$ 14,213		199%
10-84-4182	ZCC Fees	\$ 4,000	\$ 7,197	\$ 3,197		180%
10-84-4183	Grass Cutting	\$ 5,000	\$ 14,940	\$ 9,940		299%
10-84-4184	Vacant Buildings	\$ 8,500	\$ 990	\$ (7,510)		12%
10-84-4185	City Clean Up Fees	\$ 11,630	\$ 6,600	\$ (5,030)		57%
10-84-4186	Contractors License	\$ 19,000	\$ 16,700	\$ (2,300)		88%
10-84-4187	Business License	\$ 21,000	\$ 17,095	\$ (3,905)		81%
10-84-4188	Rental License	\$ 58,000	\$ 58,438	\$ 438		101%
10-84-4191	Professional Fee Billing	\$ 2,300	\$ 1,378	\$ (924)		60%
	Transfer from Reserve/CIP	\$ 50,000	\$ -	\$ (50,000)		0%
	<b>Revenue Total</b>	<b>\$ 197,330</b>	<b>\$ 152,897</b>	<b>\$ 5,567</b>		<b>77%</b>
<b>Expenditures:</b>						
10-84-5001	Salaries	\$ 33,338	\$ 28,995	\$ (4,343)		87%
10-84-5051	FICA	\$ 2,550	\$ 2,218	\$ (332)		87%
10-84-5052	Workmens Compensation	\$ 1,851	\$ 2,040	\$ 189		110%
10-84-5053	State Unemployment Tax	\$ 463	\$ 293	\$ (170)		63%
10-84-5071	Pension	\$ 1,695	\$ 2,010	\$ 315		119%
10-84-5072	Health Insurance	\$ -	\$ 116	\$ 116		0%
10-84-5082	Professional Development	\$ 500	\$ 102	\$ (398)		20%
10-84-5083	Uniform Cleaning	\$ 100	\$ 110	\$ 10		110%
10-84-5109	Professional Contractual Accting Fees	\$ 1,000	\$ -	\$ (1,000)		0%
10-84-6004	Capital Outlay	\$ -	\$ 17,887	\$ 17,887		0%
10-84-6005	Commercial Insurance	\$ 1,875	\$ 1,978	\$ 103		105%
10-84-6007	Dues, Licenses & Memberships	\$ -	\$ 30	\$ 30		0%
10-84-6011	Seminars/Training	\$ 250	\$ 80	\$ (170)		32%
10-84-6012	Travel & Food	\$ 100	\$ 92	\$ (8)		92%
10-84-6053	Lease Equipment Expense	\$ 1,000	\$ 945	\$ (55)		94%
10-84-6055	Printing & Postage	\$ 1,000	\$ 231	\$ (769)		23%
10-84-6057	Telephone	\$ 1,250	\$ 1,250	\$ 0		100%
10-84-6059	Office Supplies	\$ 700	\$ 854	\$ 154		122%
10-84-6066	Engineering	\$ 3,000	\$ 1,728	\$ (1,272)		58%
10-84-6072	Heat & Electric	\$ 1,660	\$ 1,194	\$ (466)		72%
10-84-6075	Vehicle Ops-Gas	\$ 1,500	\$ 779	\$ (721)		52%
10-84-6076	Vehicle Repairs & Maintenance	\$ 150	\$ 735	\$ 585		490%
10-84-6181	Building Permits	\$ 20,000	\$ 45,465	\$ 25,465		227%
10-84-6183	Grass Cutting	\$ 3,000	\$ 3,165	\$ 165		106%
10-84-6185	City Clean Up Fees	\$ 1,000	\$ -	\$ (1,000)		0%
10-84-6187	Contracted City Planning	\$ 40,000	\$ 20,430	\$ (19,570)		51%
10-84-6188	Plan/Inspect Review	\$ 30,000	\$ 47,962	\$ 17,962		160%
	<b>Expenditure Total</b>	<b>\$ 147,982</b>	<b>\$ 180,689</b>	<b>\$ 32,707</b>		<b>122%</b>
	Budget Distribution	\$ 49,348				
	<b>Expenditure Total</b>	<b>\$ 197,330</b>	<b>\$ 180,689</b>	<b>\$ (16,641)</b>		<b>92%</b>



**City of Harrington - Water  
Budget Vs. Actual - May, 2015**

92% of Budget

<b>Account Id</b>	<b>Account Description</b>	<b>2015 Budgeted</b>	<b>2015 Actual</b>	<b>\$ Over Budget</b>	<b>% Of Budget</b>
<b>Revenues:</b>					
30-60-4003	Rent Income	\$ 16,700	\$ 15,738	\$ (962)	94%
30-60-4108	Water Penalties	\$ 2,500	\$ 2,395	\$ (105)	96%
30-60-4110	Interest Income	\$ 4,000	\$ 6,486	\$ 2,486	0%
30-60-4600	Water Revenue	\$ 524,657	\$ 379,906	\$ (144,751)	72%
30-60-4603	Water Hook-up Fees	\$ 3,000	\$ 5,126	\$ 2,126	171%
30-60-4604	Water On/Off CNP Fees	\$ 950	\$ 5,555	\$ 4,605	585%
30-60-4605	Water On/Off Service Fees	\$ 6,000	\$ 3,960	\$ (2,040)	66%
30-60-4700	Water Impact Fees	\$ -	\$ 4,680	\$ 4,680	0%
	<b>Revenue Total</b>	<b>\$ 557,807</b>	<b>\$ 423,846</b>	<b>\$ (133,961)</b>	<b>76%</b>
<b>Expenditures:</b>					
30-60-5001	Salaries	\$ 62,645	\$ 62,485	\$ (160)	100%
30-60-5002	Overtime	\$ 2,300	\$ 3,032	\$ 732	132%
30-60-5051	FICA	\$ 4,968	\$ 5,012	\$ 44	101%
30-60-5052	Workmens Compensation	\$ 3,615	\$ 3,997	\$ 382	111%
30-60-5053	State Unemployment Tax	\$ 868	\$ 578	\$ (290)	67%
30-60-5071	Pension	\$ 3,327	\$ 4,058	\$ 731	122%
30-60-5072	Health Insurance	\$ 19,325	\$ 18,687	\$ (638)	97%
30-60-6005	Commercial Insurance	\$ 10,600	\$ 9,229	\$ (1,371)	87%
30-60-6006	Contingency	\$ 13,400	\$ -	\$ (13,400)	0%
30-60-6007	Dues, Licenses & Memberships	\$ 1,000	\$ 428	\$ (572)	43%
30-60-6011	Seminars & Training	\$ 1,000	\$ 450	\$ (550)	45%
30-60-6055	Printing & Postage	\$ 2,000	\$ 1,530	\$ (470)	77%
30-60-6057	Telephone	\$ 400	\$ -	\$ (400)	0%
30-60-6059	Office Supplies	\$ 400	\$ 343	\$ (57)	86%
30-60-6066	Engineering	\$ 15,000	\$ 6,176	\$ (8,824)	41%
30-60-6071	Building Maint & Supply	\$ 300	\$ -	\$ (300)	0%
30-60-6072	Heat & Electric	\$ 25,000	\$ 20,887	\$ (4,113)	84%
30-60-6073	Maintenance Agreements	\$ 550	\$ 350	\$ (201)	64%
30-60-6077	Licenses & Permits	\$ 200	\$ 200	\$ -	100%
30-60-6308	Supplies, Tools & Misc Parts	\$ 1,500	\$ 760	\$ (740)	51%
30-60-6601	Equipment Maintenance	\$ 1,500	\$ 580	\$ (920)	39%
30-60-6604	Water Meters	\$ 2,000	\$ 1,846	\$ (154)	92%
30-60-6605	Well Maintenance	\$ 5,000	\$ 456	\$ (4,544)	9%
30-60-6650	Sample Testing	\$ 800	\$ 651	\$ (149)	81%
30-60-6651	Line Repairs	\$ 10,000	\$ 5,059	\$ (4,941)	51%
30-60-6652	Chemicals	\$ 10,000	\$ 12,418	\$ 2,418	124%
30-60-6655	USDA Loan #8	\$ 22,268	\$ 16,701	\$ (5,567)	75%
30-60-6656	USDA Loan #9	\$ 11,352	\$ 11,352	\$ -	100%
30-60-6657	USDA Loan #15	\$ 33,492	\$ 33,492	\$ -	100%
30-60-6906	CIP Contingencies	\$ 100,000	\$ -	\$ (100,000)	0%
30-60-6910	Interfund Service Fee	\$ 96,561	\$ 72,421	\$ (24,140)	75%
	<b>Expenditure Total</b>	<b>\$ 461,371</b>	<b>\$ 293,179</b>	<b>\$ (168,192)</b>	<b>64%</b>
	Fund Balance	\$ 96,436			
	<b>Expenditure Total</b>	<b>\$ 557,807</b>	<b>\$ 293,179</b>	<b>\$ (264,628)</b>	<b>53%</b>

**City of Harrington - Waste Water  
Budget Vs. Actual - May, 2015**

<b>Account Id</b>	<b>Account Description</b>	<b>2015 Budgeted</b>	<b>2015 Actual</b>	<b>\$ Over Budget</b>	<b>92% of Budget % of Budget</b>
<b>Revenues:</b>					
30-70-4108	Sewer Penalties	\$ 11,200	\$ 6,982	\$ (4,218)	62%
30-70-4110	Interest Income	\$ 400	\$ 357	\$ (43)	0%
30-70-4700	Sewer Revenue	\$ 1,623,921	\$ 1,199,103	\$ (424,818)	74%
30-70-4703	Sewer Hook-up Fees	\$ -	\$ 5,100	\$ 5,100	0%
30-70-4721	Legal Fees - Sewer	\$ -	\$ 125	\$ 125	100%
30-70-4800	Sewer Impact Fees	\$ -	\$ 12,600	\$ 12,600	0%
	<b>Revenue Total</b>	<b>\$ 1,635,521</b>	<b>\$ 1,224,266</b>	<b>\$ (411,255)</b>	<b>75%</b>
<b>Expenditures:</b>					
30-70-5001	Salaries	\$ 53,695	\$ 46,769	\$ (6,926)	87%
30-70-5002	Overtime	\$ 2,875	\$ 7,588	\$ 4,713	264%
30-70-5051	FICA	\$ 4,328	\$ 4,159	\$ (169)	96%
30-70-5052	Workmens Compensation	\$ 3,152	\$ 3,470	\$ 318	110%
30-70-5053	State Unemployment Tax	\$ 780	\$ 496	\$ (284)	64%
30-70-5071	Pension	\$ 2,878	\$ 3,478	\$ 600	121%
30-70-5072	Health Insurance	\$ 15,950	\$ 15,513	\$ (437)	97%
30-70-6005	Commercial Insurance	\$ 22,749	\$ 23,732	\$ 983	104%
30-70-6006	Contingency	\$ 29,300	\$ -	\$ (29,300)	0%
30-70-6011	Training	\$ 1,000	\$ -	\$ (1,000)	0%
30-70-6055	Printing & Postage	\$ 2,000	\$ 1,260	\$ (740)	63%
30-70-6057	Telephone	\$ 1,000	\$ 808	\$ (192)	81%
30-70-6059	Office Supplies	\$ 400	\$ 343	\$ (57)	86%
30-70-6066	Engineering	\$ 20,000	\$ 6,686	\$ (13,314)	33%
30-70-6068	Legal Fees	\$ 40,000	\$ 38,756	\$ (1,244)	97%
30-70-6071	Building Maint & Supply	\$ 1,300	\$ 167	\$ (1,133)	13%
30-70-6072	Heat & Electric	\$ 9,780	\$ 7,677	\$ (2,103)	78%
30-70-6073	Maintenance Agreements	\$ 550	\$ 350	\$ (201)	64%
30-70-6076	Vehicle Repairs & Maintenance	\$ -	\$ 4,147	\$ 4,147	0%
30-70-6077	License and Permits	\$ 125	\$ 125	\$ -	100%
30-70-6311	Safety	\$ 1,500	\$ 471	\$ (1,030)	31%
30-70-6601	Equip Main	\$ 1,600	\$ 1,352	\$ (248)	85%
30-70-6650	Sample Testing	\$ 1,000	\$ 520	\$ (480)	52%
30-70-6651	Line Repairs	\$ 500	\$ 701	\$ 201	140%
30-70-6652	Chemicals	\$ 500	\$ -	\$ (500)	0%
30-70-6658	USDA Loan #6	\$ 42,116	\$ 31,587	\$ (10,529)	75%
30-70-6659	USDA Loan #10	\$ 3,658	\$ 3,668	\$ 10	100%
30-70-6660	USDA Loan #1	\$ 108,080	\$ 108,080	\$ -	100%
30-70-6661	USDA #17	\$ 59,011	\$ 44,271	\$ (14,740)	75%
30-70-6662	SRF#07	\$ 47,630	\$ 47,630	\$ (0)	100%
30-70-6663	SRF#48	\$ 37,310	\$ 37,310	\$ (0)	100%
30-70-6664	SRF#42	\$ 126,580	\$ 126,581	\$ 1	100%
30-70-6701	County Sewer Fee	\$ 475,000	\$ 386,116	\$ (88,884)	81%
30-70-6702	Pump Station Maintenance	\$ 7,000	\$ 5,351	\$ (1,649)	76%
30-70-6703	Flow Meter Maintenance	\$ 800	\$ -	\$ (800)	0%
30-70-6908	CIP Other	\$ 114,403	\$ -	\$ (114,403)	0%
30-70-6910	Interfund Service Fee	\$ 396,971	\$ 297,728	\$ (99,243)	75%
	<b>Expenditure Total</b>	<b>\$ 1,635,521</b>	<b>\$ 1,256,890</b>	<b>\$ (378,631)</b>	<b>77%</b>
	<b>Expenditure Total</b>	<b>\$ 1,635,521</b>	<b>\$ 1,256,890</b>	<b>\$ (378,631)</b>	<b>77%</b>

Range of Checking Accts: 10GENERAL to 10GENERAL Range of Check Dates: 05/01/15 to 05/31/15  
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
10GENERAL							
62394	05/08/15	APPLE APPLE BOOKS	1,377.08	10-40-6402	Expenditure	05/31/15	375
15-00070	1			Books, Video & Materials			1 1
62395	05/08/15	BAYHEALT BAYHEALTH MEDICAL GROUP	95.00	10-10-6010	Expenditure	05/31/15	375
15-01676	1			Employee Drug/Physical/Background			68 1
62396	05/08/15	BESTAC BEST ACE HARDWARE	109.98	30-60-6308	Expenditure	05/31/15	375
15-01633	1			Supplies, Tools & Misc Parts			14 1
15-01665	1		84.36	10-10-6054	Expenditure		54 1
				Misc Expense			
			194.34				
62397	05/08/15	BETHA001 BETHANY HANNAH LAWSON	28.00	10-80-6814	Expenditure		375
15-01687	1			Soccer			88 1
62398	05/08/15	BEVIRE BEVERLEY IRELAND	16.48	10-83-6059	Expenditure	05/31/15	375
15-01628	1			Office Supplies			7 1
15-01628	2		16.48	10-80-6071	Expenditure		8 1
				Building Maint & Supply			
15-01628	3		16.48	10-80-6304	Expenditure		9 1
				RE Price-Bldg Maint & Supplies			
			49.44				
62399	05/08/15	BLANCH KELLY BLANCHIES	19.98	10-10-6008	Expenditure	05/31/15	375
15-01652	1			Election Expenses			34 1
62400	05/08/15	BRODID01 BRODIE P O'BRIEN	58.00	10-80-6814	Expenditure	05/31/15	375
15-01688	1			Soccer			89 1
62401	05/08/15	CAMER001 CAMERON BEULAH	26.00	10-80-6814	Expenditure	05/31/15	375
15-01682	1			Soccer			83 1
62402	05/08/15	CARLKLOT CARL KLOTZ	109.95	10-84-5083	Expenditure	05/31/15	375
15-01656	1			Uniform Cleaning			38 1
62403	05/08/15	CLARKC CLAYTON CLARK	120.00	10-80-6814	Expenditure	05/31/15	375
15-01686	1			Soccer			87 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
Continued							
10GENERAL 62404	05/08/15	CONGAL 15-01661	4,280.00	Connolly Gallagher, LLP 30-70-6068 Legal Fees	Expenditure	05/31/15	375 50 1
62405	05/08/15	COOKS 15-01632	120.00	COOKS TIRE CENTER II 10-30-6302 Construction Equip Maint	Expenditure	05/31/15	375 13 1
62406	05/08/15	DEELEC 15-01658	308.72	DELAWARE ELECTRIC COOPERATIVE 10-30-6305 Street Lights	Expenditure	05/31/15	375 40 1
		15-01659	83.30	30-70-6072 Heat & Electric	Expenditure		41 1
			392.02				
62407	05/08/15	DEELSIG 15-01641	432.00	Delaware Electric signal City Hall Fire Monitoring 10-83-6071 Bldg Maintenance & Supply	Expenditure	05/31/15	375 24 1
62408	05/08/15	DELONG 15-01649	25.00	BRENDA DELONG 10-10-6008 Election Expenses	Expenditure	05/31/15	375 11 1
62409	05/08/15	DESTPOL 15-01667	60.00	DELAWARE STATE POLICE TRAINING 10-20-6011 Seminars/Training	Expenditure	05/31/15	375 56 1
62410	05/08/15	DISCO005 15-01673	360.00	DISCOUNT MUGS 10-40-6403 Special Programs	Expenditure	05/31/15	375 97 1
62411	05/08/15	DOVERP 15-01639	653.38	DOVER PLUMBING SUPPLY CO 30-60-6651 Line Repairs	Expenditure	05/31/15	375 23 1
62412	05/08/15	DYERJO 15-01651	75.00	JOYCE DYER 10-10-6008 Election Expenses	Expenditure	05/31/15	375 33 1
62413	05/08/15	EJOHNSON 15-01662	847.50	EBONEE JOHNSON 10-80-6810 Dance	Expenditure	05/31/15	375 51 1
62414	05/08/15	FOGLE 15-01655	158.00	FOGLE'S 10-80-6814 Soccer	Expenditure	05/31/15	375 37 1
62415	05/08/15	FOP KENT 15-01646	1,100.00	FOP KENT COUNTY LODGE #3 10-212-02 FOP Dues Payable	G/L	05/31/15	375 28 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
10GENERAL Continued									
62416	05/08/15	FUELMA Fleetcor Technologies				05/31/15		375	
15-01672	1		1,325.63	10-20-6075 Vehicle Ops-Gas	Expenditure		63	1	
15-01672	2		725.61	10-30-6075 Vehicle Ops-Gas	Expenditure		64	1	
15-01672	3		292.85	10-30-6301 Construction Equip Ops	Expenditure		65	1	
			<u>2,344.09</u>						
62417	05/08/15	GIBSONI Ian C. Gibson				05/31/15		375	
15-01689	1	Soccer Referee	52.00	10-80-6814 Soccer	Expenditure		90	1	
62418	05/08/15	HARR Harrington Fire Company				05/31/15		375	
15-00347	3	Reimbursement 3rd Qtr FY15	750.00	10-82-6101 Fuel Reimbursement-Fire Dept	Expenditure		2	1	
62419	05/08/15	INDEPE INDEPENDENT NEWSPAPERS INC				05/31/15		375	
15-01677	1		84.31	10-10-6008 Election Expenses	Expenditure		69	1	
15-01677	2		210.59	10-84-6188 Plan/Inspect Review	Expenditure		70	1	
			<u>294.90</u>						
62420	05/08/15	JEAN M JEAN MILLER						375	
15-01648	1		25.00	10-10-6008 Election Expenses	Expenditure		30	1	
62421	05/08/15	JIREH JIREH CLEANING SERVICE, LLC				05/31/15		375	
15-01653	1		85.00	10-83-6013 Cleaning Service	Expenditure		35	1	
62422	05/08/15	JOAN K JOAN KNAUB						375	
15-01647	1		25.00	10-10-6008 Election Expenses	Expenditure		29	1	
62423	05/08/15	KIMBAL KIMBALL MIDWEST				05/31/15		375	
15-01634	1		194.16	10-30-6306 Street Maint	Expenditure		15	1	
15-01634	2		249.00	10-30-6308 Supplies, Tools & Misc Parts	Expenditure		16	1	
			<u>443.16</u>						
62424	05/08/15	LAHMANC Cheryl Lahman				05/31/15		375	
15-01684	1	Background Check Reimbursement	52.50	10-10-6008 Election Expenses	Expenditure		85	1	
62425	05/08/15	LAWMEN LAWREN SUPPLY COMPANY				05/31/15		375	
15-01663	1		52.00	10-20-6201 Clothing Allowance	Expenditure		52	1	

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
10GENERAL			Continued				
62426	05/08/15	LITCAESA LITTLE CAESARS FUNDRAISING	1,833.00	10-80-6802	Expenditure	05/31/15	375
15-01654	1			Fundraisers			36 1
62427	05/08/15	LUCAS001 LUCAS P GUZIOR	52.00	10-80-6814	Expenditure	05/31/15	375
15-01685	1			Soccer			86 1
62428	05/08/15	MACKNSKI Danielle A. Mackowsky	80.00	10-80-6818	Expenditure		375
15-01636	1			Tumbling/Gymnastics			19 1
62429	05/08/15	MESSRICH Richard Messick (Attached)	197.75	(Void Reason: Incorrect Payee)	Project	05/27/15 VOID	375
15-00965	1	Refund Escrow #83		0000000383			3 1
				218 Commerce Cat-8			
62430	05/08/15	METTEL METROPOLITAN TELECOMMUNICATION	42.67	10-30-6057	Expenditure	05/31/15	375
15-01669	1			Telephone			58 1
15-01669	2		111.36	10-40-6057	Expenditure		59 1
15-01669	3		73.64	30-70-6057	Expenditure		60 1
			227.67	Telephone			
62431	05/08/15	MRTIRE MR TIRE AUTO CENTERS #1209	711.87	10-30-6075	Expenditure	05/31/15	375
15-01630	1			vehicle Ops-Gas			11 1
62432	05/08/15	MUHAM001 MUHAMMAD I STAATS	52.00	10-80-6814	Expenditure		375
15-01683	1			Soccer			84 1
62433	05/08/15	NADIA001 NADIA M TEN	60.00	10-80-6814	Expenditure	05/31/15	375
15-01580	1			Soccer			73 1
62434	05/08/15	PBELEC PB ELECTRONICS, INC	98.00	10-20-6204	Expenditure	05/31/15	375
15-01671	1			Radar & Electronics			62 1
62435	05/08/15	PENINS PENINSULA OIL AND PROPANE	135.78	10-40-6072	Expenditure	05/31/15	375
15-01637	1			Heat & Electric			20 1
62436	05/08/15	PETTY PETTY CASH	65.50	10-83-6075	Expenditure	05/31/15	375
15-01627	1			vehicle Ops-Gas			4 1
15-01627	2		100.00	10-30-6075	Expenditure		5 1
				Vehicle Ops-Gas			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
10GENERAL				Continued					
62436	05/08/15	PETTY CASH	67.00	10-30-6301	Expenditure		6	1	
15-01627	1			Construction Equip Ops					
			<u>232.50</u>						
62437	05/08/15	PITNEYBOWE PITNEY BOWES INC	5.00	10-10-6055	Expenditure	05/31/15	39	1	375
15-01657	1			Printing & Postage					
62438	05/08/15	QUALITY EXTERIORS INC	336.50	10-80-6071	Expenditure	05/31/15	55	1	375
15-01666	1			Building Maint & Supply					
62439	05/08/15	ROYSEL ROY'S ELECTRICAL SERVICE INC	99.50	30-70-6702	Expenditure	05/31/15	10	1	375
15-01629	1			Pump Station Maintenance					
15-01635	1		349.50	30-60-6073	Expenditure		17	1	
				Maintenance Agreements					
15-01635	2		349.50	30-70-6073	Expenditure		18	1	
			<u>798.50</u>	Maintenance Agreements					
62440	05/08/15	SAPPRO05 RILEY SAPP	72.00	10-80-6814	Expenditure	05/31/15	72	1	375
15-01679	1			Soccer					
62441	05/08/15	SCH0001 SCHOOL LIBRARY JOURNAL	79.99	10-40-6402	Expenditure	05/31/15	67	1	375
15-01674	1			Books, Video & Materials					
62442	05/08/15	STAPLES Staples Advantage	24.26	10-30-6059	Expenditure	05/31/15	21	1	375
15-01638	1			Office Supplies					
15-01638	2		16.83	10-83-6059	Expenditure		22	1	
				Office Supplies					
15-01670	1		78.37	10-20-6059	Expenditure		61	1	
			<u>119.46</u>	Office Supplies					
62443	05/08/15	STRATEG STRATEGIC INSURANCE PARTNERS	47.52	10-83-5052	Expenditure	05/31/15	74	1	375
15-01681	1	State WC Self Insured Tax		Workmens Compensation					
15-01681	2	State WC Self Insured Tax	1,650.74	10-20-5052	Expenditure		75	1	
				Workmens Compensation					
15-01681	3	State WC Self Insured Tax	144.68	10-21-5052	Expenditure		76	1	
				Workers Compensation					
15-01681	4	State WC Self Insured Tax	51.74	10-40-5052	Expenditure		77	1	
				Workmens Compensation					
15-01681	5	State WC Self Insured Tax	263.49	10-82-5052	Expenditure		78	1	
				Workmens Compensation					
15-01681	6	State WC Self Insured Tax	12.03	10-80-5052	Expenditure		79	1	
				Workmens Compensation					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
10GENERAL			Continued						
62443		STRATEGIC INSURANCE PARTNERS	Continued						
15-01681	7	State WC Self Insured Tax	108.59	10-84-5052	Expenditure		80	1	
				workmens Compensation					
15-01681	8	State WC Self Insured Tax	217.77	30-60-5052	Expenditure		81	1	
				workmens Compensation					
15-01681	9	State WC Self Insured Tax	177.77	30-70-5052	Expenditure		82	1	
				workmens Compensation					
15-01681	10	State WC Self Insured Tax	333.57	10-30-5052	Expenditure		91	1	
				Workmens Compensation					
			<u>3,007.90</u>						
62444	05/08/15	TARYN001 TARYN NEEMAN				05/31/15		375	
15-01664	1		2,000.00	10-21-6221	Expenditure		53	1	
				LESO Program Expenditures					
62445	05/08/15	THOMPRES Thompson Reuters				05/31/15		375	
15-01640	1	Fixed Asset Audit Software	338.00	10-10-6052	Expenditure		92	1	
				Furniture & Equip Purchase					
62446	05/08/15	UNIFIR UNIFIRST				05/31/15		375	
15-01631	1		92.79	10-30-5083	Expenditure		12	1	
				Uniform Cleaning/Purchase					
62447	05/08/15	UPS UPS				05/31/15		375	
15-01668	1		16.72	10-20-6055	Expenditure		57	1	
				Printing & Postage					
62448	05/08/15	URS URS CORPORATION				05/31/15		375	
15-01644	1	440 Zoning Meetings	2,241.25	10-84-6188	Expenditure		27	1	
				Plan/Inspect Review					
15-01645	1	101 Wolcott St - #91	134.88	0000000091	Project		94	1	
				101 Wolcott Cat B					
15-01645	2	Connections CSP - #90	134.88	0000000090	Project		95	1	
				Connections Cat B					
15-01645	3	City Planning Services	775.56	10-84-6187	Expenditure		96	1	
				Contracted City Planning					
			<u>3,286.57</u>						
62449	05/08/15	VANTAGEP VANTAGEPOINT TRANSFER AGENTS				05/31/15		375	
15-01675	1		924.45	10-212-07	G/L		93	1	
				457 Deferred Compensation					
62450	05/08/15	VELLAB Bob vella				05/31/15		375	
15-01678	1		100.00	10-80-6814	Expenditure		71	1	
				Soccer					
62451	05/08/15	VISION VISION BENEFITS OF AMERICA				05/31/15		375	
15-01660	1		27.25	10-83-5072	Expenditure		42	1	
				Health Insurance					
15-01660	2		58.17	10-20-5072	Expenditure		43	1	
				Health Insurance					



Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
10GENERAL									
Continued									
62451		VISION BENEFITS OF AMERICA							
15-01660	3	Continued	35.37	10-30-5072	Expenditure		44	1	
				Health Insurance					
15-01660	4		7.34	10-40-5072	Expenditure		45	1	
				Health Insurance					
15-01660	5		3.67	10-21-5072	Expenditure		46	1	
				Medical					
15-01660	6		16.24	10-80-5072	Expenditure		47	1	
				Health Insurance					
15-01660	7		16.24	10-82-5072	Expenditure		48	1	
				Health Insurance					
15-01660	8		75.39	10-99-2125	Expenditure		49	1	
				Medical Package Payable					
			<u>239.67</u>						
62452	05/08/15	VIVPOORE Viva Poore				05/31/15		375	
15-01650	1		80.00	10-10-6008	Expenditure		32	1	
				Election Expenses					
62453	05/08/15	WAG wagamon Technologies Group LLC				05/31/15		375	
15-01642	1	Monthly IT Maintenance	453.70	10-10-6051	Expenditure		25	1	
				Computer & Software					
15-01643	1	PC Set-Up	330.00	10-83-6051	Expenditure		26	1	
				Computer Maintenance & Repair					
			<u>783.70</u>						
62454	05/13/15	SMITTY SMITTY'S AUTO REPAIR				05/31/15		376	
15-01693	1	Police Transmission Repair	1,900.00	90-00-8216	Expenditure		1	1	
				CIP Contingencies					
62455	05/14/15	JONATHAN JONATHAN'S LANDING				05/31/15		377	
15-01695	1	Parks & Rec Golf Tournament	3,961.00	10-80-6802	Expenditure		11	1	
				Fundraisers					
62456	05/21/15	AARON001 AARON COHEN						378	
15-01714	1		20.00	10-10-6009	Expenditure		52	1	
				Event & Community Support					
62457	05/21/15	AFLAC AFLAC				05/31/15		378	
15-01737	1		547.74	10-99-2125	Expenditure		78	1	
				Medical Package Payable					
62458	05/21/15	AMERISOL AMERICAN SOLUTIONS				05/31/15		378	
15-01711	1		119.84	30-60-6059	Expenditure		47	1	
				Office Supplies					
15-01711	2		119.83	30-70-6059	Expenditure		139	1	
				Office Supplies					
15-01711	3		119.83	10-50-6055	Expenditure		140	1	
				Printing & Postage					
			<u>359.50</u>						

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
10GENERAL Continued									
62459	05/21/15	AQUAFL AQUA FLOW PUMPS & SUPPLY CO	30.16	30-70-6651	Expenditure	05/31/15	378	71	1
15-01730	1			Line Repairs					
62460	05/21/15	ATCOIN ATCO INTERNATIONAL	470.50	30-70-6311	Expenditure	05/31/15	378	57	1
15-01718	1			Safety					
15-01718	2		470.50	10-30-6311	Expenditure			58	1
				Safety					
			<u>941.00</u>						
62461	05/21/15	BESTAC BEST ACE HARDWARE	32.94	10-80-6802	Expenditure	05/31/15	378	22	1
15-01704	1	Community Garden Supplies		Fundraisers					
15-01704	2	Community Garden Supplies	4.14	10-80-6802	Expenditure			23	1
				Fundraisers					
15-01704	3	Community Garden Supplies	36.99	10-80-6802	Expenditure			24	1
				Fundraisers					
15-01719	1		4.99	10-30-6071	Expenditure			59	1
				Building Maint & Supply					
15-01731	1		12.77	30-70-6071	Expenditure			72	1
				building maint & supply					
			<u>91.83</u>						
62462	05/21/15	BMG Becker Morgan Group, Inc.	350.00	90-00-8240	Expenditure	05/31/15	378	79	1
15-01738	1	LIBRARY SITE EVALUATION		Library Building					
62463	05/21/15	BYTHEBOOK By The Book Financial Services	7,149.26	91-00-8206	Expenditure	05/31/15	378	13	1
15-01697	1	Dorman St. Project		CIP Legal and Admin					
62464	05/21/15	CAPPD CAPITOL CLEANERS	90.22	10-20-5083	Expenditure	05/31/15	378	77	1
15-01736	1			uniform Cleaning					
62465	05/21/15	CHESAP CHESAPEAKE UTILITIES	96.73	10-80-6805	Expenditure	05/31/15	378	107	1
15-01756	1			RE Price-Heat & Electric					
15-01757	1		119.70	10-20-6072	Expenditure			108	1
				Heat & Electric					
15-01758	1		90.00	10-30-6072	Expenditure			109	1
				Heat & Electric					
15-01759	1		71.14	10-80-6072	Expenditure			110	1
				Heat & Electric					
			<u>377.57</u>						
62466	05/21/15	COMCAS COMCAST	72.90	10-30-6057	Expenditure	05/31/15	378	50	1
15-01712	1			Telephone					
15-01713	1		211.00	10-20-6057	Expenditure			51	1
				Telephone					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
PO #	Item	Description							
10GENERAL									
Continued									
62466	COMCAST								
15-01745	1		271.89	10-83-6057	Expenditure		93	1	
			<u>555.79</u>	Telephone					
62467	05/21/15	COOKS COOKS TIRE CENTER II	109.00	10-30-6302	Expenditure	05/31/15	378	66	1
15-01726	1			Construction Equip Maint					
62468	05/21/15	CROWN CROWN TROPHY	69.50	10-10-6009	Expenditure	05/31/15	378	14	1
15-01698	1	Service Trophy		Event & Community Support					
62469	05/21/15	CRY Crystal Springs	10.99	10-40-6059	Expenditure	05/31/15	378	34	1
15-01709	1			Office Supplies					
15-01709	2		4.00	10-30-6059	Expenditure		35	1	
15-01709	3		12.97	10-40-6059	Expenditure		36	1	
15-01733	1		16.00	10-20-6059	Expenditure		74	1	
			<u>43.96</u>	Office Supplies					
62470	05/21/15	DELGOV DELAWARE LEAGUE OF LOCAL GOV.	30.00	10-10-6007	Expenditure	05/31/15	378	15	1
15-01699	1	Monthly Meeting		Dues, Licenses & Meetings					
15-01699	2	Monthly Meeting	30.00	10-10-6007	Expenditure		16	1	
			<u>60.00</u>	Dues, Licenses & Meetings					
62471	05/21/15	DELMA DELMARVA POWER	(Attached)				05/21/15 VOID		0
62472	05/21/15	DELMA DELMARVA POWER	11				05/21/15 VOID		0
62473	05/21/15	DELMA DELMARVA POWER							378
15-01760	1		319.21	10-83-6072	Expenditure		111	1	
15-01761	1		12.69	10-10-6072	Expenditure		112	1	
15-01762	1		35.82	10-83-6072	Expenditure		113	1	
15-01763	1		63.49	10-83-6072	Expenditure		114	1	
15-01764	1		207.48	30-70-6072	Expenditure		115	1	
15-01765	1		29.56	10-30-6305	Expenditure		116	1	
15-01766	1		370.09	10-80-6072	Expenditure		117	1	
15-01767	1		649.30	10-20-6072	Expenditure		118	1	
				Heat & Electric					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
10GENERAL							
Continued							
62473		DELMARVA POWER					
15-01768	1		113.87	30-70-6072 Heat & Electric	Expenditure		119 1
15-01769	1		133.02	30-70-6072 Heat & Electric	Expenditure		120 1
15-01770	1		35.99	30-70-6072 Heat & Electric	Expenditure		121 1
15-01771	1		55.44	10-80-6805 RE Price-Heat & Electric	Expenditure		122 1
15-01772	1		104.71	30-70-6072 Heat & Electric	Expenditure		123 1
15-01773	1		1,618.63	30-60-6072 Heat & Electric	Expenditure		124 1
15-01774	1		49.52	30-70-6072 Heat & Electric	Expenditure		125 1
15-01775	1		123.91	10-30-6305 Street Lights	Expenditure		126 1
15-01776	1		32.54	30-60-6072 Heat & Electric	Expenditure		127 1
15-01777	1		12.56	30-70-6072 Heat & Electric	Expenditure		128 1
15-01778	1		14.49	10-40-6072 Heat & Electric	Expenditure		129 1
15-01779	1		138.08	10-30-6072 Heat & Electric	Expenditure		130 1
15-01780	1		280.58	10-40-6072 Heat & Electric	Expenditure		131 1
			4,400.98				
62474	05/21/15	DEPELE DEPARTMENT OF ELECTIONS					378
15-01717	1		25.00	10-10-6008 Election Expenses	Expenditure		56 1
62475	05/21/15	FAYE FAYE SMITH					378
15-01702	1	Community Garden Soil Test	12.50	10-80-6802 Fundraisers	Expenditure		19 1
62476	05/21/15	GIBSON Gibson's Tractor & Lawn Care		(Attached)		05/21/15 VOID	0
62477	05/21/15	GIBSON Gibson's Tractor & Lawn Care					378
15-01746	1	V3-00820	50.00	10-84-6183 Grass Cutting	Expenditure		94 1
15-01747	1	V3-00815	80.00	10-84-6183 Grass Cutting	Expenditure		95 1
15-01748	1	V3-00816	70.00	10-84-6183 Grass Cutting	Expenditure		96 1
15-01749	1	V3-00830	80.00	10-84-6183 Grass Cutting	Expenditure		97 1
15-01750	1	V3-00822	45.00	10-84-6183 Grass Cutting	Expenditure		98 1
15-01751	1	V3-00812	55.00	10-84-6183 Grass Cutting	Expenditure		99 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Re Seq	Acct
PD #	Item	Description							
10GENERAL			Continued						
62477		Gibson's Tractor & Lawn Care	Continued						
15-01752	1	V3-00805	60.00	10-84-6183	Expenditure		100		1
				Grass Cutting					
15-01753	1	V3-00799	45.00	10-84-6183	Expenditure		101		1
				Grass Cutting					
			<u>485.00</u>						
62478	05/21/15	GREAT005 GREATAMERICA FINANCIAL SERVICE				05/31/15			378
15-01708	1		291.18	10-83-6053	Expenditure		30		1
				Leases-Office Equipment					
15-01708	2		120.43	10-20-6053	Expenditure		31		1
				Lease Equipment Expense					
15-01708	3		111.26	10-40-6053	Expenditure		32		1
				Lease Equipment Expense					
15-01708	4		113.09	10-80-6053	Expenditure		33		1
				Lease Equipment Expense					
			<u>635.96</u>						
62479	05/21/15	HILLY001 HILLYARD/DELAWARE VALLEY				05/31/15			378
15-01701	1	Gym Floor Mat	517.61	90-00-8224	Expenditure		18		1
				Parks & Rec Building Improvements					
62480	05/21/15	HUDSON HUDSON FARMS				05/31/15			378
15-01703	1	Community Garden Supplies	124.54	10-80-6802	Expenditure		20		1
				Fundraisers					
15-01703	2	Community Garden Supplies	13.99	10-80-6802	Expenditure		21		1
				Fundraisers					
			<u>138.53</u>						
62481	05/21/15	JIREH JIREH CLEANING SERVICE, LLC				05/31/15			378
15-01740	1		125.00	10-20-6013	Expenditure		88		1
				Cleaning Services					
15-01741	1		125.00	10-20-6013	Expenditure		89		1
				Cleaning Services					
15-01744	1		85.00	10-83-6013	Expenditure		92		1
				Cleaning Service					
			<u>335.00</u>						
62482	05/21/15	KANSAS KCL GROUP BENEFITS				05/31/15			378
15-01739	1		48.83	10-83-5072	Expenditure		80		1
				Health Insurance					
15-01739	2		115.50	10-20-5072	Expenditure		81		1
				Health Insurance					
15-01739	3		10.50	10-84-5072	Expenditure		82		1
				Health Insurance					
15-01739	4		63.00	10-30-5072	Expenditure		83		1
				Health Insurance					
15-01739	5		21.00	10-40-5072	Expenditure		84		1
				Health Insurance					
15-01739	6		10.50	10-21-5072	Expenditure		85		1
				Medical					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref	Seq	Num
PO #	Item	Description							Acct
10GENERAL									
Continued									
62482	XCL GROUP	BENEFITS							
15-01739	7		17.33	10-80-5072	Expenditure		86	1	
				Health Insurance					
15-01739	8		21.00	10-82-5072	Expenditure		87	1	
				Health Insurance					
			<u>307.66</u>						
62483	05/21/15	KENTTR KENT COUNTY TREASURER				05/31/15			378
15-01694	1	Kent County Sewer Charges	35,544.60	30-70-6701	Expenditure		11	1	
				County Sewer Fee					
62484	05/21/15	MATIRE MR TIRE AUTO CENTERS #1209				05/31/15			378
15-01696	1	Tires for 09 Crown Vic	383.31	10-20-6076	Expenditure		12	1	
				Vehicle Repairs & Maintenance					
62485	05/21/15	NAPA NAPA AUTO PARTS				05/31/15			378
15-01722	1		5.22	10-30-6308	Expenditure		62	1	
				Supplies, Tools & Misc Parts					
15-01723	1		90.98	10-30-6301	Expenditure		63	1	
				Construction Equip Ops					
15-01724	1		33.96	10-30-6075	Expenditure		64	1	
				Vehicle Ops-Gas					
15-01725	1		52.49	10-30-6302	Expenditure		65	1	
				Construction Equip Maint					
15-01734	1		220.92	10-84-6076	Expenditure		75	1	
				Vehicle Repairs & Maintenance					
15-01735	1		3.36	10-20-6076	Expenditure		76	1	
				Vehicle Repairs & Maintenance					
			<u>406.93</u>						
62486	05/21/15	ONECAL ONE CALL CONCEPTS, INC				05/31/15			378
15-01732	1		46.42	10-30-6306	Expenditure		73	1	
				Street Maint					
62487	05/21/15	PURCH Purchase Power				05/31/15			378
15-01781	1		33.00	10-83-6055	Expenditure		132	1	
				Printing & Postage					
15-01781	2		498.93	10-10-6055	Expenditure		133	1	
				Printing & Postage					
15-01781	3		142.88	10-50-6055	Expenditure		134	1	
				Printing & Postage					
15-01781	4		142.86	30-60-6055	Expenditure		135	1	
				Printing & Postage					
15-01781	5		142.88	30-70-6055	Expenditure		136	1	
				Printing & Postage					
15-01781	6		47.95	10-84-6055	Expenditure		137	1	
				Printing & Postage					
			<u>1,008.50</u>						
62488	05/21/15	RBUSH RHIANNON BUSH				05/31/15			378
15-01707	1	Edmunds User Group	21.78	10-83-6011	Expenditure		29	1	
				Seminars/Training					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					REF Seq Acct
10GENERAL Continued							
62489	05/21/15	REDTHE THE RED UNIFORM TAILOR	306.42	10-20-6201	Expenditure	05/31/15	378
15-01743	1			Clothing Allowance			91 1
62490	05/21/15	REPUB005 REPUBLIC SERVICES #426	18,238.50	10-50-6501	Expenditure	05/31/15	378
15-01715	1			Contracted Trash Services			53 1
15-01715	2		863.27	10-50-6502	Expenditure		54 1
15-01716	1		200.00	10-50-6502	Expenditure		55 1
			<u>19,301.77</u>	Sanitation - Bulk Trash Pickup			
62491	05/21/15	REYBOLD Reybold Construction Group, LLC	45,967.20	91-00-8202	Expenditure	05/31/15	378
15-01706	1	Dorman St Sewer 1st Payment		CIP Construction Expenses			28 1
62492	05/21/15	RIO005 RIO SUPPLY INC	156.25	30-60-6604	Expenditure	05/31/15	378
15-01720	1			Water Meters			60 1
62493	05/21/15	RVB Remington, Vernick & Beach Eng	2,415.00	91-00-8210	Expenditure	05/31/15	378
15-01690	1	I&I Project		CIP Engineering			1 1
15-01691	1	Dorman St. Project	6,393.77	91-00-8210	Expenditure		2 1
15-01692	1	Building Inspections	3,425.76	10-84-6181	Expenditure		3 1
15-01692	2	Meetings	243.00	10-84-6066	Expenditure		4 1
15-01692	3	2015 Road Program	540.00	Engineering			5 1
15-01692	4	Fire Hall Paving	1,417.50	91-00-8210	Expenditure		6 1
15-01692	5	Annual water Report	1,620.00	CIP Engineering			7 1
15-01692	6	Lagoon Closure Report	135.00	30-60-6066	Expenditure		8 1
15-01692	7	Meetings with Wilkes and Fazio	685.00	Engineering			9 1
15-01692	8	Meeting with Terry and Alan	675.00	10-10-6066	Expenditure		10 1
			<u>17,550.03</u>	Engineering			
62494	05/21/15	SCHMIT SCHMITTINGER & RODRIGUEZ	330.00	10-84-6188	Expenditure	05/31/15	378
15-01705	1	Legal Fees April 440 zoning		Plan/Inspect Review			25 1
15-01705	2	Legal Fees April	3,780.54	10-84-6068	Expenditure		26 1
				Legal Fees			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/void Contract	Ref Num	Ref Seq	Acct
10GENERAL									
Continued									
62494	15-01705	SCHMITTINGER & RODRIGUEZ 3 Police Legal Fees April	2,674.00	10-20-6068 Legal Fees	Expenditure		27	1	
			<u>6,784.54</u>						
62495	05/21/15	SELECTIV SELECTIVE INSUR CO OF AMERICA							378
	15-01710	1	1,026.90	10-10-6005 Commercial Insurance	Expenditure		37	1	
	15-01710	2	684.60	10-20-6005 Commercial Insurance	Expenditure		38	1	
	15-01710	3	285.25	10-30-6005 Commercial Insurance	Expenditure		39	1	
	15-01710	4	114.10	10-40-6005 Commercial Insurance	Expenditure		40	1	
	15-01710	5	57.05	10-82-6005 COMMERCIAL INSURANCE	Expenditure		41	1	
	15-01710	6	285.25	10-50-6005 Commercial Insurance	Expenditure		42	1	
	15-01710	7	228.20	10-80-6005 Commercial Insurance	Expenditure		43	1	
	15-01710	8	171.15	10-84-6005 Commercial Insurance	Expenditure		44	1	
	15-01710	9	798.70	30-60-6005 Commercial Insurance	Expenditure		45	1	
	15-01710	10	2,053.80	30-70-6005 Commercial Insurance	Expenditure		46	1	
			<u>5,705.00</u>						
62496	05/21/15	THECLAY The Clay Bakers 1 Nat'l Night Out Fund Raiser	581.40	10-21-6222 National Night Out Expenditures	Expenditure	05/31/15	138	1	378
62497	05/21/15	TIEMAN TERESA TIEMAN 1 Gas mileage - Dover	7.17	10-83-6075 Vehicle Ops-Gas	Expenditure	05/31/15	69	1	378
	15-01729	2 Gas mileage - Dover	6.57	10-83-6075 Vehicle Ops-Gas	Expenditure		70	1	
			<u>13.74</u>						
62498	05/21/15	UNIFIR UNIFIRST 1	92.79	10-30-5083 Uniform Cleaning/Purchase	Expenditure	05/31/15	67	1	378
	15-01728	1	92.79	10-30-5083 Uniform Cleaning/Purchase	Expenditure		68	1	
			<u>185.58</u>						
62499	05/21/15	UPS UPS 1	16.13	10-20-6055 Printing & Postage	Expenditure	05/31/15	61	1	378



Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	ReF Num
PO #	Item	Description						Acct
10GENERAL			Continued					
62500	05/21/15	VANTAGE VANTAGEPOINT TRANSFER AGENTS	924.05	10-212-07	G/L	05/31/15		378
15-01755	1			457 Deferred Compensation				106 1
62501	05/21/15	VERIZO VERIZON WIRELESS	480.28	10-20-6057	Expenditure	05/31/15		378
15-01742	1			Telephone				90 1
15-01754	1		63.97	10-84-6057	Expenditure			102 1
				Telephone				
15-01754	2		88.46	10-20-6057	Expenditure			103 1
				Telephone				
15-01754	3		127.29	10-30-6057	Expenditure			104 1
				Telephone				
15-01754	4		54.60	10-83-6057	Expenditure			105 1
				Telephone				
			<u>814.60</u>					
62502	05/21/15	WAG wagemon Technologies Group LLC	71.40	10-10-6051	Expenditure	05/31/15		378
15-01700	1			Computer & Software				17 1
62503	05/27/15	MADCLAY Madclay Homes 401K Refund Escrow #83	197.75	0000000083	Project			379
15-00965	1			218 Commerce Cat-B				1 1
62504	05/27/15	AFLAC AFLAC	547.74	10-99-2125	Expenditure			380
15-01787	1	Employee Paid Disability Ins		Medical Package Payable				39 1
62505	05/27/15	ALLSTAR ALL-STAR EMBROIDERY	295.00	10-80-6802	Expenditure			380
15-01788	1			Fundraisers				14 1
62506	05/27/15	BAYSH001 BAYSHORE FORD TRUCK SALES, INC	131.69	10-30-6302	Expenditure			380
15-01802	1			Construction Equip Maint				29 1
62507	05/27/15	BESTAC BEST ACE HARDWARE	44.99	10-30-6306	Expenditure			380
15-01803	1			Street Maint				30 1
15-01804	1		9.98	30-70-6651	Expenditure			31 1
				Line Repairs				
			<u>54.97</u>					
62508	05/27/15	BULLOCKA Amber Nicole Bullock	160.00	10-80-6818	Expenditure			380
15-01795	1			Tumbling/Gymnastics				22 1
62509	05/27/15	CHESAP CHESAPEAKE UTILITIES	26.00	10-30-6072	Expenditure			380
15-01806	1			Heat & Electric				33 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref	Nbr
PO #	Item	Description					Ref	Seq Acct
10GENERAL			Continued					
62510	05/27/15	CRYSTODS CRYSTAL HUGHES						380
15-01796	1		300.00	10-80-6818 Tumbling/Gymnastics	Expenditure		23	1
62511	05/27/15	DELVA DELMARVA POWER						380
15-01794	1		4,247.04	10-30-6305 Street Lights	Expenditure		21	1
62512	05/27/15	DELTA001 DELTA DENTAL OF DELAWARE, INC.						380
15-01785	1	JUNE PREMIUM	1,604.76	10-212-05 Medical Package Payable	G/L		2	1
62513	05/27/15	ENVIRO ENVIROCORP, INC						380
15-01805	1		52.00	30-70-6650 Sample Testing	Expenditure		32	1
62514	05/27/15	FUELMA Fleetcar Technologies						380
15-01807	1		33.70	10-80-6075 Vehicle Ops-Gas	Expenditure		34	1
15-01807	2		294.16	10-30-6075 Vehicle Ops-Gas	Expenditure		35	1
15-01807	3		370.07	10-30-6301 Construction Equip Ops	Expenditure		36	1
15-01807	4		31.12	10-84-6075 Vehicle Ops-Gas	Expenditure		37	1
15-01807	5		1,217.24	10-20-6075 Vehicle Ops-Gas	Expenditure		38	1
			<u>1,946.29</u>					
62515	05/27/15	GIBSON Gibson's Tractor & Lawn Care						380
15-01789	1		55.00	10-84-6183 Grass Cutting	Expenditure		15	1
15-01790	1		75.00	10-84-6183 Grass Cutting	Expenditure		16	1
15-01791	1		45.00	10-84-6183 Grass Cutting	Expenditure		17	1
15-01792	1		85.00	10-84-6183 Grass Cutting	Expenditure		18	1
			<u>260.00</u>					
62516	05/27/15	NAPA NAPA AUTO PARTS						380
15-01797	1		34.09	10-30-6302 Construction Equip Maint	Expenditure		24	1
15-01798	1		184.64	10-30-6076 Vehicle Repairs & Maintenance	Expenditure		25	1
15-01799	1		46.00	10-30-6076 Vehicle Repairs & Maintenance	Expenditure		26	1
			<u>172.73</u>					
62517	05/27/15	NORTHT DPERS						380
15-01786	1		1,150.76	10-83-5071 Pension	Expenditure		3	1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Num Acct
10GENERAL									
Continued									
62517	DPERS								
15-01786	2		302.14	10-80-5071 Pension	Expenditure		4	1	
15-01786	3		169.50	10-84-5071 Pension	Expenditure		5	1	
15-01786	4		1,251.18	10-30-5071 Pension	Expenditure		6	1	
15-01786	5		489.96	10-40-5071 Pension	Expenditure		7	1	
15-01786	6		302.09	10-20-5071 Pension	Expenditure		8	1	
15-01786	7		4,878.08	10-20-5071 Pension	Expenditure		9	1	
15-01786	8		429.38	10-21-5071 Pension	Expenditure		10	1	
15-01786	9		375.64	10-82-5071 Pension	Expenditure		11	1	
15-01786	10		4,397.59	10-99-2124 Pension Payable	Expenditure		12	1	
			<u>13,746.32</u>						
62518	05/27/15	STAPLES							380
15-01793	1	Staples Advantage	134.56	10-40-6059 Office Supplies	Expenditure		19	1	
15-01793	2		296.40	10-83-6059 Office Supplies	Expenditure		20	1	
			<u>430.96</u>						
62519	05/27/15	STATE001							380
15-01784	1	STATE OF DELAWARE	25,056.18	10-212-05 Medical Package Payable	G/L		1	1	
62520	05/27/15	TAYLOR							380
15-01800	1	TAYLOR & MESSICK	91.86	10-30-6302 Construction Equip Maint	Expenditure		27	1	
62521	05/27/15	UNIFIR							380
15-01801	1	UNIFIRST	92.79	10-30-5083 Uniform Cleaning/Purchase	Expenditure		28	1	

Checking Account Totals	Paid	Void	Amount Paid	Amount Void
Checks:	124	4	239,187.11	197.75
Direct Deposit:	0	0	0.00	0.00
Total:	<u>124</u>	<u>4</u>	<u>239,187.11</u>	<u>197.75</u>

Report Totals	Paid	Void	Amount Paid	Amount Void
Checks:	124	4	239,187.11	197.75
Direct Deposit:	0	0	0.00	0.00
Total:	<u>124</u>	<u>4</u>	<u>239,187.11</u>	<u>197.75</u>

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	5-10	92,347.79	0.00	29,609.44	121,957.23
WATER FUND	5-30	50,112.03	0.00	0.00	50,112.03
CIP FUND	5-90	2,767.61	0.00	0.00	2,767.61
CIP PROPRIETARY FUND	5-91	63,882.73	0.00	0.00	63,882.73
Total of All Funds:		<u>209,110.16</u>	<u>0.00</u>	<u>29,609.44</u>	<u>238,719.60</u>

---

Totals by Fund					
Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	10	92,347.79	0.00	29,609.44	121,957.23
WATER FUND	30	50,112.03	0.00	0.00	50,112.03
CIP FUND	90	2,767.61	0.00	0.00	2,767.61
CIP PROPRIETARY FUND	91	63,882.73	0.00	0.00	63,882.73
Total of All Funds:		<u>209,110.16</u>	<u>0.00</u>	<u>29,609.44</u>	<u>238,719.60</u>

---

CITY OF HARRINGTON  
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	5-10	92,347.79	0.00	0.00	0.00	92,347.79
WATER FUND	5-30	50,112.03	0.00	0.00	0.00	50,112.03
CIP FUND	5-90	2,767.61	0.00	0.00	0.00	2,767.61
CIP PROPRIETARY FUND	5-91	63,882.73	0.00	0.00	0.00	63,882.73
Total of All Funds:		<u>209,110.16</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>209,110.16</u>

Project Description	Project No.	Project Total
218 Commerce Cat-B	0000000083	197.75
Connections Cat B	0000000090	134.88
101 Wolcott Cat B	0000000091	134.88
Total of All Projects:		<u>467.51</u>

CITY OF HARRINGTON

ACCOUNTS PAYABLE  
106 DORMAN STREET  
HARRINGTON, DE 19952



No. 062429

62-010  
311

DATE: 05/08/15  
CHECK NO.: 62429

AMOUNT

\$\*\*\*\*\*197.75

One Hundred Ninety Seven AND 75/100 Dollars

Richard Messick  
Mad Clay Homes  
759 Flat Iron Rd  
Harrington, DE 19952

TO THE  
ORDER  
OF

⑈062429⑈ ⑆031100102⑆ 203055959⑈

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS. SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE. MISSING A FEATURE INDICATES A COPY

CITY OF HARRINGTON

ACCOUNTS PAYABLE  
106 DORMAN STREET  
HARRINGTON, DE 19952



No. 062471

62-010  
311

DATE: XX/XX/XX  
CHECK NO.: 62471

AMOUNT

\*\*\*\*\*

VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID

DELMARVA POWER  
PO BOX 13609  
Philadelphia, PA 19101

TO THE  
ORDER  
OF

\*VOID VOID VOID VOID VOID\*  
\*VOID VOID VOID VOID VOID\*  
\*VOID VOID VOID VOID VOID\*  
\*VOID VOID VOID VOID VOID\*

⑈062471⑈ ⑆031100102⑆ 203055959⑈

THIS DOCUMENT HAS A COLORED BACKGROUND AND FLUORESCENT FIBERS. SEE ADDITIONAL SECURITY FEATURES ON REVERSE SIDE. MISSING A FEATURE INDICATES A COPY

CITY OF HARRINGTON

ACCOUNTS PAYABLE  
106 DORMAN STREET  
HARRINGTON, DE 19952



No. 062472

62-010  
311

DATE: XX/XX/XX  
CHECK NO.: 62472

AMOUNT

\*\*\*\*\*

VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID

DELMARVA POWER  
PO BOX 13609  
Philadelphia, PA 19101

TO THE  
ORDER  
OF

\*VOID VOID VOID VOID VOID\*  
\*VOID VOID VOID VOID VOID\*  
\*VOID VOID VOID VOID VOID\*  
\*VOID VOID VOID VOID VOID\*

⑈062472⑈ ⑆031100102⑆ 203055959⑈



CITY OF HARRINGTON

ACCOUNTS PAYABLE  
106 DORMAN STREET  
HARRINGTON, DE 19952



No. 062476

62-013  
311

DATE  
XX/XX/XX

CHECK NO.  
62476

AMOUNT  
\*\*\*\*\*

VOID VOID VOID VOID VOID VOID VOID VOID VOID VOID

TO THE  
ORDER  
OF

Gibson's Tractor & Lawn Care  
309 Jump School House Road  
Felton, DE 19943

\*VOID VOID VOID VOID VOID\*  
\*VOID VOID VOID VOID VOID\*  
\*VOID VOID VOID VOID VOID\*  
\*VOID VOID VOID VOID VOID\*

⑈062476⑈ ⑆031600102⑆ 203055959⑈

City of Harrington  
 Fuelman Analysis  
 May 31, 2015

	05/01/2015 - 05/15/2015	05/16/2015 - 05/31/2015	Totals
Vehicle Gallons	713.935	849.689	1,563.624
Equipment Gallons	160.481	76.967	237.448
<u>Total Gallons</u>	<u>874.416</u>	<u>926.656</u>	<u>1,801.072</u>
Vehicle Fuel Cost	1,560.24	1,877.32	3,437.560
Equipment Cost	386.05	186.72	572.770
<u>Total Fuel Cost</u>	<u>1,946.29</u>	<u>2,064.04</u>	<u>4,010.330</u>
Vehicle Milage	8,125.00	8,665.00	16,790.00
Miles per Gallon	11.381	10.198	10.738
Cost per Mile	0.19	0.22	0.20



PO BOX 9030  
Carlsbad, CA 92018

### FLEET MANAGEMENT REPORT

Account # **BG441799**  
 FLEET # **452752**  
 Name: **CITY OF HARRINGTON**  
 MATCHING STATEMENT # **NP44331276**  
 Page: **1 of 3**

Provided By:  
**SWEET OIL**  
**(800) 326-7762**

CITY OF HARRINGTON  
106 DORMAN ST  
HARRINGTON DE 19952

#### FLEET MANAGEMENT REPORT FOR 5/1/2015 - 5/15/2015

SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL VEHICLES IN YOUR FLEET

PRODUCT	QUANTITY	BASE PRICE	FEDERAL	STATE	OTHER	TOTAL
UNL	721.245	\$1,560.37	\$2.11	\$13.74	\$0.00	\$1,576.22
UDSL*	153.171	\$366.40	\$0.44	\$3.23	\$0.00	\$370.07
<b>Total</b>	<b>874.416</b>	<b>\$1,926.77</b>	<b>\$2.55</b>	<b>\$16.97</b>	<b>\$0.00</b>	<b>\$1,946.29</b>

This report is for information only.

Please see remittance copy on the statement for the total payment amount.

**TOTAL MILES: 8,125**  
~~7,942~~

\*This diesel fuel does not contain visible evidence of dye.

#### EXCEPTION CODES:

11 Odometer entry is out of sequence

#### Transaction Detail for Customer NO. 452752 - CITY OF HARRINGTON; 5/1/2015 - 5/15/2015

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>559076</b>											
05/05	12:36	547644	RICHARD BA	60625	8.5	UNL	9.899	2.16390	0.02209	\$21.64	
05/06	00:33	547644	RICHARD BA	60739	8.1	UNL	14.124	2.16440	0.02202	\$30.88	
05/09	01:13	547644	RICHARD BA	60882	9.5	UNL	15.125	2.16330	0.02207	\$33.06	
05/10	00:07	547644	RICHARD BA	61001	8.0	UNL	14.828	2.16480	0.02178	\$32.42	
05/11	02:16	547644	RICHARD BA	61109	7.0	UNL	15.390	2.16370	0.02174	\$33.64	
05/14	01:34	547644	RICHARD BA	61212	9.7	UNL	10.661	2.16490	0.02166	\$23.31	
05/15	03:53	547644	RICHARD BA	61344	9.0	UNL	14.617	2.16460	0.02206	\$31.96	
				<b>Miles:</b>	<b>803</b>	<b>8.5</b>	<b>94.644</b>			<b>\$206.91</b>	
<b>014234 - DUDLEY CLOUGH</b>											
05/11	10:32	547648	DENNIS TRA	0	0.0	UNL	7.310	2.16420	0.02205	\$15.98	11
				<b>Miles:</b>	<b>----</b>	<b>7.310</b>				<b>\$15.98</b>	
<b>08 - 73444</b>											
05/08	08:50	547648	ALAN MOORE	9994	8.6	UNL	32.166	2.16410	0.02186	\$70.31	
				<b>Miles:</b>	<b>278</b>	<b>8.6</b>	<b>32.166</b>			<b>\$70.31</b>	
<b>14251 - 559072</b>											
05/01	03:00	547644	JOE PERNA	31403	14.8	UNL	9.388	2.16340	0.02207	\$20.52	
05/05	03:33	547644	JOE PERNA	31559	12.3	UNL	12.695	2.16480	0.02182	\$27.73	
05/06	03:04	547644	JOE PERNA	31715	13.3	UNL	11.719	2.16490	0.02167	\$25.62	
05/09	05:16	547648	JOE PERNA	31903	12.5	UNL	15.009	2.16340	0.02222	\$32.81	
05/10	05:48	547648	JOE PERNA	32056	11.2	UNL	13.716	2.16460	0.02186	\$29.99	
05/11	10:02	547644	JOE PERNA	32217	13.9	UNL	11.542	2.16510	0.02196	\$25.24	
05/14	03:54	547644	JOE PERNA	32396	14.6	UNL	12.235	2.16510	0.02170	\$26.75	
05/15	08:13	547648	JOE PERNA	32507	10.9	UNL	10.176	2.16490	0.02157	\$22.25	
				<b>Miles:</b>	<b>1243</b>	<b>12.9</b>	<b>96.470</b>			<b>\$210.91</b>	
<b>204 - 5500974</b>											
05/02	02:24	547644	GILLISPIE,	38086	12.4	UNL	16.225	2.16390	0.02201	\$35.47	
05/11	07:08	547644	GILLISPIE,	38320	13.9	UNL	16.929	2.16430	0.02180	\$37.01	
				<b>Miles:</b>	<b>436</b>	<b>13.1</b>	<b>33.154</b>			<b>\$72.48</b>	



PO BOX 9030  
Carlsbad, CA 92018

### FLEET MANAGEMENT REPORT

Account # **BG441799**

FLEET # **452752**

Name: **CITY OF HARRINGTON**

MATCHING STATEMENT # **NP44331276**

Page **2 of 3**

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>206 - 559076</b>											
05/04	15:21	547648	FRALEY, DU	70872	12.4	UNL	16.798	2.16450	0.02195	\$36.73	
05/05	16:40	547648	FRALEY, DU	70969	7.3	UNL	13.343	2.16440	0.02184	\$29.17	
			<b>Miles:</b>	<b>306</b>	<b>9.9</b>		<b>30.141</b>			<b>\$65.90</b>	
<b>207 New - 559077 Charger</b>											
05/05	07:45	547639	SHYERS, KE	35232	7.0	UNL	17.379	2.16410	0.02189	\$37.99	
			<b>Miles:</b>	<b>122</b>	<b>7.0</b>		<b>17.379</b>			<b>\$37.99</b>	
<b>211 - 590712</b>											
05/11	15:54	547648	BYRON STUB	28927	12.5	UNL	24.093	2.16410	0.02199	\$52.87	
05/15	10:54	547648	BYRON STUB	29196	11.2	UNL	24.082	2.16390	0.02200	\$52.84	
			<b>Miles:</b>	<b>571</b>	<b>11.9</b>		<b>48.175</b>			<b>\$105.31</b>	
<b>301 - 10044</b>											
05/08	09:42	547648	DENNIS TRA	80538	10.6	UNL	30.781	2.16400	0.02207	\$67.29	
			<b>Miles:</b>	<b>325</b>	<b>10.6</b>		<b>30.781</b>			<b>\$67.29</b>	
<b>703 - 493267</b>											
05/12	09:55	547648	RICHARD CL	75945	14.6	UNL	18.911	2.16380	0.02194	\$41.34	
			<b>Miles:</b>	<b>277</b>	<b>14.6</b>		<b>18.911</b>			<b>\$41.34</b>	
<b>EQ - Equipment Card</b>											
05/07	11:01	547648	DUDLEY CLO	0	0.0	UDSL*	100.382	2.39210	0.02402	\$242.53	11
			<b>Miles:</b>	<b>----</b>	<b>----</b>		<b>100.382</b>			<b>\$242.53</b>	
<b>SP - INACTIVE SPARE</b>											
05/12	07:14	547644	LEROY LAHM	55238	11.7	UNL	23.855	2.16350	0.02218	\$52.14	
			<b>Miles:</b>	<b>278</b>	<b>11.7</b>		<b>23.855</b>			<b>\$52.14</b>	
<b>sp - Inactive Spare</b>											
05/01	14:37	547648	DUDLEY CLO	44903	6.9	UNL	21.546	2.16420	0.02193	\$47.10	
			<b>Miles:</b>	<b>149</b>	<b>6.9</b>		<b>21.546</b>			<b>\$47.10</b>	
<b>SP - DUMP TRUCK 1</b>											
05/11	14:42	547648	GLENN HAYM	15013	5.4	UDSL*	52.789	2.39220	0.02393	\$127.54	
			<b>Miles:</b>	<b>286</b>	<b>5.4</b>		<b>52.789</b>			<b>\$127.54</b>	
<b>SP - INACTIVE SPARE</b>											
05/04	10:08	547644	Code Enfor	229	0.0	UNL	14.236	2.16420	0.02187	\$31.12	11
			<b>Miles:</b>	<b>229</b>	<b>----</b>		<b>14.236</b>			<b>\$31.12</b>	
<b>SP - POLICE VEHICLE</b>											
05/01	13:02	547644	SHAWN JACO	80750	15.4	UNL	15.021	2.16360	0.02221	\$32.84	
05/03	09:56	547648	SHAWN JACO	809277	0.0	UNL	15.594	2.16370	0.02214	\$34.09	
05/06	13:33	547644	SHAWN JACO	81145	0.0	UNL	15.355	2.16410	0.02179	\$33.57	11
05/07	18:34	547644	SHAWN JACO	81411	18.3	UNL	14.544	2.16380	0.02215	\$31.79	
05/09	18:21	547644	SHAWN JACO	81542	7.7	UNL	17.033	2.16350	0.02227	\$37.23	
05/10	17:29	547648	SHAWN JACO	81967	37.2	UNL	11.435	2.16440	0.02214	\$25.00	
05/12	20:35	547644	SHAWN JACO	81903	0.0	UNL	16.094	2.16350	0.02216	\$35.18	11
05/14	07:00	547649	SHAWN JACO	8021	0.0	UNL	16.864	2.13450	0.02150	\$35.93	11
05/14	17:21	547644	SHAWN JACO	82277	0.0	UNL	10.253	2.16330	0.02241	\$22.41	
			<b>Miles:</b>	<b>1054</b>	<b>19.7</b>		<b>131.993</b>			<b>\$288.04</b>	
<b>SP - POLICE VEHICLE</b>											
05/02	22:24	547648	SEAN HUDSO	32396	10.1	UNL	16.071	2.16350	0.02219	\$35.13	
05/04	05:09	547648	SEAN HUDSO	32523	10.1	UNL	12.539	2.16520	0.02204	\$27.42	
05/12	06:39	547648	SEAN HUDSO	32707	12.5	UNL	14.755	2.16470	0.02188	\$32.26	
05/15	12:27	547648	SEAN HUDSO	32817	8.3	UNL	13.332	2.16400	0.02165	\$29.14	
			<b>Miles:</b>	<b>583</b>	<b>10.3</b>		<b>56.697</b>			<b>\$123.95</b>	
<b>SP - PARKS AND REC</b>											
05/13	12:54	547648	RECREATION	84700	0.0	UNL	15.413	2.16440	0.02172	\$33.70	
			<b>Miles:</b>	<b>240</b>	<b>----</b>		<b>15.413</b>			<b>\$33.70</b>	



PO BOX 9030  
 Carlsbad, CA 92018

### FLEET MANAGEMENT REPORT

Account # **BG441799**  
 FLEET # **452752**  
 Name: **CITY OF HARRINGTON**  
 MATCHING STATEMENT # **NP44331276**  
 Page: **3 of 3**

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>sp - Police Vehicle</b>											
05/07	06:58	547644	Brad Reed	88124	12.4	UNL	10.388	2.16400	0.02215	\$22.71	
05/08	07:18	547644	Brad Reed	88248	12.4	UNL	10.007	2.16450	0.02189	\$21.88	
				<b>Miles:</b>	<b>253</b>	<b>12.4</b>	<b>20.395</b>			<b>\$44.59</b>	
<b>sp - Police Vehicle</b>											
05/01	16:26	547644	BRODE, EAR	31188	0.0	UNL	14.378	2.16440	0.02168	\$31.43	11
05/12	08:13	547644	BRODE, EAR	32148	71.9	UNL	13.801	2.16380	0.02202	\$29.73	
				<b>Miles:</b>	<b>978</b>	<b>71.9</b>	<b>27.979</b>			<b>\$61.16</b>	

#### SITE LEGEND

SITE #	SITE NAME	ADDRESS	CITY	STATE
547639	Shore Stop #236	8953 S Dupont Hwy	Felton	DE
547644	Shore Stop #272	17256 S Dupont Hwy	Harrington	DE
547648	Shore Stop #257	16381 S Dupont Hwy	Harrington	DE
547649	Shore Stop #256	1885 Bay Rd	Milford	DE

**FLEET MANAGEMENT REPORT**

Provided By:  
**SWEET OIL**  
 (800) 326-7762

Account # **BG441799**  
 FLEET # **452752**  
 Name: **CITY OF HARRINGTON**  
 MATCHING STATEMENT # **NP44432787**  
 Page: **1 of 3**

CITY OF HARRINGTON  
 106 DORMAN ST  
 HARRINGTON DE 19952

**FLEET MANAGEMENT REPORT FOR 5/16/2015 - 5/31/2015**

SUMMARY OF TRANSACTIONS THIS REPORTING PERIOD FOR ALL VEHICLES IN YOUR FLEET

PRODUCT	QUANTITY	BASE PRICE	FEDERAL	STATE	OTHER	TOTAL
UNL	849.689	\$1,858.47	\$2.47	\$16.38	\$0.00	\$1,877.32
UDSL*	76.967	\$184.87	\$0.22	\$1.63	\$0.00	\$186.72
<b>Total</b>	<b>926.656</b>	<b>\$2,043.34</b>	<b>\$2.69</b>	<b>\$18.01</b>	<b>\$0.00</b>	<b>\$2,064.04</b>

This report is for information only.  
 Please see remittance copy on the statement for the total payment amount.

**TOTAL MILES: 7,991**

\*This diesel fuel does not contain visible evidence of dye.

**EXCEPTION CODES:**

11 Odometer entry is out of sequence

**Transaction Detail for Customer NO. 452752 - CITY OF HARRINGTON, 5/16/2015 - 5/31/2015**

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>559076</b>											
05/19	06:01	547644	RICHARD BA	61434	8.5	UNL	10.607	2.16460	0.02176	\$23.19	
05/20	04:01	547644	RICHARD BA	61530	8.2	UNL	11.669	2.16470	0.02175	\$25.51	
05/21	22:23	547644	RICHARD BA	61642	9.4	UNL	11.885	2.16490	0.02225	\$25.99	
05/23	18:38	547644	RICHARD BA	61748	9.2	UNL	12.878	2.16420	0.02231	\$28.15	
05/24	22:16	547644	RICHARD BA	61839	7.3	UNL	12.504	2.16410	0.02209	\$27.33	
05/27	22:51	547644	RICHARD BA	61914	8.6	UNL	11.289	2.22340	0.02239	\$25.35	
05/28	22:31	547644	RICHARD BA	61979	6.7	UNL	9.714	2.22360	0.02248	\$21.82	
				<b>Miles:</b>	<b>635</b>	<b>7.8</b>	<b>80.546</b>			<b>\$177.34</b>	
<b>08 - 73444</b>											
05/21	09:59	547648	ALAN MOORE	10287	8.7	UNL	33.859	2.16400	0.02210	\$74.01	
05/28	07:52	547648	ALAN MOORE	10554	9.8	UNL	27.265	2.22370	0.02234	\$61.24	
				<b>Miles:</b>	<b>560</b>	<b>9.3</b>	<b>61.124</b>			<b>\$135.25</b>	
<b>101 - 190713</b>											
05/19	12:03	547644	Code Enfor	534	0.0	UNL	13.851	2.16450	0.02167	\$30.28	11
				<b>Miles:</b>	<b>305</b>	<b>----</b>	<b>13.851</b>			<b>\$30.28</b>	
<b>14251 - 559072</b>											
05/18	17:47	547644	JOE PERNA	32500	0.0	UNL	13.801	2.16430	0.02174	\$30.17	11
05/19	17:10	547644	JOE PERNA	32818	30.8	UNL	10.392	2.16420	0.02215	\$22.72	
05/22	17:24	547644	JOE PERNA	32913	8.4	UNL	11.350	2.16390	0.02228	\$24.81	
05/23	16:39	547644	JOE PERNA	33018	10.7	UNL	9.815	2.16300	0.02226	\$21.45	
05/24	15:43	547644	JOE PERNA	33085	7.0	UNL	9.619	2.16450	0.02161	\$21.03	
05/27	18:19	547644	JOE PERNA	33220	10.0	UNL	13.538	2.22340	0.02284	\$30.41	
05/28	17:09	547644	JOE PERNA	33308	9.0	UNL	9.778	2.22340	0.02233	\$21.96	
				<b>Miles:</b>	<b>808</b>	<b>12.6</b>	<b>78.293</b>			<b>\$172.55</b>	
<b>201 - 559071</b>											
05/18	14:19	547644	BARLOW, NO	7540	14.6	UNL	16.875	2.16420	0.02186	\$36.89	
				<b>Miles:</b>	<b>247</b>	<b>14.6</b>	<b>16.875</b>			<b>\$36.89</b>	

**FLEET MANAGEMENT REPORT**

Account # **BG441799**

FLEET # **452752**

Name: **CITY OF HARRINGTON**

MATCHING STATEMENT # **NP44432787**

Page: **2 of 3**

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>204 - 5500974</b>											
05/16	09:09	547644	GILLISPIE,	38484	10.3	UNL	15.959	2.16430	0.02170	\$34.89	
05/19	06:51	547644	GILLISPIE,	28612	0.0	UNL	14.767	2.16430	0.02188	\$32.28	11
05/25	07:05	547644	GILLISPIE,	38792	0.0	UNL	15.671	2.16390	0.02204	\$34.26	
<b>Miles:</b>				<b>164</b>	<b>10.3</b>		<b>45.397</b>			<b>\$101.43</b>	
<b>206 - 559076</b>											
05/23	14:32	547648	FRALEY, DU	71137	10.3	UNL	16.317	2.16400	0.02190	\$35.87	
<b>Miles:</b>				<b>168</b>	<b>10.3</b>		<b>16.317</b>			<b>\$35.87</b>	
<b>207 New - 559077 Charger</b>											
05/18	07:12	547644	SHYERS, KE	35779	33.1	UNL	16.529	2.16410	0.02226	\$36.14	
05/28	13:53	547644	SHYERS, KE	35916	8.1	UNL	16.852	2.22350	0.02248	\$37.85	
<b>Miles:</b>				<b>684</b>	<b>20.6</b>		<b>33.381</b>			<b>\$73.99</b>	
<b>211 - 590712</b>											
05/27	09:20	547644	BYRON STUB	29487	11.7	UNL	24.787	2.22330	0.02267	\$55.87	
<b>Miles:</b>				<b>291</b>	<b>11.7</b>		<b>24.787</b>			<b>\$55.87</b>	
<b>301 - 10044</b>											
05/19	09:16	547648	DENNIS TRA	80816	10.3	UNL	26.933	2.16430	0.02184	\$58.88	
<b>Miles:</b>				<b>278</b>	<b>10.3</b>		<b>26.933</b>			<b>\$58.88</b>	
<b>305 - 10122</b>											
05/19	10:31	547644	GLENN HAYM	77300	0.0	UNL	32.185	2.16440	0.02185	\$70.36	
05/29	13:47	547644	GLENN HAYM	73591	0.0	UNL	28.206	2.22380	0.02240	\$63.35	11
<b>Miles:</b>				<b>596</b>	<b>---</b>		<b>60.391</b>			<b>\$133.71</b>	
<b>703 - 493267</b>											
05/21	09:08	547648	RICHARD CL	76262	15.9	UNL	20.000	2.16400	0.02190	\$43.72	
<b>Miles:</b>				<b>317</b>	<b>15.9</b>		<b>20.000</b>			<b>\$43.72</b>	
<b>SP - INACTIVE SPARE</b>											
05/21	13:11	547644	LEROY LAHM	55238	0.0	UNL	22.316	2.16440	0.02217	\$48.79	
<b>Miles:</b>				<b>278</b>	<b>---</b>		<b>22.316</b>			<b>\$48.79</b>	
<b>sp - Inactive Spare</b>											
05/27	09:07	547648	DUDLEY CLO	45103	9.7	UNL	20.684	2.22300	0.02272	\$46.45	
<b>Miles:</b>				<b>200</b>	<b>9.7</b>		<b>20.684</b>			<b>\$46.45</b>	
<b>SP - DUMP TRUCK 1</b>											
05/18	15:09	547648	GLENN HAYM	15518	14.6	UDSL*	34.631	2.40190	0.02398	\$84.01	
<b>Miles:</b>				<b>505</b>	<b>14.6</b>		<b>34.631</b>			<b>\$84.01</b>	
<b>SP - POLICE VEHICLE</b>											
05/17	01:24	547644	SHAWN JACO	84358	0.0	UNL	18.271	2.16400	0.02195	\$35.57	
05/18	08:56	547644	SHAWN JACO	82572	0.0	UNL	13.089	2.16440	0.02200	\$28.61	11
05/19	17:53	547644	SHAWN JACO	82751	11.6	UNL	15.390	2.16370	0.02174	\$33.64	
05/20	23:38	547644	SHAWN JACO	82952	14.1	UNL	14.243	2.16390	0.02186	\$31.13	
05/22	20:01	547644	SHAWN JACO	83078	9.2	UNL	13.624	2.16460	0.02198	\$29.79	
05/24	22:12	547644	SHAWN JACO	83254	11.7	UNL	15.009	2.16340	0.02222	\$32.81	
05/26	20:58	547644	SHAWN JACO	83444	12.6	UNL	15.043	2.22300	0.02284	\$33.79	
05/29	23:10	547644	SHAWN JACO	83653	14.3	UNL	14.644	2.22340	0.02270	\$32.89	
05/31	01:32	547644	SHAWN JACO	83854	13.9	UNL	14.453	2.26390	0.02297	\$33.05	
<b>Miles:</b>				<b>1282</b>	<b>12.5</b>		<b>131.766</b>			<b>\$291.28</b>	
<b>SP - POLICE VEHICLE</b>											
05/17	07:15	547648	SEAN HUDSO	32961	9.2	UNL	15.571	2.16360	0.02217	\$34.04	
05/20	23:00	547648	SEAN HUDSO	33072	7.8	UNL	14.151	2.16450	0.02198	\$30.94	
05/25	21:19	547648	SEAN HUDSO	33242	10.8	UNL	15.702	2.16410	0.02201	\$34.33	
05/29	17:19	547648	SEAN HUDSO	33382	9.3	UNL	15.084	2.22290	0.02279	\$33.88	
05/30	22:33	547648	SEAN HUDSO	33515	9.7	UNL	13.734	2.26370	0.02256	\$31.40	
<b>Miles:</b>				<b>698</b>	<b>9.4</b>		<b>74.242</b>			<b>\$164.59</b>	



PO BOX 9030  
Carlsbad, CA 92018

### FLEET MANAGEMENT REPORT

Account # **BG441799**

FLEET # **452752**

Name: **CITY OF HARRINGTON**

MATCHING STATEMENT # **NP44432787**

Page: **3 of 3**

DATE	TIME	SITE	DRIVER	ODOMETER	MPG	FUEL TYPE	QTY	NET PRICE	TAXES	TOTAL AMT	EXCEPT CODE**
<b>sp - Police Vehicle</b>											
05/20	18:59	547644	Brad Reed	88303	12.3	UNL	11.542	2,16510	0.02196	\$25.24	
05/21	15:35	547644	Brad Reed	88488	13.7	UNL	6.925	2,16460	0.02167	\$15.14	
05/25	19:04	547644	Brad Reed	88587	8.0	UNL	12.312	2,16540	0.02158	\$28.92	
05/26	18:34	547644	Brad Reed	88692	9.3	UNL	11.292	2,22480	0.02240	\$25.35	
05/27	20:18	675411	Brad Reed	88873	22.9	UNL	7.897	2,22240	0.02189	\$17.73	
05/29	18:27	547644	Brad Reed	88945	8.0	UNL	9.025	2,22270	0.02284	\$20.27	
05/30	18:58	547644	Brad Reed	89047	9.5	UNL	10.744	2,26360	0.02245	\$24.56	
05/31	19:41	547644	Brad Reed	89130	9.3	UNL	8.892	2,26160	0.02314	\$20.32	
				<b>Miles:</b>	<b>882</b>	<b>11.7</b>	<b>78.619</b>			<b>\$175.53</b>	
<b>sp - Police Vehicle</b>											
05/18	03:10	547644	BRODE, EAR	31304	0.0	UNL	11.658	2,16500	0.02177	\$25.49	11
05/22	02:39	547644	BRODE, EAR	31469	10.4	UNL	15.938	2,16370	0.02173	\$34.83	
05/30	02:53	547644	BRODE, EAR	31576	6.9	UNL	15.573	2,22310	0.02281	\$34.98	
				<b>Miles:</b>	<b>272</b>	<b>8.7</b>	<b>43.167</b>			<b>\$95.30</b>	
<b>Vac - VAC</b>											
05/19	08:42	547648	RICHARD CL	0	0.0	UDSL*	42.336	2,40200	0.02416	\$102.71	11
				<b>Miles:</b>	<b>----</b>	<b>----</b>	<b>42.336</b>			<b>\$102.71</b>	

**SITE LEGEND**

SITE #	SITE NAME	ADDRESS	CITY	STATE
547644	Shore Stop #272	17258 S Dupont Hwy	Harrington	DE
547648	Shore Stop #257	16381 S Dupont Hwy	Harrington	DE
675411	Shore Stop #270	25776 Deep Branch Rd	Milton	DE



CITY OF HARRINGTON  
KENT COUNTY SEWER USAGE

	FY 2015		FY 2014		FY 2013
	AMOUNT OF INVOICE	Incr / (Decr)	AMOUNT OF INVOICE	Incr / (Decr)	AMOUNT OF INVOICE
JULY	\$39,414.96	-\$7,167.42	\$46,582.38	\$8,976.24	\$37,606.14
AUGUST	\$28,601.82	-\$1,228.50	\$29,830.32	\$898.56	\$28,931.76
SEPTEMBER	\$31,692.96	\$4,518.54	\$27,174.42	-\$1,478.88	\$28,653.30
OCTOBER	\$24,937.38	-\$16,183.50	\$41,120.88	\$4,167.60	\$36,953.28
NOVEMBER	\$23,828.22	-\$3,634.02	\$27,462.24	-\$1,600.56	\$29,062.80
DECEMBER	\$36,379.98	-\$9,116.64	\$45,496.62	\$12,266.28	\$33,230.34
JANUARY	\$37,524.24	-\$7,663.50	\$45,187.74	-\$779.22	\$45,966.96
FEBRUARY	\$41,146.56	-\$8,901.36	\$50,047.92	\$13,321.62	\$36,726.30
MARCH	\$57,472.74	\$14,636.70	\$42,836.04	\$2,913.30	\$39,922.74
APRIL	\$35,544.50	-\$18,446.32	\$53,990.82	\$9,636.12	\$44,354.70
MAY	\$29,572.92	-\$8,931.78	\$38,504.70	\$6,446.70	\$32,058.00
JUNE			\$30,424.68	-\$5,466.24	\$35,890.92
<b>TOTAL</b>	<b>\$386,116.28</b>	<b>-\$92,542.48</b>	<b>\$478,658.76</b>	<b>\$49,301.52</b>	<b>\$429,357.24</b>

	FY 2015		FY 2014		FY 2013
	GALLONS	Incr / (Decr)	GALLONS	Incr / (Decr)	GALLONS
JULY	16,844,000	-3,063,000	19,907,000	3,836,000	16,071,000
AUGUST	12,223,000	-525,000	12,748,000	384,000	12,364,000
SEPTEMBER	13,544,000	1,931,000	11,613,000	-632,000	12,245,000
OCTOBER	10,657,001	-6,915,999	17,573,000	1,781,000	15,792,000
NOVEMBER	10,183,000	-1,553,000	11,736,000	-684,000	12,420,000
DECEMBER	15,547,000	-3,896,000	19,443,000	5,242,000	14,201,000
JANUARY	16,036,000	-3,275,000	19,311,000	-333,000	19,644,000
FEBRUARY	17,584,000	-3,804,000	21,388,000	5,693,000	15,695,000
MARCH	24,561,000	6,255,000	18,306,000	1,245,000	17,061,000
APRIL	15,190,000	-8,540,000	23,730,000	4,775,000	18,955,000
MAY	12,638,000	-3,817,000	16,455,000	2,755,000	13,700,000
JUNE			13,002,000	-2,336,000	15,338,000
<b>TOTAL</b>	<b>165,007,001</b>	<b>-40,204,999</b>	<b>205,212,000</b>	<b>21,726,000</b>	<b>183,486,000</b>

**Planning & Inspections**  
**Grass Cutting 07/01/2014- 05/31/2015**

DATE	GIBSON'S INV#	PD	INV AMT	CUSTOMER ADDRESS	INV TO CUSTOMER	CUSTOMER PMT
7/11/2014	69539		\$ 325.00	Friendship Village	B3-00222	Pd
7/13/2014	69540		\$ 35.00	2 Mill Street	B3-00215	
8/13/2014	323030		\$ 30.00	10 south West Street	B3-00312	
8/13/2014	313031		\$ 50.00	19 Hanley Street	B3-00263	
8/13/2014	313033		\$ 50.00	306 Harrington Ave.	B3-00601	
8/13/2014	313029		\$ 60.00	118 Delaware Ave.	B3-00250	
8/13/2014	313035		\$ 150.00	315 Elizabeth Ave.	B3-00295	
8/13/2014	323034		\$ 60.00	100 North Street	B3-00311	Pd
8/13/2014	323032		\$ 40.00	2 Thorpe Street	B3-00216	
8/14/2014	313037		\$ 35.00	2 Mill Street	B3-00215	
8/15/2014	323036		\$ 400.00	Friendship Village	B3-00222	Pd
8/19/2014	323040		\$ 75.00	Rt13 & Rt14	B3-00602	
8/19/2014	323038		\$ 50.00	100 Reese Ave.	B3-00605	
8/19/2014	313039		\$ 50.00	102 East Liberty Street	B3-00604	
9/4/2014	312953		\$ 55.00	217 Delaware Ave.	B3-00313	Pd
9/7/2014	312954		\$ 80.00	412 Second Ave.	B3-00317	
9/12/2014	312956		\$ 55.00	11 West Center St.	B3-00208	
9/12/2014	312957		\$ 45.00	126 Mechanic St.	B3-00294	
9/26/2014	312977		\$ 60.00	118 Delaware Ave.	B3-00250	
9/26/2014	312978		\$ 60.00	100 Reese Ave.	B3-00305	
9/26/2014	312979		\$ 35.00	2 Mill Street	B3-00215	
9/26/2014	312980		\$ 50.00	315 Weiner Ave.	B3-00249	
9/29/2014	312976		\$ 325.00	Friendship Village	B3-00222	Pd
10/17/2014	323190		\$ 50.00	217 Delaware Ave.	B3-00313	Pd
10/17/2014	313191		\$ 50.00	304 West Street Ext.	B3-00344	
10/17/2014	323192		\$ 50.00	New Street Lot	B3-00332	Pd
11/10/2014	323194		\$ 45.00	10 Ward Street	B3-33645	
5/15/2015	313171		\$ 50.00	102 Wolcott Street	B3-00466	
5/15/2015	313175		\$ 80.00	206 Simmons Street	B3-00461	
5/15/2015	323168		\$ 70.00	412 Second Ave.	B3-00462	
5/15/2015	313169		\$ 80.00	East St. Lot	B3-00476	
5/15/2015	323170		\$ 45.00	118 Mechanic St.	B3-00468	
5/15/2015	323172		\$ 55.00	204 Franklin St	B3-00456	
5/15/2015	313173		\$ 60.00	100 Reese Ave.	B3-00449	
5/15/2015	323174		\$ 45.00	2 Thorpe Street	B3-00443	
5/15/2015	313177		\$ 55.00	304 West Street Ext.	B3-00493	
5/15/2015	323186		\$ 75.00	315 Weiner Ave.	B3-00485	
5/15/2015	313185		\$ 45.00	8 Ward Street	B3-00492	
5/15/2015	323178		\$ 85.00	315 Elizabeth Ave.	B3-00489	
5/15/2015	323176		\$ 50.00	125 East Street		
			<b>\$ 3,165.00</b>			

\*Invoice totals to customers are the amount billed by Gibson's + 10% + \$100.00 Administrative Fee.  
 (If the fee + 10% is less than \$25.00, a flat rate of \$25.00 is charged instead of 10%)

3a+b

**CITY OF HARRINGTON  
ORDINANCE NO. 15-04**

**AN ORDINANCE AMENDING CHAPTER 180 OF THE CODE OF THE CITY OF HARRINGTON RELATING TO MUNICIPAL FEES FOR PUBLIC WORKS HOURLY RATE AND SEWER SERVICE**

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

**Section 1.** That § 180-1 A shall be amended to add the new classifications and to read as follows:

**Licensing Fees, Fines**

<b>City of Harrington Fee Categories</b>	<b>Base Fee</b>	<b>Escrow Account Amount</b>	<b>Total Owed</b>	<b>Subject to Professional Fees</b>
Failure to obtain a rental inspection fine, per month	\$50	\$0	\$50	No

APPROVED

First Reading

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest: \_\_\_\_\_  
Kelly Blanchies, Clerk of Council

Date of Adoption: \_\_\_\_\_

#### SYNOPSIS

This Ordinance amends the Municipal Fees for the City of Harrington to add a fine for failing to obtain a rental inspection.

First Reading: April 20, 2015

Public Hearing: \_\_\_\_\_

Second Reading: \_\_\_\_\_

394c

**CITY OF HARRINGTON  
ORDINANCE NO. 15-05**

**AN ORDINANCE AMENDING CHAPTER 180 OF THE CODE OF THE CITY OF HARRINGTON RELATING TO MUNICIPAL FEES FOR OPEN BURNING AND ZONING VIOLATIONS AND MANUFACTURED HOME LICENSES**

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

**Section 1.** That § 180-1 A shall be amended to add the new classifications and to read as follows:

**General Fees, Fines**

City of Harrington Fee Categories	Base Fee	Escrow Account Amount	Total Owed	Subject to Professional Fees
Open Burning violations	\$50	\$0	\$50	No

**Zoning and Building Fees, Fines**

City of Harrington Fee Categories	Base Fee	Escrow Account Amount	Total Owed	Subject to Professional Fees
Zoning violations fines				
First offense	Not less than \$100	\$0	Not less than \$100	No
Second offense	\$250	\$0	\$250	No
Third offense	\$500	\$0	\$500	No
Fourth and subsequent offenses	\$1,000	\$0	\$1,000	No

**Licensing Fees, Fines**

City of Harrington Fee Categories	Base Fee	Escrow Account Amount	Total Owed	Subject to Professional Fees
Manufactured home registration sticker	\$225	\$0	\$225	No
Manufactured home annual license	\$225	\$0	\$225	No
Manufactured home license, fine for failure to renew, per month	10%	\$0	10%	No
Manufactured home park operator fines				
Allowing placement of manufactured home without registration sticker, doubled if not paid within ten days	\$100	\$0	\$100	No

Allowing manufactured home to remain in park without license, doubled if not paid within ten days	\$100	\$0	\$100	No
---	-------	-----	-------	----

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

\_\_\_\_\_  
 Anthony R. Moyer, Mayor

Attest: \_\_\_\_\_  
 Kelly Blanchies, Clerk of Council

Date of Adoption: \_\_\_\_\_

**SYNOPSIS**

This Ordinance amends the Municipal Fees for the City of Harrington to add fines for violating the Open Burning and Zoning Chapters and to add fees and fines for the Manufactured Home Licenses Chapter.

First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Second Reading: \_\_\_\_\_

3d

**Kelly Blanchies**

---

**From:** Teresa Tieman  
**Sent:** Thursday, June 11, 2015 10:31 AM  
**To:** Kelly Blanchies  
**Subject:** FW: Harrington Railroad Yard Maintenance Issue

**From:** Carl Klotz  
**Sent:** Monday, June 1, 2015 11:22 AM  
**To:** Teresa Tieman  
**Subject:** FW: Harrington Railroad Yard Maintenance Issue

**From:** Sexton, Wade R. [<mailto:Wade.Sexton@nscorp.com>]  
**Sent:** Monday, June 01, 2015 11:06 AM  
**To:** Carl Klotz  
**Subject:** RE: Harrington Railroad Yard Maintenance Issue

2<sup>nd</sup> Bid this week for scrape and paint. Still need a 3<sup>rd</sup>. I will hopefully be able to submit for approval next week.  
WRS

---

**From:** Carl Klotz [<mailto:cklotz@cityofharrington.com>]  
**Sent:** Monday, June 01, 2015 9:33 AM  
**To:** Sexton, Wade R.  
**Subject:** [EXTERNAL] RE: Harrington Railroad Yard Maintenance Issue

Good Morning Mr. Sexton can you please give me an update on the status of the property maintenance issues at the railroad. Thank You.

4a

**CITY OF HARRINGTON  
ORDINANCE NO. 15-06**

**AN ORDINANCE REPEALING AND REPLACING CHAPTER 440, ZONING, OF  
THE CODE OF THE CITY OF HARRINGTON**

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

**Section 1.** That Chapter 440 shall be amended by deleting the existing  
chapter and substituting in lieu thereof Exhibit A.

**Repealer.** All ordinances and parts of ordinances inconsistent with the  
provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this  
Ordinance and cause the same to be published as required by law; and this  
Ordinance shall take effect and be in force from and after its approval by Council.

SO ORDAINED by the majority of Council Members present at a regular session  
of Harrington City Council, to be effective upon signing.

\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest: \_\_\_\_\_  
Kelly Blanchies, Clerk of Council

Date of Adoption: \_\_\_\_\_

**SYNOPSIS**

This Ordinance replaces Chapter 440, Zoning, to revise the Zoning Code in its  
entirety.

First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Second Reading: \_\_\_\_\_



**City of Harrington  
Chapter 440, Zoning - First Draft  
Comment Tracking**

#	DATE	PAGE	COMMENT	NAME	PHONE	RESPONSE
1	4/30/2015		Please make sure to balance landscaping and screening w/public safety - hedges around parking lots can be nervous making. Particularly if they are high enough to hide behind.	Amy Minner	423-4720	Balance will be addressed at site plan review.
2	4/30/2015		Article III through XII - might want to consider reformatting and combining permitted uses and areas and bulk regulations into charts. They tend to be easier to use, read and understand.	Amy Minner	423-4720	This was considered, and consultants believe it would not be easier due to complexity of information.
3	5/1/2015		Consider eliminating the requirement for alleyways, because it creates more cost for the City to maintain.	Anthony Moyer	242-0883	Maintenance costs controlled by ensuring alleys built to rigorous specifications.
4	4/30/2015	TND	What is the incentive to take on the higher standards as a developer?	Amy Minner	423-4720	Potential relaxation from area bulk standards and ability to have mixed use.
5	4/28/2015	1	Table of Contents - § 440-7 Change "chapter" to "Charter."	Clerk of Council	398-4476	Corrected § 440-7 to read "chapter."
6	5/21/2015	6	Add a comma between "process" and "equipment" in definition of Building.	Consultants		*Corrected definition of Building.
7	4/9/2015	29	Need definition of a "temporary building".	Amy Minner	423-4720	*§ 440-14 amended and definition added.
8	4/9/2015	31	440-21 - Letter C number 3 - Does this apply to MH parks?	Amy Minner	423-4720	Yes.
9	4/28/2015	33	§ 440-31 D - Add "See Article XVI, Conditional Use Permits."	Clerk of Council	398-4476	Change made to § 440-31 D.
10	4/28/2015	35	§ 440-41 D - Add "See Article XVI, Conditional Use Permits."	Clerk of Council	398-4476	Change made to § 440-41 D.
11	4/9/2015	36	440-43 - Parking Standards Letter C #4 - Instead of having the City Manager waive the requirement, why not make it an exception where access is practical it can be waived?	Amy Minner	423-4720	A determination would need to be made and having the City Manager make the determination would be the least costly.
12	4/28/2015	40	§ 440-51 E - Add "See Article XVI, Conditional Use Permits."	Clerk of Council	398-4476	Change made to § 440-51 E.
13	4/9/2015	41	#5 - Need definition of "public ways".	Amy Minner	423-4720	Term deleted from section.
14	4/9/2015	43	Letter D - Why does a residence have to go to planning commission with final approval by City Council for a house to be built in Neighborhood commercial?	Amy Minner	423-4720	Changed to a permitted use.
15	4/9/2015	44	Number 3 - Why are there restrictions on floor space?	Amy Minner	423-4720	To keep neighborhood businesses small. Large businesses incompatible with residential area.
16	5/21/2015	47	Change § 440-71 C (1) from "All uses" to "All commercial uses."	Consultants		Change made to § 440-71 C (1).
17	4/9/2015	48	Number 16 - Definition of Private clubs.	Amy Minner	423-4720	*Term changed to "private membership club" and definition added.
18	4/9/2015	48	Number 16 - Private clubs - does this mean a strip club/adult entertainment would be in this zone?	Amy Minner	423-4720	Regulated by State law.
19	4/9/2015	48	Letter B & C - I believe there is something missing in these two because I don't understand where we are going with it.	Amy Minner	423-4720	Threshold for which renovations can be made without requiring compliance with regulations.
20	4/9/2015	48	Letter C - Need a definition of "deviation".	Amy Minner	423-4720	No change made. See dictionary for definition.
21	4/9/2015	49	Number 5 letter b - Can we have an example or drawing of what this is saying?	Amy Minner	423-4720	Consultants believe this is not necessary.
22	4/9/2015	49	Number 6 - Letter b - Not sharing a party wall: ten feet (5 feet per each building) - what does 5 feet per each building mean?	Amy Minner	423-4720	5 feet for a sideyard setback.
23	5/21/2015	49	Correct subsection lettering for § 440-73.	Clerk of Council	398-4476	Change made to § 440-73.

City of Harrington  
Chapter 440, Zoning - First Draft  
Comment Tracking

#	DATE	PAGE	COMMENT	NAME	PHONE	RESPONSE
24	4/9/2015	51	First letter C at top of page – Could I get clarification on this? Usually all new building have an accentuated entrance. Not sure where we are going with this and why.	Amy Minner	423-4720	Ensures accentuated entrances.
25	4/9/2015	51	Letter D – Smoked, reflective, opaque or black glass in windows prohibited. I would like there to be an exception to this. If we are allowing strip clubs/adult entertainment, this would be needed. I would also have to say that a fitness club may want to tint the windows.	Amy Minner	423-4720	Recommendation stands because of safety concerns. <b>*Changed to "light reflective" and allowed up to 50% of window area.</b>
26	4/9/2015	53	Number 6 and a, b & d – If it is an existing building, and they are just changing use, it should already have outside architectural features to represent history of the town.	Amy Minner	423-4720	Code defines level of improvements that require conformance to standards. No guarantee of architectural features on existing buildings.
27	5/21/2015	53	Change § 440-73 E (6) from "it is" to "the applicant is."	Consultants		Change made to § 440-73 E (6).
28	4/9/2015	54	Letter H – Would like a possibly exception to having to store furniture inside. If the furniture is on private property it could be left outside as long as it would not cause harm or damage to an adjoining property due to inclement weather.	Amy Minner	423-4720	Change made to § 440-73 H.
29	4/9/2015	55	Need definition of "planting bed".	Amy Minner	423-4720	No change made. See dictionary for definition.
30	4/9/2015	65	First Letter D – Does Planning & Zoning have the power to waive this boundary or is it Board of Adjustment?	Amy Minner	423-4720	Not uncommon for Planning Commission to waive bulk standards when allowed by Code.
31	4/9/2015	65	First Letter E – Need definition of Front Yard. Does this mean no parking in the grass?	Amy Minner	423-4720	Definition already exists. Grass area does not meet in parking requirements.
32	4/9/2015	67	Letter E – Would this mean if an 84 Lumber, Delaware Building Supply would want to be there, they couldn't have their Lumber or supplies stored outside under a roof structure? It would need to be in a building? I believe there is typo I think the word should be "except" not "expect".	Amy Minner	423-4720	Those businesses would not be located in IMP. Change made to § 440-111 E to correct typo.
33	4/9/2015	68	440-113 Area Regulations – Letter A contradicts with the Lot width and depth. The minimum lot width and depth does not equal to the minimum 5 acres needed.	Amy Minner	423-4720	Minimum requirements listed.
34	4/30/2015	75	#4 - Private streets should be prohibited everywhere.	Amy Minner	423-4720	Private streets are not allowed in the City. All houses must abut a public street.
35	4/30/2015	75	#3 What are the standards for waiving?	Amy Minner	423-4720	Inserted "for good cause" into § 440-128 B (3) (b) [3].
36	4/30/2015	83	§ 440-137 A - I assume this includes signs and are there any existing that are non-conforming? I believe that the fire company could be one. Does this mean they will no longer be able to have the sign?	Amy Minner	423-4720	Fire sirens are not covered in the section because a siren is not a use. Complaints about sirens are not unusual. Safety trumps momentary inconvenience.
37	4/30/2015	84	E - abandonment-can an example be given. I take this as if a building is abandoned for 1 year or more then the next business has to make it conforming. How will this be possible for an existing building and already nonconforming? How many nonconforming uses are being created by this new ordinance?	Amy Minner	423-4720	The use has to be a conforming use; uses should not be confused with bulk and building standards. None created.
38	4/30/2015	85	B - include prohibiting retail in homebased business?	Amy Minner	423-4720	Retail not a permitted use.

City of Harrington  
Chapter 440, Zoning - First Draft  
Comment Tracking

#	DATE	PAGE	COMMENT	NAME	PHONE	RESPONSE
39	4/30/2015	86	440-140 - 2 accessory structures are permitted. May want to think about this. Are pools, gazebos, pergolas, playhouses, dog kennels, plastic (snap together sheds) and pumphouses a part of these? Are decks at an above ground pool considered a second accessory structure? I understand the need of preventing clutter and impervious surface coverage, however, this is really strict.	Amy Minner	423-4720	Number of accessory structures to be determined by City Council. <b>*Limit on accessory uses removed.</b>
40	5/21/2015	86	Change \$ 440-140 A from "uses" to "uses, buildings, and structures."	Clerk of Council	398-4476	Change made to \$ 440-140 A.
41	4/30/2015	87	Table 13.1 - max height - there are more and more people building pole buildings that will provide shelter for their RV. In some cases, the structure could be taller than the principal. Maybe have a mean roof height instead?	Amy Minner	423-4720	Prior City Council determination was carried forward into this Code.
42	4/30/2015	88	Table 13.2- Distance from adjacent residential zone - I believe there is a typo. Should it be 100ft?	Amy Minner	423-4720	Change made to Table 13.2 to correct typo.
43	4/30/2015	88	Table 13.3 - should we do a separate one in RS1 for manufactured homes in a park? Maybe a separation distance rather than feet from property lines because in reality there are no property lines between lots.	Amy Minner	423-4720	Still subject to height, bulk, and area standards.
44	5/21/2015	88	Change Table 13.3 C-1, Commercial to 75 width and 100 depth.	Consultants		Change made to Table 13.3.
45	4/30/2015	90	Table 13.4 - What is "open"? Does that belong up with decks, platforms, etc? I would like to make a recommendation that we consider allowing projections into the side and front yards for handicap ramps.	Amy Minner	423-4720	Handicap ramps are exempt under ADA regulations. Open is not covered or enclosed. <b>*Change to table made to aid readability.</b>
46	4/30/2015	90	440-147 - does this also include retaining walls? What point on the property can a 6ft fence start? Is it at the front side of the house? What about a corner lot?	Amy Minner	423-4720	Retaining walls included. See definitions of yards. A corner lot has 2 frontages.
47	4/30/2015	91	440-150- wetlands - Is a delineation required as part of a development plan? Is a TD required or just recommended? County regulations are not applicable.	Amy Minner	423-4720	See \$ 440-291 for requirements. Standard language to include all other government agencies. Changed \$ 440-150 term "pertinent" to "applicable."
48	4/30/2015	93	E -acceptable bufferyard materials. Recommend just stating wooden or vinyl fence. Vinyl looking like wood is an expense that is not necessary.	Amy Minner	423-4720	Change made \$ 440-151 E (3).
49	4/30/2015	96	Note at bottom of page - need to take out bike racks or bicycle racks.	Amy Minner	423-4720	Change made to \$ 440-154 A (2) (a) Note.
50	4/30/2015	98	#5 b - This will be a budget line item?	Amy Minner	423-4720	No. To be reviewed with budget. No cash in lieu has been received to date.
51	4/30/2015	106	Letter D & letter I - I still and will always be against the city putting up signs without permits. The city should be doing the same as the builders and contractors. City should abide by the same rules and regulations. Don't need to pay for a permit but still should go through the same process.	Amy Minner	423-4720	*Changes made to \$ 440-176: D merged with C I amended
52	5/1/2015	110	Consider increasing maximum sign height in C-3 to 35 feet with increased height to 45 feet for strip malls with 6 tenants or more.	Anthony Moyer	242-0883	Consultants recommend a maximum height of up to 24 feet. <b>*Changed to 35 feet</b>
53	4/28/2015	112	\$ 440-183 C (4) - Add "the" to read "In the Service Commercial..."	Clerk of Council	398-4476	Change made to \$ 440-183 C (4).

City of Harrington  
Chapter 440, Zoning - First Draft  
Comment Tracking

#	DATE	PAGE	COMMENT	NAME	PHONE	RESPONSE
54	4/30/2015	113	440-185 A - We are hindering the costs on business' making non conforming signs, conforming. How many signs are non-conforming?	Amy Minner	423-4720	Change made to § 440-185 A to make it 15 years. <i>*Time to conform removed.</i>
55	5/1/2015	113	Consider nonconforming signs must become conforming when the entire sign (structure and all) is replaced or when the property changes ownership.	Anthony Moyer	242-0883	Change made to § 440-185 A to make it 15 years.
56	4/28/2015	114	§ 440-186 C - Change "article" to "section"	Clerk of Council	398-4476	Change made to § 440-186 C.
57	4/30/2015	114	E 1 - Unless the structure is unsafe or the principal structure is no longer there, why can't the sign poles, or attached sign casings remain? There are many times when a business will move to a location and the bonus is the casing or post remains. That is an expense they do not need to pay.	Amy Minner	423-4720	Change made to §440-185 E (1) to make it 180 days.
58	5/1/2015	114	Strike § 440-186 because the City does not do electrical inspections; it is governed by the State.	Anthony Moyer	242-0883	This is not to ensure sign is connected to electrical source properly but designed and installed to design standards. <i>See letter from Building Code Inspector.</i>
59	4/30/2015	115	B 2 - This is very gray. The criteria should be listed.	Amy Minner	423-4720	*§ 440-187 B 2 reworded.
60	4/30/2015	116	440-187 D - I would like to reiterate the same comment as above in Page 114 - E 1	Amy Minner	423-4720	Change made to definition of Abandoned Sign to make it 180 days. <i>*Reworded to remove sign when no structure.</i>
61	4/30/2015	119	c - Banners cannot be staked in the ground? Fire company and churches in this town have lots of fundraisers.	Amy Minner	423-4720	*Change made to § 440-190 A (14) (c).
62	4/30/2015	120	#6- animated signs- I believe there is a good compromise we can reach to allow animation. At Christmas time the fire company has Santa on a sleigh and some business' will have a flag rolling during the holidays or just being patriot.	Amy Minner	423-4720	See definition of Animation. Static images are allowed. <i>*See additional information on EMCs.</i>
63	4/30/2015	120	#9 - a thru f- need to rethink this. There are and could possibly have business' with fleet vehicles. They could be parked in their parking lot. You have Lehigh Dairies that have their business name on their trailers. You also have a physical therapy business that parks a car in their parking lot during the day to take patients to and from therapy. There is also ERCO that has many vans.	Amy Minner	423-4720	This section does not apply to fleet vehicles that are regularly used. This section applies to vehicles being used as signs. <i>*Added "During business' hours of operation..."</i>
64	4/30/2015	121	13 - the definition of Temporary signs should be moved to definitions.	Amy Minner	423-4720	Definition already exists. <i>*Deleted portion of section and added it to the definition.</i>
65	4/30/2015	121	#15 - Umbrellas cannot be used for advertisement? You cannot have a business with tables and umbrellas that could advertise a drink (ex. Coke) which they sell?	Amy Minner	423-4720	Change made to § 440-190 A (10).
66	4/30/2015	121	#17- Why can't a unlike sign be in a window adjacent to residential zone?	Amy Minner	423-4720	<i>*Added separate subsection for umbrellas.</i>
67	4/30/2015	140	440-245 - Is this better placed in general provisions article?	Amy Minner	423-4720	Not allowed as a conditional use.
68	5/6/2015	140	440-245 Prohibited uses - Is this better placed in General provisions article?	Amy Minner	423-4720	Not allowed as a conditional use.

**City of Harrington**  
**Chapter 440, Zoning - First Draft**  
**Comment Tracking**

#	DATE	PAGE	COMMENT	NAME	PHONE	RESPONSE
69	5/6/2015	142	C - There should be a public notice posted on the property as to the intention of what the variance is for. People will notice this more than a letter in the mail. It should be something that can be used over and over again and large in size to be seen visible from the road. It should not be up to the BOA to decide whether to do this. It should be automatic and the code enforcement officer could post it on site.	Amy Minner	423-4720	*Changed "may" to "shall" in § 440-257 C, added requirement for mailings to property owners within 200 ft., and reworded section.
70	5/6/2015	149	#4 - There is no public hearing? #5 - But a public notice is required? Dont notify neighbors if there isn't going to be a hearing. However, I recommend there should be a public hearing.	Amy Minner	423-4720	*Notice of public meeting sent. Added clarification to § 440-289 A (4).
71	5/6/2015	159	Contents of plans for category b/admin review - I would like to recommend that on empty or existing lots that a home, addition or accessory structures are being built that the contractors and/or owners are not required site plans sealed by a Delaware architect or engineer. If placement is incorrect, it would be caught at time of footing inspection. They should have the ability to draw the outlines of the property and show the proposed structure and the measurements from all 4 property lines.	Amy Minner	423-4720	Accessory structures not subject to Category B requirements. Additions as deemed necessary by City Manager. Remaining should be reviewed as Category B.
72	5/6/2015	165	440-301 - There should be a time frame established for review of zoning compliance. There should also be even a shorter time frame for a resubmission of a disapproval. Customer shouldnt have to wait for the same time period as a regular submission. Letter C - City Manager should also call or email the reason for denial. If there is something that is small change, then we should be able to do it internally. Whether it is a matter of filling in something missing on a permit jacket or calling the individual asking for a measurement to a property line. Something so simple as reaching out to help them goes along way. When they come in to pay for the permit go over what was done and have them sign or initial it.	Amy Minner	423-4720	Applications reviewed in order they are received. Notification of denials is a current practice and should be in writing. Staff will not modify applications.

\* See document "Text Changes from Selected Comments"  
 Response to comment included and no change to text recommended.  
 Change made to document text (prior to 6/8/15 Workshop)  
 Council discussion and decision required (addressed at 6/8/15 Workshop)  
 Change made to document text (after 6/8/15 Workshop)

**Zoning Code Rewrite  
Text Changes from Select Comments**

**Additional Changes after June 8, 2015 Workshop**

**#25**

(d) Smoked, light reflective, opaque, or black glass in windows viewable from a public street is prohibited shall not exceed fifty (50) percent of the window area.

**#39**

A. Except as otherwise provided, ~~no more than two (2)~~ accessory uses, buildings, and structures are permitted in the R-1, R-2, R-3, R-4, C-1, C-2, C-3, and TND Zones, including, but not limited to:

**Table 13.1. Dimensional Standards for Accessory Buildings and Structures for Residential Uses and C-1, C-2, C-3, and TND Zones**

Standard	Detached Accessory Buildings
Location	Rear yard
Setbacks	-
Side	5 feet
Rear	5 feet
Distance from main building	10 feet
Maximum Height	The maximum height of accessory buildings and structures shall not exceed the height of the principal structure. See § 440-142, Height Limit Exemptions.
Maximum Lot Coverage	Must be included in calculation of coverage for principal building
Maximum number of accessory structures	Total of 2

**#45**

**Table 13.4. Permitted Projections into Required Yards**

Type of Projection	Front Yard	Interior Side Yard	Corner Side Yard	Rear Yard
Balconies, bay windows, entrances, oriels, and vestibules less than 10 feet wide	3 feet	3 feet	3 feet	3 feet
Decks, platforms, or similar raised structures	Not permitted	Not permitted	Not permitted	6 feet
Outside stairways	Not permitted	Not permitted	Not permitted	6 feet
<b>Porches, steps, stoops, terraces, and similar features</b>				
Open	5 feet	3 feet	3 feet	9 feet

Roof covering porches, steps, stoops, terraces	4 feet	Not permitted	Not permitted	4 feet
Enclosed, including screened-in porches	Not permitted	Not permitted	Not permitted	Not permitted

**#52**

C. Freestanding signs shall be limited to a height of ~~twelve (12)~~ thirty-five (35) feet above the grade level.

**#54**

A. ~~Nonconforming permanent signs must achieve conformity within fifteen (15) years of the adoption of this chapter. Nonconforming signs must be removed and changed in accordance with the provisions of this chapter.~~

**#58**

*Change not made. See letter from Building Code Inspector.*

**#60**

D. Signs, sign structures, supports, foundations, panels, and methods to attach the sign to the structure shall be removed when ~~a sign is abandoned~~ when the principal structure on the lot is demolished.

**#62**

*See additional information on sign animation.*

**#63**

(c) ~~While the business is open~~ During business' hours of operation, the vehicle or trailer is not moved and the vehicle or trailer is so parked or placed that the signs thereon are displayed to the public;

**#64**

**Sign, Temporary.** An on-premises sign ~~made of non-rigid material, designed and displayed for a seasonal or brief activity intended to display either commercial or noncommercial messages of a transitory or temporary nature such as, but not limited to, sales, specials, promotions, holidays, auctions, business grand openings, and signs advertising the sale, lease, or vacancy of residential units.~~ Any signs not permanently embedded in the ground, or not permanently affixed to a building or sign structure that is permanently embedded in the ground, are considered temporary signs. Symbols, figures, balloons, and other similar items shall be considered temporary signs.

(13) Temporary signs made of cardboard, paper, canvas, or similar impermanent material, except as permissible in § 440-182 I. ~~A temporary sign is also a sign intended to display either commercial or noncommercial messages of a transitory or temporary nature. Any signs not permanently embedded in the ground, or not~~

~~permanently affixed to a building or sign structure that is permanently embedded in the ground, are considered temporary signs.~~

**#65**

(16) Umbrellas used for advertising. These types of signs shall not obstruct pedestrian or vehicular access or traffic.

**Changes Prior to June 8, 2015 Workshop**

**#6**

**Building.** Any structure having a roof supported by columns or walls intended for the shelter, housing, or enclosure of any individual, animal, process, equipment, goods, or materials of any kind.

**#7**

**§ 440-14. Temporary buildings; movement of buildings into City.**

No temporary building shall be moved onto any lot, ~~or~~ portion of lot, ~~or farm lands~~ situated within the limits of the City of Harrington; ~~nor may any building be moved into or within the limits of the City of Harrington~~ without first obtaining a permit for that purpose from the City Manager.

**Building, Temporary.** Any piece of work that is readily movable and used or intended to be used for a period not to exceed ninety (90) consecutive days. Such structure shall be subjected to all applicable property development standards for the district in which it is located.

**#17**

**Private Membership Club.** Any club or organization that does not permit the general public to access its facilities or activities.

**#51**

C. Signs required by federal, state, or municipal law;

H. ~~(formerly I)~~ Public signs. Signs erected by government agencies or utilities, including traffic, utility, safety, railroad crossing, and identification signs for public facilities and ~~any signs erected by the City;~~

**#59**

(2) When Chapter 102, Building Standards, calls for sealed sign design construction plans to be submitted as a part of any sign permit application, this requirement is not compulsory as it relates to on premise signs regulated under this chapter ~~if the application contains sufficient information to satisfy the Building Code Official. The instances when sealed plans by a licensed engineer are required and when they are not required will be determined by specific criteria and procedures established by the City and administered by the City Manager on a case-by-case basis.~~



**#61**

- (c) All banner signs shall include wind cuts as necessary to reduce sign billowing or sailing and shall be securely fastened to a building, private light standard, or other permanent structure. Such banners shall not be mounted to trees or other landscaping elements. Such banners may be mounted to poles or stakes that must be removed when the banner is removed.

**#66**

- (17) Illuminated window signs in or adjacent to residential properties or zones.

**#69**

- C. The Chair shall fix a reasonable time for the hearing of an application or appeal, give public notice thereof, as well as due notice to the parties in interest, and decide the same within thirty (30) days following the hearing. Upon the hearing, any party may appear in person or by agent or by attorney. ~~Public notice of the hearing shall consist of publication at least fifteen (15) days prior to the hearing in a newspaper of general circulation in the City of Harrington, specifying the time, place and nature of the hearing. In addition, the Board may cause the date, time, place and nature of the hearing to be posted conspicuously on the property in accordance with the rules of the Board.~~ In exercising its powers, the Board may reverse or affirm, wholly or partly, or may modify, the order, requirement, decision or determination as ought to be made, and to that end shall have all the powers of the City Manager. Public notice shall be given at least fifteen (15) days prior to the hearing specifying the time, place, and nature of the hearing and shall consist of:

- (1) Publication in a newspaper of general circulation in the City of Harrington; and
- (2) Posting conspicuously on the property in accordance with the rules of the Board; and
- (3) Mailings to property owners of all properties within two hundred (200) feet of the exterior boundary of the property which is involved in the hearing.

**#70**

- (4) The Planning Commission shall hold one (1) meeting on the concept plan to receive an informational briefing on the plan and the anticipated issues and impacts related thereto. The Planning Commission shall take no action to approve or disapprove a concept plan. Should the Planning Commission determine that the development project represented by the concept plan may have substantial impact on the physical, economic, or social environment, the Planning Commission may hold more than one meeting on the concept plan. Public comment shall be taken at the meeting.



## CITY OF HARRINGTON

### Opinion on City Code §440.-186 – Electrical regulations applying to all permanent and temporary on-premises signs.

To: Terry Tieman, City Manager

From: David Naples, MCP

Date: 6/10/15

As per your request, I conducted research into the implications of the above noted code section. I offer the following for your consideration.

The Office of the State Fire Marshal, under State Code 16 Del.C. 6604(1), adopts and enforces the State Fire Regulations (Title 1, Section 700; 701- 5.0 *Authority*). This establishes the Office of the State Fire Marshal as the **Authority Having Jurisdiction** for this matter.

Annex A of the State Fire Regulations adopts NFPA 70; the National Electrical Code.

NEC Article 100 (Definitions) states – **Listed** – *Equipment, materials, or services included in a listed published by an organization that is acceptable to the authority having jurisdiction and concerned with evaluation of products or services, that maintains periodic inspection of production of listed equipment or materials or periodic evaluation of services, and whose listing states that either the equipment, material, or service meets appropriate designated standards or has been tested and found suitable for a specified purpose.*

The requirement for Signs to be listed is found in NEC Article 600 (Electrical Signs and Outline Lighting), section 600.3 “**Listing**” states, *Electric signs, section signs, and outline lighting fixed, mobile, or portable – shall be listed and installed in conformance with that listing, unless otherwise approved by special permit.*

The State Fire Regulations contain the following definition - “**Listed**” *Equipment or materials included in a list published by an organization acceptable to the State Fire Marshal and concerned with product evaluation, that maintains periodic inspection of production of listed equipment or materials and whose listing states either that the equipment or material meets appropriate standards or has been tested and found suitable for use in a specified manner.*

### **Conclusion**

The City is not prohibited from adopting regulations that are at least as stringent as that of the SFMO (ref. State Fire Regulations section 1.2; *Whenever the provisions of any county, city, or local regulation or ordinance are more stringent or impose higher standards than are required by these Regulations, the provisions of such county, city, or local regulation or ordinance shall govern, provided they are not inconsistent with these Regulations and are not contrary to recognized standards and good engineering practices.*)

It is my opinion that the State Fire Regulations and the subsequent adoption of NFPA 70, the National Electrical Code, are sufficient to provide for the safeguarding of sign installations. I would recommend that the City of Harrington consider modifying the language of §440-186 to require only that, as a condition of approval, a sign permit application must contain documentation that the proposed sign meets the definition of "listed" and that all sign installations, subject to the requirements of NFPA 70, are inspected and approved by a properly authorized third party electrical inspection agency (ref. DE Code Title 24, section 1400 *Board of Electrical Examiners*). Verification of this third party approval shall take place at the time of the required final inspection for the City of Harrington sign permit.

The City already has the authority to require the removal of signs that are not listed or that are installed without a permit or contrary to any applicable code provision per 2012 IBC 114, 115, and 116.

Respectfully Submitted,

David A. Naples, MCP  
Remington, Vernick & Beach Engineers  
University Office Plaza  
Bellevue Building  
262 Chapman Road, Suite 105  
Newark, DE 19702

## Sign Animation Regulations of Other Municipalities

### Georgetown § 230-170 F

- (5) Changing electronic message signs shall maintain an 8-1-8 transition frequency. "8-1-8" means a message display time of a minimum of eight seconds, a transition time between messages of a maximum of one second, followed by a message display time of a minimum of eight seconds with all segments of the total message to be displayed within 17 seconds.
- (8) Video boards shall be prohibited.

### Dover Section 4 – Supplementary sign regulations

#### 3. Electronic message centers (EMC):

- (a) The following EMC display features and functions are permitted: scrolling, fading and dissolving while transitioning between messages.
- (b) EMC's shall have a minimum display time of eight seconds. The transition time between message and/or message frames is limited to one second.
- (c) The following EMC display features and functions are prohibited: traveling, flashing, spinning, rotating, any other moving effects, and all dynamic frame effects or patterns of illusionary movement or simulated movement.

### Milford § 230-26 F

- (2) Contain static messages for at least eight seconds before changing the message and shall not have animation on any part of the sign, nor shall such sign have varying light intensity during the display of any single message.

### Kent County

Animation not addressed.

### Smyrna – Zoning Code Section 6 F

- 2. The EVMS [electronic variable message signs] is restricted to no more than 50 square feet of sign area or as specified in section 15.B.1., and shall not be located within 75 feet of any residential use. The setback shall include any right-of-way and be measured property line to sign structure.

## Chapter 230. Zoning

### Article XXII. Signs

#### § 230-164. Regulations governing signs.

In all zoning districts, no sign may be erected or maintained other than signs of the character, size and construction expressly authorized by this article and other ordinances and regulations of the Town Council of Georgetown under authority of the Town Manager of Georgetown relating to the erection, alteration or maintenance of signs and similar devices.

##### § 230-164.1. Definitions.

[Added 6-25-2014 by Ord. No. 2014-6]

**ADVERTISE**

To advise, announce, apprise, command, give notice of, inform, make known, publish or call to the public attention by any means whatsoever.

**ANIMATED SIGN**

Any sign or part of a sign that changes physical position by any movement or rotation or that gives the visual impression of such movement.

**AWNING OR CANOPY SIGN**

A sign affixed to or integral with the surface of an awning or canopy, retractable or fixed shelter constructed of fabric, cloth, or plastic on a supporting framework that projects from the exterior wall of a building.

**BILLBOARD**

For the purpose of this article, a structure for the permanent display of off-premises advertising attached to the ground by means of poles, pylons or posts.

**CHANGEABLE PRICE SIGN**

A sign that shows a product or service, such as fuel or hotel/motel rates as an unchanging element of the sign and only the price is changeable.

**COMPLEX**

A center or campus comprised of retail, wholesale, shopping center, business, commercial, institutional or mixed-use center with two or more principal structures located on one or more contiguous properties, under common management and operation, and is interconnected by parking areas, streets, sidewalks or other means.

**DETACHED SIGN**

A self-supporting sign resting on or supported by means of poles, standards or any other type of base

on the ground. A detached sign may be double faced with equal sign area on both sides as permitted by the district or use regulations for the particular sign. Detached signs may include:

**A. GROUND SIGN**

A sign suspended or supported by one or more uprights or braces anchored to the ground.

**B. MONUMENT SIGN**

A freestanding sign that is affixed to a base that is equal to or wider than the sign itself. The height of the sign is measured from the finished grade to the top of the sign. Such signs shall be situated so as to have the longer dimension oriented horizontal, and to have the shorter dimension oriented vertical.

**C. POST OR PYLON SIGN**

A sign which is attached to the ground by means of one or two poles or a base which is narrower than the face of the sign.

**ELECTRONIC MESSAGE BOARD SIGN**

An electrically activated sign whose message content, either in whole or in part, may be changed by means of electronic programming. These signs shall include those displaying time, temperature, and messages of a public or commercial nature.

**FLASHING SIGN**

An illuminated sign on which the artificial or reflected light is not maintained stationary and constant in intensity and color. Any sign which revolves or moves, whether illuminated or not, shall be considered a "flashing sign."

**INFLATABLE SIGN**

A sign that is designed to be filled with air to form a three-dimensional shape which is designed to be anchored to the ground.

**INSTITUTIONAL USE**

For the purposes of this article, an institutional use shall be a facility operated by a federal, state or local government, public or private school, or college, church, fire company or EMS station, hospital or emergency care facility, senior and community centers.

**INSTRUCTIONAL SIGN**

A sign conveying instructions with respect to the premises on which it is maintained, such as "entrance," "exit," "no trespassing," "danger," "no parking," "loading only," and similar signs, the total sign area not to exceed eight square feet.

**MARQUEE SIGN**

A sign attached to or hung from a marquee. For the purpose of this section, a "marquee" is a covered structure projecting from and supported by the building with independent roof and drainage provisions and which is erected over a doorway or doorways as protection against the weather.

**MURAL SIGN**

A sign consisting of letters or symbols incorporated into or attached to a large mural or form of artwork presenting a commercial message or advertisement, painted on a surface, building, canopy, awning, wall or window. For sign area calculation purposes, the area shall be considered to be the smallest rectangle or other geometric shape encompassing all of the letters or symbols.

**NEON SIGN**

A sign containing glass tube lighting in which a gas and phosphors are used in combination to create colored light and tubing is bent to form letters, symbols or other shapes.

**OFF-PREMISES SIGN**

A sign that directs attention to a business, commodity, service or entertainment not exclusively related to the premises where such sign is located or to which it is affixed.

**ON-PREMISES SIGN**

A sign directing attention to a business, commodity, service or entertainment conducted, sold or offered upon the same premises as those upon which the sign is maintained.

**PERMANENT SIGN**

A sign which has a permanent location on the ground or which is attached to a structure having a permanent location and which meets the structural requirements for signs as established in the Building Code. When individual letters are mounted directly on a building, square footage shall be determined by the space from the left-hand side of the first letter and ending on the right-hand side of the last letter multiplied by the height of the largest letter.

**POLITICAL SIGN**

A temporary sign utilized for the purpose of proposing or opposing the election of a candidate or ballot measure in connection with an official Town, school district, county, state or federal election or referendum.

**PROJECTING SIGN**

A sign attached to and projecting out from a building face or wall, generally at right angles to the building.

**SANDWICH BOARD SIGN**

A freestanding temporary sign, with no moving parts or lights, displayed outside a business during business hours.

**SIGN**

A structure, display or device, including but not limited to a flag, windblown display, or balloon, that is arranged, intended, designed or used as an advertisement, announcement, identification, description or direction.

**SIGN AREA**

The entire face of a sign including the advertising surface and any framing, trim, or molding, but not including the supporting structure.

**TEMPORARY SIGN**

A sign which is erected for a time limit not to exceed 30 consecutive days.

**VIDEO BOARD**

Any electronic sign with a transition frequency in excess of 8-1/8 and using multiple colors to depict images, photos, and flashes.

**WALL SIGN**

A sign attached to or painted on the exterior wall of a building. The total lettering on one facade of a building or structure shall constitute one wall sign.

**WINDBLOWN DISPLAYS**

Any temporary banner, flag, feather sign, pennants, balloon or commercial flag, whether or not conveying a message through the use of words, letters and/or symbols. For the purpose of this article, any windblown display shall be considered a temporary sign.

**WINDOW SIGN**

A sign that is physically applied to or attached to the exterior or interior of a window.

## § 230-165. Signs permitted in UR1, UR2 and UR3 Districts.

[Amended 12-16-1992 by Ord. No. 93-001]

The following signs may be erected and maintained in UR1 Urban Residential District, UR2 Medium Residential District or UR3 Neighborhood Residential District.

- A. Signs advertising the sale or rental of the premises upon which they are erected, when erected by the owner or by a broker or other like person interested in the sale or rental of such premises, may be erected and maintained, provided that the size of any such sign is not in excess of six square feet and no more than two such signs are placed upon any property held in single and separate ownership, unless such property fronts upon more than one street, in which event no more than two such signs may be erected on such frontage. Such signs shall be removed within one week after the sale or rental.
- B. Signs advertising the sale or development of the premises upon which they are erected, when erected in connection with the development of the premises by a builder, contractor, developer or other like person interested therein, may be erected and maintained, with Town Manager approval, provided that the size of any such sign is not in excess of 20 square feet and no more than two such signs are placed upon any property, unless such property fronts upon more than one street, in which event no more than two such signs may be erected on each such frontage.

[Amended 6-25-2014 by Ord. No. 2014-6]

- C. <sup>[1]</sup> Signs bearing the words "Sold" or "Rented," or words of similar import, with the name of the person effecting the sale or rental may be erected and maintained, subject to the conditions specified in Subsection **A** above.

<sup>[1]</sup>: *Editor's Note: Former Subsection C, regarding signs indicating the location and direction of premises available for development, was repealed 6-25-2014 by Ord. No. 2014-6. Said ordinance also redesignated former Subsections D through F as Subsections C through E.*

- D. Signs of contractors or artisans providing a service to the parcel or residence may be erected and maintained during the period such persons are performing work on the premises on which such signs are erected, provided that the size of any such sign is not in excess of six square feet and such signs are removed promptly upon completion of the work, and provided, further, that no more than one such sign may be erected or maintained by each contractor or artisan on the premises on which such work is being performed.

[Amended 6-25-2014 by Ord. No. 2014-6]

- E. Signs advertising that furnishings or other equipment have been installed or placed on the premises may be erected and maintained on such premises, provided that the size of any such sign is not in excess of six square feet and any such sign is removed promptly upon occupation of the house as a residence.<sup>[2]</sup>

<sup>[2]</sup>: *Editor's Note: Former Subsection G, which immediately followed this subsection and permitted political signs, was repealed 8-26-2009 by Ord. No. 2009-12. For current provisions, see § 230-177K.*

- F. Signs of a temporary nature, as identified in Subsections **A** through **E** above, shall be placed no closer than 10 feet from the public right-of-way.

[Added 6-25-2014 by Ord. No. 2014-6]

- G. Signs used for permanent advertising of a development or project at its entrance, provided that no more than one is located on either side of each entrance and the size of any such sign is not in excess of 30 square feet.

[Added 6-25-2014 by Ord. No. 2014-6]

- H. Such signs shall be located no less than 10 feet from the public right-of-way.

[Added 6-25-2014 by Ord. No. 2014-6]



- I. The Town of Georgetown Development Design Standards should be reviewed for sign design criteria.  
[Added 6-25-2014 by Ord. No. 2014-6]

## § 230-166. Signs permitted in MR1 and MR2 Districts.

The following signs may be erected and maintained in MR<sub>1</sub> Multifamily Residential District or MR<sub>2</sub> Townhouse Residential District:

- A. Any sign permitted in UR<sub>1</sub> Urban Residential District, UR<sub>2</sub> Medium Residential District or UR<sub>3</sub> Neighborhood Residential District.  
[Amended 12-16-1992 by Ord. No. 93-001]
- B. Signs used for permanent advertising of a development or project at its entrance, provided that no more than one is located on either side of each entrance and the size of any such sign is not in excess of 30 square feet.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- C. Such signs shall be located no less than 10 feet from the public right-of-way.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- D. The Town of Georgetown Development Design Standards should be reviewed for sign design criteria.  
[Added 6-25-2014 by Ord. No. 2014-6]

## § 230-167. Signs permitted in UB1 Districts.

The following signs may be erected and maintained in a UB<sub>1</sub> Urban Business District:

- A. Any sign permitted in a UR<sub>1</sub> Urban Residential District, UR<sub>2</sub> Medium Residential District, UR<sub>3</sub> Neighborhood Residential District, MR<sub>1</sub> Multifamily Residential District or MR<sub>2</sub> Townhouse Residential District.  
[Amended 12-16-1992 by Ord. No. 93-001]
- B. Signs advertising the maintenance and conduct of a business of the kind authorized for the district, or the sale, purchase, rental or use of commodities, articles or facilities in connection with or incidental to the business or of the premises on which the business is conducted, but no others.
- C. Total sign area of all signs shall not exceed 32 square feet or measure more than 10 feet in length, nor exceed eight feet in height.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- D. Signs may be located on a canopy, marquee, wall, projecting or ground sign(s), but may not project from a building into the public right-of-way.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- E. Ground or monument signs shall have a minimum setback of 1/2 the distance from the public right-of-way line to the as-built building line.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- F. No more than two signs are permitted per permitted use, on y one of which may be a ground sign.
- G. Signs for schools, colleges, churches, hospitals and other institutions of a similar nature, relating exclusively to the institutions erecting the same, may be erected and maintained, provided that the size of any such sign is not in excess of 20 square feet and no more than two such signs are placed on a property held in single and separate ownership, unless such property fronts upon more than one

street, in which event no more than two signs may be erected on each frontage. Signs may be externally illuminated with the exception of electronic reader board signs where allowed.

[Amended 6-25-2014 by Ord. No. 2014-6]

H. One sandwich board per street frontage is allowed as follows:

[Added 6-25-2014 by Ord. No. 2014-6]

- (1) Any sandwich board sign shall not exceed two linear feet in width with a maximum height of 42 inches. Within these specified maximum dimensions, creative shapes that reflect the theme of the business are encouraged.
- (2) The sign must be constructed of materials that present a finished appearance; rough-cut plywood is not allowed. The sign frame shall be painted or stained wood or anodized aluminum or metal; plastic signs are prohibited. Stenciled or spray-painted painted signs are prohibited. Sign lettering should be professionally painted or applied. Chalkboard signs shall be permitted. Windblown devices, including balloons, may not be attached or otherwise made part of the sign. The written message of the sign should be kept to the minimum necessary to communicate the name of the business or special message, and should be small enough to not be legible from traffic on the street.
- (3) The signs may be placed on the sidewalk directly in front of the associated establishment. The sign must not interfere with or obstruct pedestrian or vehicular traffic; however, a minimum of five feet of passage must be maintained on the sidewalk between the street and the sign. Signs may not be anchored to the sidewalk or attached to poles, vending boxes or other structures.
- (4) Signs shall be removed at the end of the business day and only displayed during regular business hours.
- (5) Signs may be externally illuminated, but the source of illumination must be arranged so that no direct rays of light are projected into any single-family residential district or any public street.

I. The Town of Georgetown Development Design Standards should be reviewed for sign design criteria.

[Added 6-25-2014 by Ord. No. 2014-6]

## § 230-168. Signs permitted in UB2 Districts.

The following signs may be erected and maintained in a UB2 Neighborhood Business District:

- A. Any sign permitted in a UR1 Urban Residential District, UR2 Medium Residential District or UR3 Neighborhood Residential District.  
[Amended 12-16-1992 by Ord. No. 93-001]
- B. One detached, on-premises sign or combination of signs, with total signage not to exceed 12 square feet of area, nor eight feet in height, identifying the permitted business uses on the premises. Said sign may be externally illuminated, but the source of illumination must be arranged so that no direct rays of light are projected into any single-family residential district or any public street.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- C. Signs may be located on a canopy, wall projecting or ground, but may not project from a building into the public right-of-way. Signs shall not obstruct vehicular or pedestrian visibility.  
[Amended 6-25-2014 by Ord. No. 2014-6<sup>[1]</sup>]  
[1]: *Editor's Note: This ordinance also repealed former Subsection C, regarding a primary structure with setback greater than 25 feet, and redesignated former Subsection D as Subsection C.*
- D. Sandwich board signs as permitted in UB1 District.

- E. Each structure is allowed one internally illuminated or unlighted wall, awning, projecting or marquee sign not to exceed 18% of the front of the building.  
[Added 6-25-2014 by Ord. No. 2014-6]
- F. Electronic message board signs. For any sign which meets the definition of electronic message board sign, the following provisions shall apply:  
[Added 6-25-2014 by Ord. No. 2014-6]
- (1) The sign category for the zone in which the sign is proposed must allow for internal illumination of signs, except as provided in this section. Electronic message board signs shall only be permitted for Highway Commercial zoned properties with frontage on U.S. Route 113 and institutional uses in any district, following the sign requirements for the underlying zone in which the institutional use is located.
  - (2) The maximum sign area for an electronic message board, which is detached, shall be no greater than 75% of the maximum total allowable sign area designated by the underlying zone.
  - (3) Signs shall not operate at brightness levels of more than 200 cd/m<sup>2</sup> (candelas per square meter). Each electronic message board shall have a light-sensing device that will adjust the brightness of the message board as the natural ambient light conditions change.
  - (4) Only those changing electronic message signs utilizing monochrome colors such as white, red or amber shall be permitted. No RGB (Red-Green-Blue) technologies or other multicolored display shall be permitted in an electronic message center sign in a manner that would create a video board. This section does not prohibit the use of color in a sign that is not a video board.
  - (5) Changing electronic message signs shall maintain an 8-1-8 transition frequency. "8-1-8" means a message display time of a minimum of eight seconds, a transition time between messages of a maximum of one second, followed by a message display time of a minimum of eight seconds with all segments of the total message to be displayed within 17 seconds.
  - (6) All messages displayed on an electronic message board shall be directly related to the business for which the sign was constructed. No off-premises advertising signage is permitted.
  - (7) All changing message signs shall be constructed as an integral part of a permanent sign constructed on site. "Integral" shall be considered to be incorporated into the framework and architectural design of the permanent sign. In all districts except HC, LH and LIZ permitted electronic message signs must be incorporated into and be integral to a monument type sign as defined in § 230-164.1, Definitions.
  - (8) Video boards shall be prohibited.
  - (9) Each electronic message board sign located on a state-maintained road must comply with all Delaware Department of Transportation rules and regulations applicable to electronic message board signs when not in conflict with this section.
  - (10) There may only be one electronic message board sign per parcel or complex.
- G. Changeable price sign. For any sign which includes a changeable price sign, the following provisions apply:  
[Added 6-25-2014 by Ord. No. 2014-6]
- (1) Each changeable price sign on a parcel shall be counted toward the total allowable signage allowed per parcel.
  - (2) Changeable price signs shall be integrated into a detached on-premises sign or be placed on a canopy or wall in accordance with these regulations.

[Added 6-25-2014 by Ord. No. 2014-6]

- E. The Town of Georgetown Development Design Standards should be reviewed for sign design criteria.  
[Added 6-25-2014 by Ord. No. 2014-6]

## § 230-169. Signs permitted in UB3 Districts.

The following signs may be erected and maintained in a UB3 Professional Business District:

- A. Any sign permitted in a UR1 Urban Residential District, UR2 Medium Residential District or UR3 Neighborhood Residential District.  
[Amended 12-16-1992 by Ord. No. 93-001]
- B. One on-premises sign not exceeding 12 square feet of area identifying a permitted professional use on the premises and not exceeding eight feet in height shall be permitted. Said sign may be externally illuminated, but the source of illumination must be arranged so that no direct rays of light are projected into any single-family residential district or any public street. Signs shall not obstruct vehicular or pedestrian visibility.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- C. Signs may be located on a wall or ground, and projecting signs shall not extend more than five feet into a required building setback and shall be a minimum of eight feet from the bottom of the sign to the walking surface and no part may extend beyond the roofline.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- D. The Town of Georgetown Development Design Standards should be reviewed for sign design guidelines.  
[Added 6-25-2014 by Ord. No. 2014-6]

## § 230-170. Signs permitted in HC Districts.

The following signs may be erected and maintained in HC Highway Commercial District:

- A. Any sign permitted in a UR1 Urban Residential District, UR2 Medium Residential District, UR3 Neighborhood Residential District, MR1 Multifamily Residential District, MR2 Townhouse Residential District, UB1 Urban Business District, UB2 Neighborhood Business District or UB3 Professional Business District.  
[Amended 12-16-1992 by Ord. No. 93-001]
- B. Permitted sign types are marquee, canopy, projecting, wall and detached.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- C. Each lot with less than 100 feet frontage is allowed one internally or externally illuminated, or unlighted detached sign, limited to a maximum of 50 square feet in area. The sign may not exceed 25 feet in height. Each lot with more than 100 feet of frontage is allowed one internally or externally illuminated, or unlighted detached sign, limited to 70 square feet. The sign may not exceed 25 feet in height. A corner lot may have two ground signs, the combined area of those two signs not to exceed 70 square feet and 25 feet in height.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- D. All detached signs shall have a minimum front setback of 25 feet if along a state-maintained roadway and 10 feet if along a non-state-maintained road or accessway. A clear sight triangle should be provided at all corner lots with signage.  
[Amended 6-25-2014 by Ord. No. 2014-6]

- (3) Changeable price signs shall be limited to four per detached sign structure or four per building or canopy face.

H. Complexes.

[Added 6-25-2014 by Ord. No. 2014-6]

- (1) Any complex shall be subject to the signage requirements established for parcels and structures as set out above in Subsection C, except as may be otherwise provided in this Subsection H.
- (2) A complex may have one detached sign, internally illuminated or unlighted sign, along each arterial or collector road on which the parcel abuts. The top of such sign shall not exceed a height of 25 feet from grade; shall be set back 25 feet if along a state-maintained roadway and 10 feet if along a non-state-maintained road or accessway. A clear sight triangle should be provided at all corner lots with signage. Such detached sign shall include the street address, the name of the center, and may include the name of the anchor unit and/or a directory of included units.
- (3) Each freestanding unit on a pad site or outparcel (with its own tax parcel identification number) within such a complex may have one internally illuminated or unlighted detached sign displaying the name of the business or use, not exceeding 50 square feet, and may have one internally illuminated or unlighted wall, awning, projecting or marquee sign not to exceed 15 square feet.
- (4) A unit that is part of a larger structure within such a complex may have one internally illuminated or unlighted wall, awning, projecting or marquee sign not to exceed 10% of the front of the unit to a maximum of 200 square feet.
- (5) Each such structure may also have one wall, projecting, awning or marquee sign, internally illuminated or unlighted, on each facade of the structure, each of which shall not exceed 15 square feet.

- I. The Town of Georgetown Development Design Standards should be reviewed for sign design criteria.

[Added 6-25-2014 by Ord. No. 2014-6]

## § 230-171. Signs permitted in LI1 Districts.

The following signs may be erected and maintained in a LI1 Limited Industrial District:

- A. Any sign permitted in a UR1 Urban Residential District, UR2 Medium Residential District, UR3 Neighborhood Residential District, UB1 Urban Business District, UB2 Neighborhood Business District or UB3 Professional Business District.  
[Amended 12-16-1992 by Ord. No. 93-001]
- B. Permitted sign locations are marquee, projecting wall and detached.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- C. All detached signs shall have a minimum front setback of 25 feet if along a state-maintained roadway and 10 feet if along a non-state-maintained road or accessway.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- D. All detached signs may be internally or externally illuminated. All wall, awning, projecting or marquee signs may be internally illuminated or unlighted.  
[Added 6-25-2014 by Ord. No. 2014-6]
- E. The Town of Georgetown Development Design Standards should be reviewed for sign design criteria.  
[Added 6-25-2014 by Ord. No. 2014-6]

## § 230-172. Signs permitted in LI2 Districts.

The following signs may be erected and maintained in LI2 Light Industrial District:

- A. Any sign permitted in a HC Highway Commercial District or LI1 Limited Industrial District.
- B. The Town of Georgetown Development Design Standards should be reviewed for sign design criteria.  
[Added 6-25-2014 by Ord. No. 2014-6]

## § 230-173. Signs permitted in HD Districts.

The following signs may be erected and maintained in an HD Historic District:

- A. All signs must reflect the character of the district and receive approval from the Planning Commission.

## § 230-174. Signs permitted in ED Districts.

The following signs may be erected and maintained in ED Education District:

- A. All signs shall identify the institution or institutional activity and receive approval from the Planning Commission.
- B. The Town of Georgetown Development Design Standards should be reviewed for sign design criteria.  
[Added 6-25-2014 by Ord. No. 2014-6]

## § 230-175. Prohibited signs.

The following signs are prohibited in all districts:

- A. Flashing signs.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- B. Animated signs.
- C. Signs which produce noise or sounds, emit visible smoke, vapor, particles or odor.
- D. Signs with intermittent lights resembling or seeming to resemble the flashing lights customarily associated with danger or such as are customarily used by police, fire, ambulance vehicles, or for navigation purposes.
- E. Signs located and so illuminated as to provide a background of colored lights blending with traffic signal lights to the extent of confusing a motorist when viewed from normal approaching position of a vehicle at a distance of 25 feet to 300 feet.
- F. Signs in any location which obstruct motorists' vision of traffic control signals.
- G. Signs attached to trees or utility poles.
- H. Signs attached to any vehicle parked primarily for display purposes.
- I. Off-premises signs.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- J. Spinners, streamers and inflatable signs.

[Added 6-25-2014 by Ord. No. 2014-6]

- K. Billboard signs.  
[Added 6-25-2014 by Ord. No. 2014-6]
- L. Neon tube signs.  
[Added 6-25-2014 by Ord. No. 2014-6]
- M. Video board signs.  
[Added 6-25-2014 by Ord. No. 2014-6]

## § 230-176. Signs permitted in all districts.

The following signs are permitted in all districts:

- A. Signs erected by any governmental agency for purposes of direction, safety or convenience of the general public.
- B. Instructional signs, nonilluminated.
- C. Signs in conjunction with doorbells or mailboxes, not exceeding 12 square inches in area.
- D. Name and address signs, no more than one for each principal building or use on a premises and exceeding two square feet in area.
- E. Signs which are attached or which are an integral part of gasoline pumps or other dispensing or servicing devices, provided that such signs do not extend beyond the area of the pump, dispensing or servicing device to which they are attached, and provided that such activities or services are legally established uses.
- F. Signs displayed on shelters at bus stops limited to two signs per shelter, and the sign area shall not exceed 32 square feet per sign. Shelter locations shall be approved by the Town Manager and the State Department of Public Instruction.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- G. Signs erected by or on behalf of the Town as approved by the Town Manager.
- H. Businesses may have one standard flag, three feet by five feet, with the word "open" or similar wording on it and mounted on a pole only during business hours. Flags must be at least six feet above grade and must not block the sidewalk or right-of-way or obscure the visibility of pedestrians or vehicular traffic. Flags are not counted in the computation of permissible sign area. Display of flags from the second story is prohibited. This regulation shall not apply to display of any national, state, county or municipal flag.  
[Added 6-25-2014 by Ord. No. 2014-6; amended 10-8-2014 by Ord. No. 2014-9]
- I. Road and traffic control signs, as approved by Delaware Department of Transportation and the Town.  
[Added 6-25-2014 by Ord. No. 2014-6]
- J. Electronic message board signs located on sites of institutional uses must be incorporated into a monument sign not exceeding 24 square feet and can also be used to convey public information or emergency statements. Refer to § 230-170F for additional requirements for electronic message board signs.  
[Added 6-25-2014 by Ord. No. 2014-6]

## § 230-177. Sign regulations for all districts.

The following general regulations will apply for all districts:

- A. No sign, unless herein excepted, shall be erected, constructed, posted, painted, altered, maintained or relocated except as provided in this chapter and in these regulations until a permit has been issued by the Town Manager. Before any permit is issued, an application especially provided by the Town Manager shall be filed, together with one set of drawings and/or specifications to fully advise and acquaint the Town Manager with the location, construction, materials, manner of illuminating, securing or fastening, and number of signs applied for, and wording of the sign or advertisement to be carried on the sign.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- (1) All signs in excess of 32 square feet will be required to be reviewed by Sussex County for building code compliance and permitting.
  - (2) The application for any sign exceeding 32 square feet in any district must be made to the State of Delaware, Outdoor Advertising, Department of Highways and Transportation. This Department, under authority of Title 17 of Delaware Code, will govern all signs exceeding 32 square feet in the Town of Georgetown located along state-maintained roadways.
  - (3) All signs shall be erected on or before the expiration of 90 days from the date of issuance of the permit; otherwise, the permit shall become null and void and a new permit shall be required. Fees for sign permits shall be in accordance with the adopted schedule, a copy of which is maintained in the Town office with the Town Manager.
- B. The following signs may be erected or constructed without a permit but in accordance with structural and safety requirements:
- (1) Signs erected by or required to be erected by any governmental agency to aid traffic and pedestrian safety.
  - (2) Changing of the copy on a bulletin board, display encasement, poster board or marquee.
  - (3) Nonilluminated signs, no more than six square feet in area, advertising real estate for sale or lease or announcing contemplated improvements of real estate, and located on the premises, one such sign for each street frontage.  
[Amended 6-25-2014 by Ord. No. 2014-6]
  - (4) Nonilluminated signs no more than six square feet in area, erected in connection with new construction work and displayed on the premises during such time as the actual construction work is in progress, one such sign for each street frontage.  
[Amended 6-25-2014 by Ord. No. 2014-6]
  - (5) Instructional signs, nonilluminated.
  - (6) Sign on a truck, bus or other vehicle while in use in the normal course of business. This section should not be interpreted to permit parking primarily for display purposes of a vehicle to which signs are attached.
  - (7) The following signs are considered temporary signs and valid for a period of 30 consecutive days.  
[Amended 6-25-2014 by Ord. No. 2014-6<sup>[1]</sup>]
    - (a) Temporary signs advertising a special civic or cultural event such as a fair, exposition, play, concert, fund-raiser or meeting sponsored by a governmental or charitable organization with approval of the sign by the Town Manager.
    - (b) Special decorative displays used for holidays or public demonstrations or promotion for nonpartisan, civic purposes, not to exceed one on premises.



- (c) Special sales promotion displays in a district where such sales are permitted, including displays incidental to the opening of a new business. Only one sign per business.
- [C] *Editor's Note: This ordinance also repealed former Subsection B(8), regarding special decorative displays, and former Subsection B(9), regarding special sales promotion displays, which immediately and respectively followed this subsection.*

- C. Window signs must be comprised of individual letters, logos, or design elements that are not encompassed by a solid opaque background so as not to obscure the view through the window. Window signs shall not cover more than 50% of window area, and shall be permitted in the HC-Highway Commercial and UB1-Urban Business District. The signage area of window signs shall not count towards the total signage allowed in both the HC and UB1 signage requirements specified in §§ 230-170 and 230-167.  
[Amended 1-8-1992 by Ord. No. 92-001; 6-25-2014 by Ord. No. 2014-6]
- D. Applications for unusual signs or displays which give rise to questions of interpretation of these regulations may be referred by the Town Manager to the Board of Adjustment for the purpose of interpretation by the Board and recommendation for action on the application by the Town Manager.
- E. Except as otherwise provided, these regulations shall be interpreted to permit one sign of each permitted type, in accordance with applicable regulations for each road frontage, for each permitted use on the premises.
- F. Signs of permitted types and sign area are permitted on side or rear walls unless said wall(s) are closer than 100 feet to any single-family residential district.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- G. The owner and/or tenant of the premises and the owner and/or erector of the sign shall be held responsible for any violation of these regulations. Where a sign has been erected in accordance with these regulations, the sign company shall be relieved of further responsibility under these regulations after final approval of the sign by the Town Manager.
- H. All signs shall be maintained in good condition and appearance at all times. All signs shall be kept free of holes or tears or fraying and neatly painted, including all metal parts and supports that are not galvanized or of rust-resistant materials. After due notice has been given as provided below, the Town Manager may order the painting, repair, alteration or cause to be removed at the owner's expense any sign which shows gross neglect or becomes dilapidated, damaged or defective and has not been brought into compliance. The Town Manager shall remove or cause to be removed at the owner's expense any sign erected or maintained in conflict with these regulations, if the owner or lessee of either the site or the sign fails to correct the violation within 15 days after receiving written notice of violation from the Town Manager. Removal of a sign by the Town Manager shall not affect any proceedings instituted prior to removal of such sign.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- I. Any on-site sign remaining on a premises 180 days or more after the permanent closing and/or relocation of the business establishment shall be deemed an abandoned sign. The owner, lessee or person in control of any premises, upon which an on-site sign is present, shall be responsible for the removal of any sign which refers to a business or establishment which has permanently closed and/or relocated or which otherwise no longer operates from the location, together with all supports, braces, guys, anchors or other fastening devices, within 180 days of such permanent closing, relocation or cessation of operation. A business or establishment will be considered permanently closed and/or relocated by written or posted notice to the Town and/or the public of such closing or relocating, or upon such other indication, including but not limited to:  
[Amended 6-25-2014 by Ord. No. 2014-6]
- (1) The cessation of the sale of goods and/or rendering of services.

- (2) The lack of business operating hours, including hours by appointment.
  - (3) The extended absence of employees from the establishment.
  - (4) The closing and/or securing of the means of egress to the business or establishment.
- J. No sign which is not an integral part of the building design shall be placed on the roof of a building, and no projecting sign shall extend over or above the roofline or parapet wall of a building.  
[Amended 6-25-2014 by Ord. No. 2014-6]
- K. Political signs.  
[Added 8-26-2009 by Ord. No. 2009-12]
- (1) A "political sign" is any display utilized for the purpose of proposing or opposing the election of a candidate or ballot measure.
  - (2) Prohibition of political signs on public property and in the public right-of-way.
    - (a) No person shall paint, mark or write on, post, attach, or otherwise affix, any sign to or upon any public property, including but not limited to any public building, sidewalk, crosswalk, curb, fence, wall, public playground equipment, and/or facilities, streetlamp post, utility pole, hydrant, tree, street or traffic signs.
    - (b) Additionally, no political sign shall be placed, posted, or otherwise affixed in the public right-of-way, including parkways (e.g., the area between curb and sidewalk) or medians.
    - (c) Exceptions. Political signs may be displayed for the purpose of a campaign stop, candidacy announcement, rally, etc.; however, these shall be removed within two hours after said event.
  - (3) Political signs on private property. Political signs may be placed on private property with the consent of the property owner (or person entitled to possession) or his/her authorized agent, if any, subject to the following:
    - (a) They will not be placed in a manner that obstructs either vehicular traffic (either by physical obstruction or obstruction of sight lines) or pedestrian traffic. They shall not present a physical danger to persons or property.
  - (4) Time period for display and removal.
    - (a) A political sign shall not be erected more than 60 days prior to any contested election and shall be removed within one week (seven days) after the election or referendum date.
    - (b) Any sign which is an immediate peril or menace to the public or any person or is posted on public property or in any public right-of-way may be removed summarily (without notice) by the Town.
- L. Windblown displays regulations. Windblown displays shall be limited to one sign per business license. Signs shall be secured and should not obscure the visibility of pedestrians or vehicular traffic. Windblown displays shall not be placed in sidewalks or rights-of-way, or on roofs. All signs shall be maintained in good condition.  
[Added 6-25-2014 by Ord. No. 2014-6]
- (1) Windblown displays used to draw attention to the promotion and sales of products or special events. Such sign may be displayed for no longer than 30 days.
- M. The Town of Georgetown Development Design Standards should be reviewed for sign design criteria.  
[Added 6-25-2014 by Ord. No. 2014-6]

#### Section 4. - Supplementary sign regulations.

4.1 *Purpose statement.* The purpose of this section is to create a legal framework for a comprehensive and balanced system of signs and other street graphics to facilitate an easy and pleasant communication between people and their environment. The ordinance from which this section is derived is enacted to avoid the visual clutter that is potentially harmful to vehicular and pedestrian safety, property values, business environment and opportunities, and community appearance. With these purposes in mind, it is the intent of this section to authorize the use of signs which are compatible with their surroundings, appropriate to the activity that displays them, expressive of the identity of individual activities and the community as a whole, and legible in the circumstances in which they are seen, understanding that it is important for the economic vitality of the community as well as individual businesses and institutions that they are clearly identified and their services are understood by the traveling public. All signs, which are regulated by this section, shall conform to the following general guidelines:

- A. *The legibility of signs.* Signs shall be legible under the circumstances in which they are primarily seen. Signs shall legibly convey their messages without being distracting or unsafe to motorists reading them. The legibility of signs is related to the speeds at which they are viewed; the context and surroundings in which they are seen; and the design, colors, and contrasts of the sign copy and sign face.
- B. *The relationship of signs to the buildings and sites they identify.* Signs shall be an integral architectural element of the buildings and sites that they identify and their design shall be consistent with, and not detract from, the overall architectural concept of the site. Signs should be of an appropriate size and scale in relation to the buildings on the lot.

#### 4.2 General provisions.

- A. *Permitting.* No sign, advertising display or structure, poster or device shall be erected, moved, enlarged or reconstructed except in accordance with this section. All signs, except exempt signs, shall require a permit and fee as prescribed in Appendix F, Chapter 22—Buildings and Building Regulations.
- B. *Administration.* Administration, interpretation, and enforcement of the provisions of this section shall be under the authority of the city planner or their authorized designee. In administering the provisions of this section, the city planner shall evaluate signs and applications for sign permits for conformity with the design guidelines, standards, and specifications contained herein. Appeals from the application or interpretation of any provision of this section may be processed in accordance with the provisions of article 9 (board of adjustment) of the zoning ordinance.
- C. *Unsafe, dilapidated and illegal signs.* If it is determined by the city planner or his authorized designee that any sign is unsafe, presents a hazard to the safe operation and movement of motorized or nonmotorized vehicular traffic, or to pedestrians, or is in a dilapidated condition, or is in a state of disrepair, or is otherwise in violation of any provision of this section, the owner of such sign shall be responsible for removal of such sign and supporting structure within 14 days of receipt of written notification by the city planner. In cases where signs are determined to be unsafe or present a hazard, the city planner may order their removal in a shorter period of time. Responsibility for removal shall be in accordance with subsection 4.10—Nonconforming signs, B., and subsection 4.11—Abandoned and Damaged signs, of this section.
- D. *Setback.* All signs, including those which do not require a permit, shall be setback from the right-of-way in accordance with the provisions of Article 5, Section 4.7, unless otherwise specified, and shall not interfere with aboveground or underground utilities.
- E. *Administrative waiver.* For existing developed properties where placement of the sign in accordance with the required setback would interfere with existing required parking, fire lane, or other site improvements, the city planner shall have the authority to waive the setback requirement.

#### 4.3 Sign definitions.

*Abandoned sign:* A sign relating to or identifying a business or activity which has not been conducted on the premises for 90 days, or seven days after an election or event that the sign is advertising.

*Adjacent to residential:* Property lines which are situated within 200 feet and which front on the same street as a parcel, or group of parcels containing residential uses, or that are zoned for residential uses, excluding residential uses and districts fronting on principal arterial roads.

*Architectural feature:* An exterior component of the architecture of a building, which has a structural, functional or decorative purpose. This term shall apply to elements such as windows, doors, entry porticos, porte-cocheres, colonnades, cornices, porch columns, railings and balusters, band courses, quoins, water tables, exterior vents and louvers, moldings and other trim.

*Awning sign:* A wall sign that is a part of a fabric or other non-structural awning.

*Banner:* A light-weight fabric or similar non-rigid material which is mounted to a pole or structure, either enclosed in a frame or mounted to allow movement caused by the atmosphere.

*Canopy sign:* A type of wall sign attached to a permanent, decorative porch or walkway cover, other than an awning, which is attached to a building or supported by columns, extending to the ground.

*Changeable sign:* A sign with the capability of content change by means of manual or remote input, includes the following types:

- (1) *Manually activated:* Changeable sign whose messages, copy or content can be changed manually on a display surface.
- (2) *Electrically activated:* Changeable sign whose message copy or content can be changed by means of remote electrically energized on-off switching combinations of alphabetic or pictographic components arranged on a display surface. Illumination may be integral to the components, such as characterized by lamps or other light-emitting devices; or it may be from an external light source designed to reflect off the changeable component display. See also "Electronic message center."

*Clear height:* The distance from the ground to the bottom of the sign. The minimum clear height shall be eight feet for pylon sign, projecting sign, and any other sign that may impact pedestrian traffic.

*Comprehensive signage plan:* A plan for all signs associated with a unified campus or complex.

*Conforming sign:* Any sign that conforms to the provisions of this section.

*Construction sign:* A sign which identifies architects, engineers, contractors and other individuals or firms involved with construction on the premises, the name of the building or development, the intended purpose of the building, and/or the expected completion date.

*Directional sign:* A freestanding sign whose primary function is to give aid to motorists or pedestrians in locating buildings or roads.

*Electronic message center or sign (EMC):* An electrically activated changeable sign whose variable message and/or graphic presentation capability can be electronically programmed by computer from a remote location. Also known as an EMC. EMC's typically use light emitting diodes (LEDs) as a lighting source.

*Exclusion zone:* The area adjacent to an existing or proposed freestanding sign within which no other freestanding sign of a similar sign type shall exist or be placed. The exclusion zone shall be measured outward in all directions from the extreme limits of the sign structure a prescribed distance.

*Flag:* A rectangular or pennant shaped piece of fabric or flexible material of distinctive design that is used as a symbol (as of a nation or state), as a signaling device, or as a decoration and is attached to a flag pole.

*Freestanding sign:* A sign that is not attached to a building and is permanently attached to the ground by one or more supports. Freestanding signs include monument, pylon, post and panel, and post signs.

*Frontage:* For the purposes of this section, the term "frontage" refers to a parcel's property line along a right-of-way, be it public or private, excluding alleys and service drives that are abutting residential properties. The parcel must be directly adjacent to the right-of-way for it to be considered to have frontage.

*Historical or memorial sign:* A sign or tablet attached to a building indicating the date of construction and/or the names of the building, the principals involved in its construction, or the history of the building or the site.

*Illuminance:* The amount of light falling upon a real or imaginary surface, commonly called "light level" or "illumination". Measured in foot candles (lumens/square foot) in the English system and lux (lumens/square meter) in the SI (metric) system.

*Illuminated sign:* A sign characterized by the use of artificial light, either projecting through its surface (s) internally or trans-illuminated; or reflecting off its surface(s).

*Inflatable sign:* A sign that is designed to be filled with air to form a three-dimensional shape which is designed to be anchored to the ground.

*Luminance:* The light that is emitted by or reflected from a surface. Measured in units of luminous intensity (candelas) per unit area (square meters in SI measurement units or square feet in English measurements units). Expressed in SI units as  $cd/m^2$ , and in English units as foot lamberts. Sometimes also expressed as "nits", a colloquial reference to SI Units. Can be measured by means of a luminance meter.

*Lux:* The SI (metric) unit for illuminance. One lux equals 0.093 foot candles.

*Monument sign:* A low freestanding sign that is affixed to a base that is equal to or wider than the sign itself. The height of the sign is to be measured from the finished grade to the top of the sign. (See figure 5-3.)

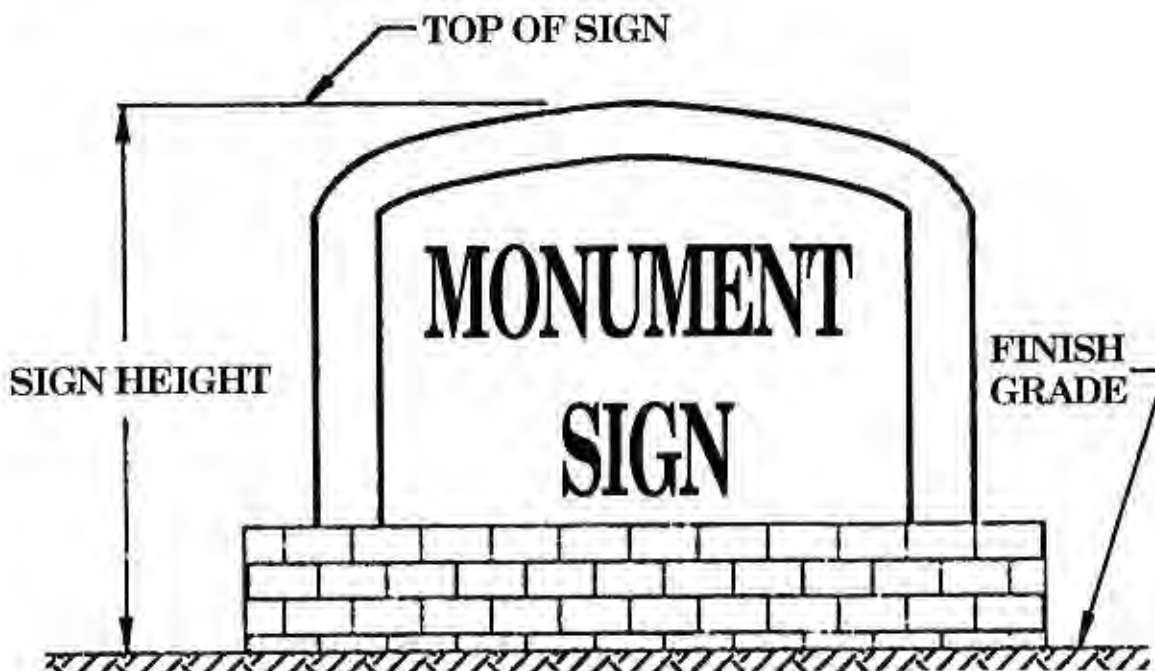


Figure 5-3: Monument Sign

*Nit:* A photometric unit of measurement referring to luminance. One nit is equal to one cdm2.

*Nonconforming sign:* Any sign which does not conform to the regulations of this ordinance, including any signs granted by variance where it can be demonstrated that the original hardship on which the variance was based no longer exists. This definition also includes the structure upon which the sign is erected, or the mounting hardware in the case of wall mounted signs.

*Off-premises sign (billboard, etc.):* A permanent or temporary sign erected, maintained, or used in the outdoor environment for the purpose of the display of commercial or noncommercial messages not appurtenant to the use of, products sold on, or the sale or lease of the property on which it is displaced. Also referenced as billboard or commercial outdoor advertising sign.

*On-premises sign:* A sign which advertises or directs attention to a business, commodity, or service conducted, offered, or sold on the premises, or directs attention to the business or activity conducted on the premises.

*Political sign:* A temporary sign intended to advance a political statement, cause, or candidate for office.

*Portable sign:* Any sign not permanently attached to the ground or other permanent structure, including but not limited to signs with attached wheels, A- or T-frame signs, and menu and sandwich board signs.

*Post sign:* A freestanding sign that is attached to the underside of a horizontal plane or arm and is supported by the horizontal plane. (See figure 5-4.)

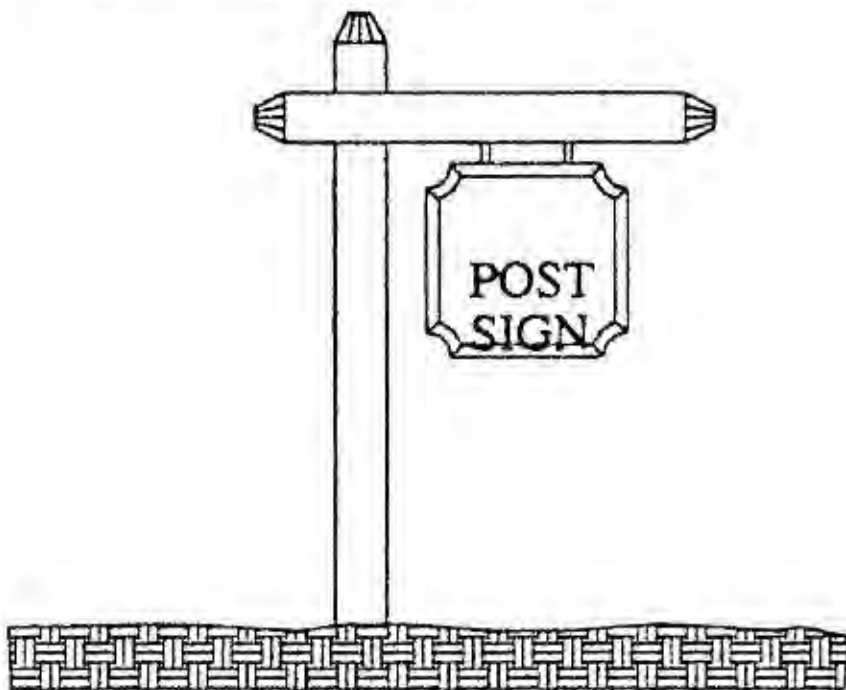


Figure 5-4: Post Sign

*Post and panel sign:* A freestanding sign that has a noninternally illuminated panel, not more than six inches in depth that is affixed to two posts, and is not more than seven feet in total height. The sign shall not be higher than the supporting posts. (See figure 5-5.)

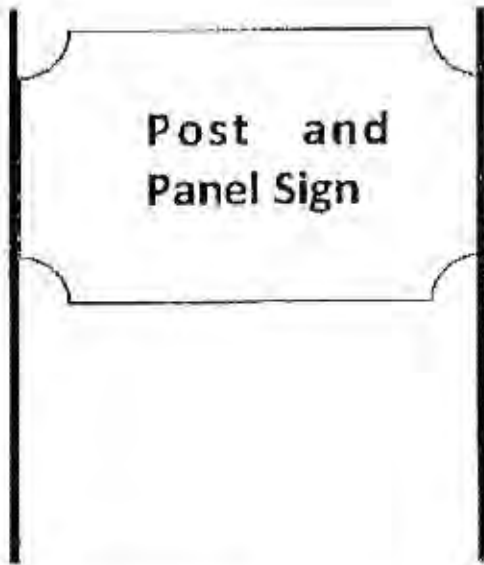


Figure 5-5: Post and Panel Sign

*Projecting sign:* A wall sign attached to a building with a bracket or other support projecting at a right angle from the building face. (See figure 5-6.)

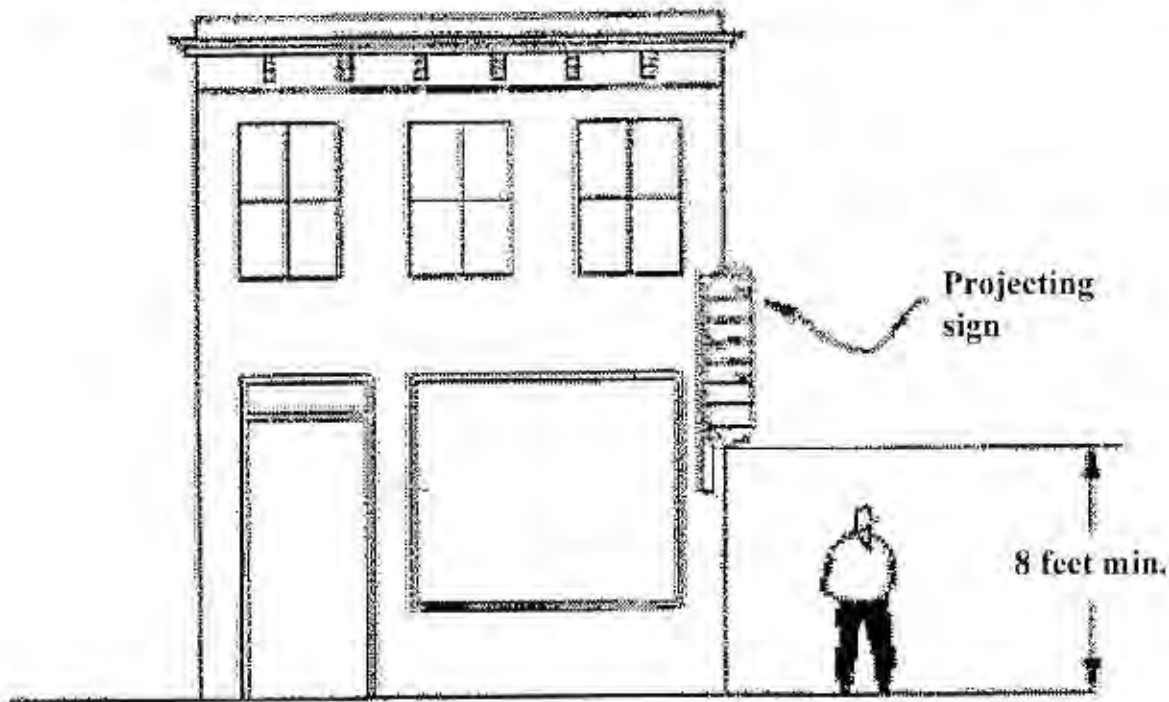
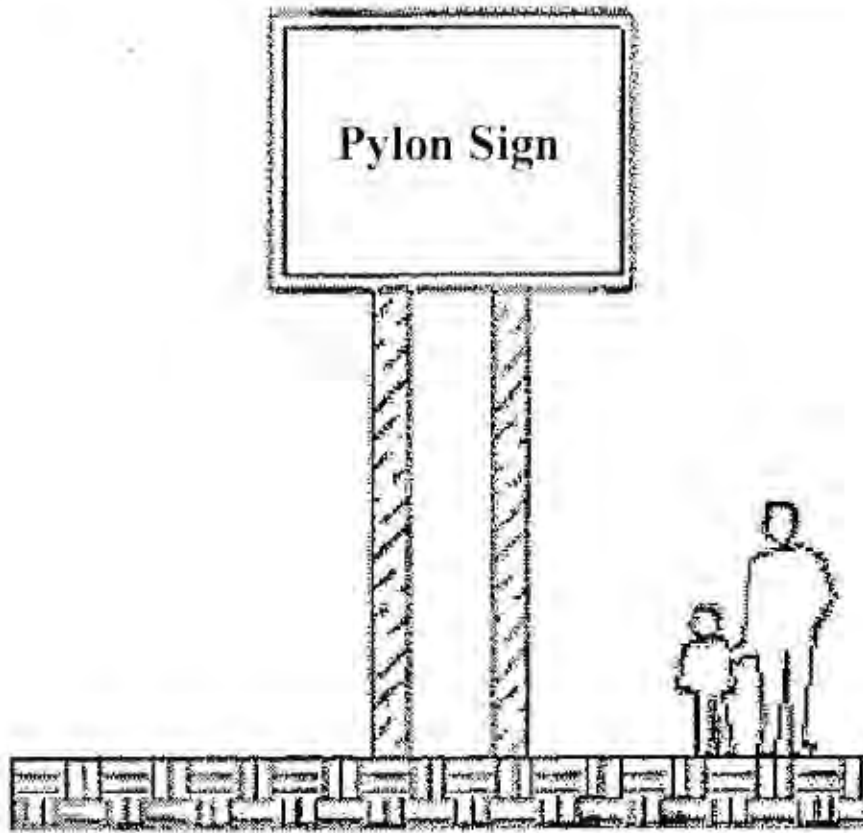


Figure 5-6: Projecting Sign

*Public sign:* A sign erected by or on behalf of a governmental body to post a legal notice, identify public property or public buildings, convey public information, and direct or regulate pedestrian or vehicular traffic.

*Pylon sign:* A tall freestanding sign that is held up by a pole or poles. The supporting structure must be equal to or narrower than the sign itself. (See figure 5-7.)



*Figure 5-7. Pylon Sign*

*Race weekend sign:* Any sign erected seven days prior to a sanctioned automobile race for the purpose of advertising products and services to race fans.

*Real estate sign:* A sign advertising the premises for sale, rent or lease.

*Roof sign:* A sign that is attached or painted on the roof, including porch roofs, dormer roofs, overhang roofs, canopy roofs or roofs of another architectural feature. Signs on the lower portion of a mansard or canopy are considered wall signs.

*SI (International System of Units):* The modern metric system of measurement.

*Shared freestanding sign:* A sign structure which is shared among multiple nonresidential properties or business interests for the purpose of displaying the name, logo type or other commercial message of multiple nonresidential occupants of said adjoining properties.

*Sign:* Any device visible from a public place whose essential purpose and design is to convey either commercial or noncommercial messages by means of graphic presentation of alphabetic or pictorial symbols or representations.

*Sign area:* The area of the smallest geometric figure, or the sum of the combination of regular geometric figures, which comprise the sign face. The area of any double-sided or "V" shaped sign shall be the area of the largest single face only. The area of a sphere shall be computed as the area of a circle. The area of all other multiple-sided signs shall be computed as 50 percent of the sum of the area of all faces of the sign.

*Sign face:* The surface upon, against or through which the sign copy is displayed or illustrated, not including structural supports, architectural features of a building or sign structure, nonstructural thematic or decorative trim, or any areas that are separated from the background surface upon which the sign copy is displayed by a distinct delineation, such as a reveal or border.

*Sign height:* The height of a sign shall be the vertical distance from normal grade to the highest point of the sign. Any berming, filling or excavating solely for the purpose of locating the sign shall be computed as a part of the sign height.

*Sign setback:* The straight line distance measured in linear feet between the street right-of-way line and the nearest element of a sign.

*Temporary sign:* A sign intended to display either commercial or noncommercial messages of a transitory or temporary nature. Any sign not permanently embedded in the ground, or not permanently affixed to a building or sign structure that is permanently embedded in the ground, is considered a temporary sign.

*Unified campuses and complexes:* The term "unified campuses and complexes" means:

- (1) Any "shopping center" as the term is defined in the zoning ordinance
- (2) Or, any group of three or more principal structures under common management and operation, located on one or more contiguous properties;
- (3)

Or any single commercial or institutional parcel which has more than 400 linear feet of frontage on a principal arterial roadway which is occupied by a conforming commercial or institutional use. Unified campuses and complexes include, but are not limited to, shopping centers; entertainment, educational, medical, governmental, or religious campuses; office complexes; and industrial parks.

*Urban collector and local streets:* All streets or portion of streets within the corporate limits of the City of Dover which are not specifically classified as urban principal arterials or urban minor arterials under the provisions of this section.

*Urban minor arterials:* Delaware (DE) Route 8 (including all alternative names); McKee Road; Saulsbury Road; College Road; North Street (from Saulsbury Road to the western city limits); Kenton Road (from College Road to DE Route 8); State Street (from Walker Road north to US Route 13 and Wyoming Avenue south to the southern city limits); Lockerman Street; Leipsic Road; Webbs Lane; New Burton Road; Scarborough Road; Walker Road and Governors Avenue (from Division Street to the southern city limits) are considered to be urban minor arterials under the provisions of this section.

*Urban principal arterial:* US Route 13, Bay Road, and Court Street between 13 and Bay Road are considered to be urban principal arterials under the provisions of this ordinance. Delaware State Route 1 is not considered to be a road that will provide frontage for any parcel.

*Vehicle sign:* A sign displaying a name or names, logo types, graphics, commercial messages or any combination thereof, which is attached to, painted on, or otherwise applied to a motor vehicle.

*Wall area:* For purposes of calculating wall area, the calculations shall include the height of the wall from ground level to the roofline (mansard roofs also count as wall area), multiplied by the width of the wall (including all architectural features).

*Wall sign:* Any sign, other than a projecting sign, which is attached to or painted on any wall of any building and projects from the plane of the wall less than 18 inches. A sign attached to the lower slope or face of a mansard roof, canopy, or awning shall be considered a wall sign for purposes of this ordinance. For purposes of this section only, a "wall" shall include any permanent architectural extension of a wall, including parapets, even if such extension projects beyond or above the enclosed portions of the building. Canopy, marquee, and awning signs are all types of wall signs. (See figure 5-8).

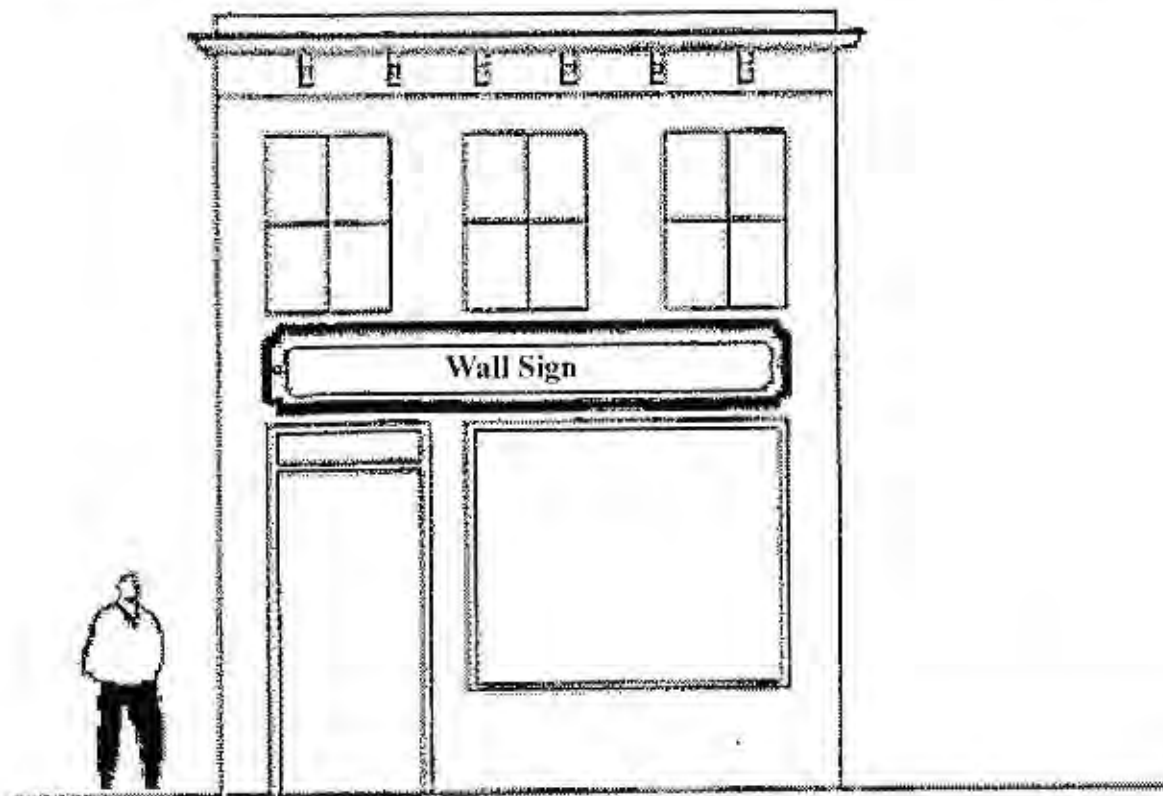


Figure 5-8: Wall Sign

*Window sign:* A sign affixed to the surface of a window with its message intended to be visible to the exterior environment.

#### 4.4 Design requirements.

##### A. Freestanding signs.

1. Freestanding signs and attendant structures and bases shall be designed as an integral part of the site development and shall be coordinated and compatible with site grading, utility placements, landscaping and architectural elements.
2. Freestanding signs and associated landscaping shall be situated and maintained so as not to impair or block visibility of motorists and/or pedestrians traveling within the public street right-of-way or entering, exiting or crossing vehicular site entrances. No sign or landscaping in excess of three feet in height above the adjacent street grade, shall be erected, placed or maintained on any corner within the triangular area formed by intersecting right-of-way lines. Two sides of the triangular area shall be 20 feet in length and measured from the point of intersection of the right-of-way lines.
- 3.



Freestanding signs shall be situated on the site and dimensioned so as not to substantially impair or block the visibility of adjacent buildings and/or existing signs.

4. All freestanding signs shall respect the exclusion zone. When a sign is not permitted within the exclusion zone, one additional wall sign may be permitted in accordance with the wall sign regulations.
  5. When the presence of an existing freestanding sign on an adjoining property precludes a property from placing a freestanding sign due to exclusion zone provisions, the adjoining property owners and/or business interests may share a single freestanding sign structure in accordance with the provisions of subsection 4.9—Supplementary sign provisions, F—Shared freestanding signs, of this section.
  6. Location of monument signs and post and panel signs may be approved by the Planning Commission as part of a Site Development Plan Approval process.
- B. *Materials and craftsmanship of signs.* Signs shall be carefully crafted, durable, and consistent with the quality and permanence of the buildings and sites that they identify. Lettering shall be of a professional quality.
- C. *Wall sign placement.*
1. When wall signs are planned, such signs shall be designed as an integral component of the building facade architectural composition.
  2. Wall signs shall be limited in area and number in accordance with the provisions of subsection 4.7—Permitted signs, of this section.
  3. Wall signs shall be situated so as not to cover or overlap decorative architectural elements such as cornices, belt courses, and window and doorframe moldings.
  4. In cases where only one wall sign is permitted because the lot has one frontage, the business may choose to locate the sign on any exterior wall of the building to afford the best possible visibility for the traveling public.
  5. In cases where more than one wall sign is permitted, the city planner or their authorized designee may allow the business to locate the additional wall sign on a different exterior wall of the building to afford the best possible visibility for the traveling public.
- D. *Sign illumination standards.*
1. A sign may be illuminated at night. Signs that are illuminated at night may not exceed a maximum luminance level of 750 cd/m<sup>2</sup> or Nits, regardless of the method of illumination.
  2. Signs that have external illumination, whether the lighting is mounted above or below the sign face or panel, shall have lighting fixtures or luminaries that are fully shielded.
  3. All illuminated signs must comply with the maximum luminance level of 750 cd/m<sup>2</sup> or Nits at least one-half hour before Apparent Sunset. All illuminated signs must comply with this maximum luminance level throughout the night, if the sign is energized, until Apparent Sunrise.
- E. *Changeable signs.*
1. Changeable signs may be incorporated into a sign face when the changeable component of the sign face occupies less than 70 percent of the total area of that sign face.
  2. Changeable sign area shall be integrated into the sign face and shall be enclosed by a border or similar enclosure so as to form one sign panel.
  3. Electronic message centers (EMC).
    - (a) The following EMC display features and functions are permitted: scrolling, fading and dissolving while transitioning between messages.
    - (b) EMC's shall have a minimum display time of eight seconds. The transition time between message and/or message frames is limited to one second.
    - (c) The following EMC display features and functions are prohibited: traveling, flashing, spinning, rotating, any other moving effects, and all dynamic frame effects or patterns of illusionary movement or simulated movement.
- 4.5 *Signs permitted in all districts and not requiring permits.*
- A. Signs advertising the sale, lease, or rental of the premises upon which the sign is located, which sign shall not exceed six and one-fourth square feet in residential districts and 32 square feet in all other districts, and shall comply with setback regulations. One such sign shall be permitted for each 200 linear feet of street frontage for the parcel.
  - B. Signs designating the name and address of the occupants, hours of operation, security notices, and business policy statements, and may not exceed four square feet.
  - C. Signs denoting the architect, engineer, developer, or contractor placed on premises where construction, repair, or renovation is in progress, which signs shall not exceed 32 square feet in area. No more than two signs of any type are permitted for any one property or building project. Signs shall be 50 feet from other signs on the site, except where it is not physically possible, then the signs shall be as far away from the other sign as much as possible.
  - D. Directional signs limited in area to no more than five square feet per sign, plus one square foot for each additional tenant. A permit is required for directional signs identifying the entrance or exit of a site if over five square feet in sign area. The sign area for these larger directional signs shall not exceed eight square feet and shall not be over four feet in height.
  - E. Public signs.
  - F. Historical and memorial signs.
  - G. Any sign located in an internal location on a site, campus, or complex and that cannot be seen from any public right-of-way or adjacent property.
  - H. People wearing costumes of the logo or character associated with the company as long as they are located on the business location.
  - I. Political signs shall not be over six square feet in sign area in all Residential Zones and Districts and all other zoning districts shall comply with the size regulations in subsection 4.7 Permitted Signs, of this section. All election signs shall be removed no later than seven days after the election.
  - J. Signs noting a tenant, store, building, etc. is "coming soon", which sign shall not exceed 32 square feet and only one sign is permitted on the site. The sign shall be 50 feet from other signs. The sign shall not be placed on the site for more than six months. After six months the sign shall be removed even if the tenant, store, building, etc. has not opened or been constructed.

- K. Portable signs designed to be transported, including, but not limited to, A-frames, sandwich boards, and umbrellas. These types of signs shall not obstruct pedestrian or vehicular access. No more than one sign is permitted per business, and shall not exceed four feet in height.]
- L. Signs required by federal or state law or by a municipal authority.
- M. Signs carved into a building or raised in integral relief on a building.
- N. Flags on flag poles.
- O. Public art.
- P. "Open" signs for business not to exceed two per business.

4.6 Sign prohibited in all districts.

- A. Signs which emit audible sound, vapor, smoke, odor, particles or gaseous matter.
- B. Any sign which competes for attention with, or may be mistaken for, traffic signals. Also, any sign that is determined by the city planner to constitute a traffic hazard by reason of size, location, content, color, or type of illumination.
- C. Off-premises signs of any type (billboards, temporary signs, directional signs for developments, etc.), except for shared freestanding signs as provided in subsection 4.4—Design requirements, A.5., and subsection 4.9—Supplementary sign provisions, F., of this section.
- D. Inflatable signs, except as specifically permitted in subsection 4.9—Supplementary sign provisions, D.3., of this section.
- E. Vehicle signs, including changeable signs, attached to or painted on vehicles for the sole purpose of being used as signage; or attached to or painted on inoperable vehicles.
- F. Signs painted on or attached to trees, fence posts, natural features, or telephone or utility poles.
- G. Signs that are flashing, rotating, or that give the appearance of movement, or are illuminated by flashing or intermittent lights, or lights of changing degrees or intensity, except as permitted under subsection 4.4—Design requirements, of this section.
- H. Temporary signs made of cardboard, paper, canvas or similar impermanent material, except those permitted in subsection 4.9—Supplementary sign provisions, of this section.
- I. Window signs covering more than 50 percent of a window or a door, or mounted above the first floor, except those permitted in subsection 4.9—Supplementary sign regulations, A.5., of this section.
- J. Pennants, balloons, streamers, flags, etc. except when permitted in subsection 4.5—Signs permitted in all districts and not requiring permits and in subsection 4.9—Supplementary sign regulations, D.1., of this section.

4.7 Permitted signs. Signs are permitted in all zones in accordance with the following table, which is a list of permitted sign types by use, proximity to residential uses and road classification.

SIGN TABLE									
Use		Road Type	Permitted Signs						
Specific			Sign Type	Number Permitted	Max. Size	Max. Height	Percentage of Total Wall Area	Setback (R.O.W.)	Exclusion Zone
Residential Uses and Nonresidential Uses in Residential Districts	Single-Family Detached/ Semi-Detached	All Streets	Signs permitted in § 4.5 only						
	Professional Office	All Streets	Post or Monument	1/entrance	12 S.F.	7 feet	N/A	5 feet	20 feet
			Wall	1/frontage	16 S.F.	N/A	≤ 15%	N/A	N/A
	Subdivisions Multi-Family Residential Uses Manufactured Home Parks	All Streets	Wall	1/frontage	32 S.F.	N/A	≤ 15%	N/A	N/A
Monument or Post and Panel			2/entrance	32 S.F.	7 feet	N/A	5 feet	20 feet	
Nonresidential Uses Adjacent to Residential Districts or Uses	Places of Worship Daycare Centers Approved Conditional Uses Educational/Institutional All Other Approved Nonresidential Uses	Urban Principal Arterial	Wall	2/frontage	32 S.F.	N/A	≤ 15%	N/A	N/A
			Monument or Post and Panel OR	1/entrance	32 S.F.	7 feet	N/A	10 feet	20 feet
			Post**	1/frontage	16 S.F.	7 feet	N/A	5 feet	5 feet

			Pylon*	1/frontage	32 S.F.	30 feet	N/A	30 feet	50 feet
		Urban Minor Arterial	Wall	2/frontage	32 S.F.	N/A	≤ 15%	N/A	N/A
			Monument or Post and Panel OR	1/entrance	32 S.F.	7 feet	N/A	5 feet	20 feet
			Post**	1/frontage	16 S.F.	7 feet	N/A	5 feet	10 feet
		Urban Local/ Collector	Wall	2/frontage	32 S.F.	N/A	≤ 15%	N/A	N/A
			Monument or Post and Panel OR	1/entrance	32 S.F.	7 feet	N/A	5 feet	20 feet
			Post**	1/frontage	16 S.F.	7 feet	N/A	5 feet	10 feet
Nonresidential Uses in Nonresidential Districts	Nonresidential Uses	Urban Principal Arterial	Wall	2/frontage	No max	N/A	≤ 15%	N/A	N/A
			Monument or Post and Panel	1/entrance	100 S.F.	10 feet	N/A	10 feet	20 feet
			Pylon OR *	1/frontage	100 S.F.	30 feet	N/A	15 feet	50 feet
			Pylon*	1/frontage	150 S.F.	30 feet	N/A	31 feet	50 feet
		Urban Minor Arterial	Wall	2/frontage	64 S.F.	N/A	≤ 15%	N/A	N/A
			Monument or Post and Panel OR	1/entrance	64 S.F.	7 feet	N/A	5 feet	20 feet
			Post**	1/frontage	16 S.F.	7 feet	N/A	5 feet	10 feet
		Urban Local/ Collector	Wall	2/frontage	32 S.F.	N/A	≤ 15%	N/A	N/A
			Monument or Post and Panel OR	1/entrance	32 S.F.	7 feet	N/A	5 feet	20 feet
			Post**	1/frontage	16 S.F.	7 feet	N/A	5 feet	10 feet

\* Denotes that an additional wall sign may be permitted/added in lieu of a freestanding pylon sign.

\*\* Post sign would be in lieu of a monument sign or post and panel sign.

#### 4.8 Unified Comprehensive Signage Plans

- A. *Purpose statement.* Recognizing that large campuses and complexes have signage needs that may not be adequately addressed by traditional sign regulations, this subsection of the ordinance is intended to allow a procedure for approval of a unified comprehensive signage plan for these Unified Campuses and Complexes.
1. Campuses and complexes are required to follow all standard signage requirements, as embodied elsewhere in this section, unless they choose to apply to the planning commission for comprehensive signage plan approval. All such plans must embody a thorough review of all existing signs.
  2. Any proposed shopping center or group of three or more principal structures under common management and operation located on one or more contiguous properties is required to submit an application for comprehensive signage plan approval to the planning commission.
  3. Any business or institution which has more than 400 linear feet of frontage on a principal arterial may submit an application for comprehensive signage plan approval.
- B. *Design guidelines for unified comprehensive signage plans.*
1. Unified campuses and complexes applying for a unified comprehensive signage plan may not be held to the height, size, number and area regulations for signs found in other subsections of this section. However, the number, type and size of signs proposed may not be excessive, and must be in proportion to the scale of the buildings and the uses on the site.
  2. All unified comprehensive signage plans must comply with all design guidelines found in subsection 4.4—Design requirements of this section, as well as all specific design guidelines found in this section.
  3. Building signs shall be in harmony with the overall architectural concept for the site, and be compatible with each other and the building facades.
  4. The freestanding signs identifying shopping centers and other unified campuses and complexes shall identify the name of the campus or complex and no more than three separate tenants within the campus or complex unless otherwise approved by the planning commission.
  5. There shall be architectural harmony and unity of signs within a unified campus or complex. Sign type, color scheme, size, and illumination within the site shall be coordinated and shall be compatible with the architecture of the center and the surrounding area.
- C. *Planning commission duties.* In reviewing and approving comprehensive signage plans, the planning commission shall take into consideration the public health, safety and welfare, the comfort and convenience of the public in general and of the residents, businesses, and property owners of the immediate neighborhood in particular, and shall ensure that unified campuses and complexes have adequate, but not excessive, signage. Specifically, the following objectives shall guide the commission when reviewing such plans:
1. That the size and complexity of the campus or complex warrants the need for extra signage under the provisions of this section;
  2. That, in respect to the number and type of entrances, the placement of signage at or near those entrances provides superior visibility in order to ensure the safety of the driving public;
  3. That the proposed signs are adequate in number to safely direct the public to the use or uses on the site;
  4. The proposed signs must not have an adverse impact on the visibility of adjacent signs, and shall be consistent with, or an improvement over, the prevailing type and style of signage in the general area;
  5. That the proposed signs will be of a style and color which will complement the architecture of the site, and the area in general.
- D. *Submission requirements.*
1. A pre-application meeting is required. No application will be accepted without a pre-application meeting.
  2. Copies of a sign plan, which details the signage proposal, including relevant application forms, will be due on the regularly scheduled submission deadline for planning commission review. The sign plan shall illustrate the physical location of all existing and proposed signs on the subject property and their relationship to existing and/or proposed buildings on the site. The submission plan shall include color renderings of each proposed sign (drawn to scale), along with architectural elevation drawings of the building depicting the placement of all wall mounted signs existing and proposed.
  3. Public notice is required, following the procedures set forth in [article 10](#), section 2.43(C).
  4. The application fee as provided for in Appendix F—Fees and Fines, is due at time of application.
- E. *Amendments to approved comprehensive signage plans.* Any new or revised signs to be placed on a property with an approved comprehensive signage plan need not go back to the planning commission for re-approval if the sign area is not increased more than 15 percent, and the proposed signs conform to the overall design concept and colors as approved. The 15 percent increase shall be calculated cumulatively over the life of the project, based upon the originally approved sign area.

#### 4.9 Supplementary sign provisions.

- A. *Window signs.*
1. Three window signs shall be permitted as additional signage on walls fronting on the public right-of-way.
  2. Window signs shall not cover more than 50 percent of any window exclusive of window and/or door frame.
  3. Windows principally viewed from drive aisles and parking lots and not prominently visible from the public right-of-way shall be exempt from restrictions on the number of signs, and may be approved by the city planner for a window coverage area greater than 50 percent when the business elects to have less window signage than permitted on the windows fronting on, or prominently visible from, the public right-of-way.
  4. Window signs shall be permitted on windows on the first floor of a building only.
  5. The city planner may waive the provisions of this subsection when it has been demonstrated that the proposed window signs are of a unique or superior quality and style, and are intended to compliment the architectural design of the building, or when the business elects to use less wall signs than permitted for the purpose of complimenting the architectural design of the building. Signs granted this waiver are not exempt from the requirement to obtain a sign permit.

B. *Historic district signs.*

1. All signs in the historic district must meet the standards laid out in the Design Standards and Guidelines for the City of Dover Historic District Zone. Any and all standards found elsewhere in this section may be waived as part of the architectural review approval when proposed signs are determined to contribute to or improve the historic context of the building.

C. *Gas station signage.*

1. *Canopy signs.*

- (a) Canopy sign height shall not exceed 30 feet.
- (b) Canopy sign copy shall be directed toward a public street.
- (c) Canopy sign area shall be limited to no greater than 20 percent of the area of the canopy face to which the sign is applied.

2. *Exempt signs.*

- (a) State or federal required price per gallon signage shall not count towards overall sign area for the site, unless they exceed 32 square feet in size.
- (b) Price per gallon signs not exceeding two square feet, located on the pump itself.

D. *Temporary signs.*

1. *Temporary signs.* Temporary signs for special events including inflatable signs with a surface area of less than 100 square feet and not more than 25 feet tall, may be erected on the premises of any establishment conducting a special event, provided that such signs do not exceed a total of two signs with a total of 100 square feet in sign area. Temporary signage shall be displayed no longer than 90 days per calendar year. For grand openings, the maximum number, sign type, and allowable area may be waived by the city planner. Permits for such signs are required and shall be accompanied by a fee as provided for in Appendix F—Fees and Fines. The city planner may waive the time period, not to exceed an additional 30 days, if they determine that there are extenuating circumstances requiring further time for a temporary sign.
2. *Race weekend signs.* During any seven-day period prior to the Saturday or Sunday that auto racing is occurring, temporary signs may be erected without a permit and with no restrictions on the number or size of the signs.
3. *Inflatable signs.* Permits for such signs are required and shall be accompanied by a fee as provided for in Appendix F—Fees and Fines.
  - (a) Inflatable signs with a surface area equal to or less than 100 square feet and not more than 25 feet tall are permitted in subsection 4.9—Supplementary Sign provisions, D.1., of this section and shall meet the following requirements:
    - i. The inflatable sign shall be setback from the edge of the right-of-way a minimum of 25 feet.
    - ii. The inflatable sign shall be securely anchored to the building or ground.
  - (b) Inflatable signs with a surface area over 100 square feet and not more than 25 feet tall are permitted only during grand opening events, community festivals, and during race weekends in accordance with subsection 4.9 Supplementary Sign provisions, D.1. and D.2., of this section and shall meet the following requirements:
    - i. The inflatable sign shall be setback from the edge of the right-of-way a minimum of 25 feet.
    - ii. A plot plan/survey is required showing the placement of the inflatable sign in respect to utility lines and traffic.
    - iii. The inflatable sign shall be securely anchored to the building or ground.

E. *Motor vehicle sales lots.* This subsection allows motor vehicle sales lots to compensate for their likelihood to be mistaken for ordinary parking lots unless additional signs or other attention getting devices are placed in the sales area. It has also been demonstrated that these businesses tend to have smaller buildings relative to their land area diminishing their ability to effectively use wall signs.

1. Banners are permitted on motor vehicle sales lots with a permit. Such banners may be permitted at a rate not to exceed one banner for each ten motor vehicle parking/storage spaces on the premises, and any such banner shall not be situated closer than 50 feet of any other banner on the premises. Parking spaces required for employees, customers, and service department uses shall not be counted to calculate the number of banners. The term "banner" does not include pennants, streamers, balloons, or other temporary or permanent signs.
2. Banners shall not exceed a width of three feet.
3. All banners must be securely attached to light standards, poles, or other substantial mounting hardware. Except for temporary signs permitted under the provisions of subsection 4.9—Supplementary sign provisions, D., of this section, all banners must be constructed of a permanent, weather resistant material.

F. *Shared freestanding signs.*

1. For adjoining nonresidential properties, a freestanding sign structure may be shared among adjoining property owners or businesses solely for the purpose of identification of the adjoining premises or businesses.
2. Where multiple property owners have agreed to share a freestanding sign as referenced in subsection 4.4—Design requirements, of this section, the shared freestanding sign shall be entitled to a combined sign area bonus of not more than 50 percent over the freestanding sign area otherwise permitted for the property on which the shared freestanding sign would be placed.
3. The permit application for a shared freestanding sign shall be accompanied by a binding legal agreement between the multiple adjoining property owners and/or businesses which describes the ownership and maintenance obligations for such shared sign.

G. *Single buildings with multiple commercial tenant spaces or facades.*

1. Structures, such as shopping centers, which contain multiple commercial tenant spaces, are permitted to have at least one wall sign on each unit. This provision shall only apply to units on the first floor of the structure.
2. When a structure is designed so that there are distinctly different facades or sections of the building along a single frontage, at least one wall sign is permitted on each facade or section of the building.
3. Multi-story office buildings with multiple tenants are permitted one wall sign per tenant. Signs shall not be located above the second story.

4.10 *Nonconforming signs.*

A.

*Exclusions.* Nonconforming signs which are within ten percent of compliance of any height, area or location requirement) and which conform to all other provisions of this ordinance [section] shall be considered legal signs for the purposes of these regulations, except as provided in subsection 4.10—Nonconforming signs, B.4, below.

- B. *Removal or compliance required.* Nonconforming signs shall be removed from the premises or otherwise made to comply with these regulations in the following instances:
1. When there is renovation to more than 75 percent of the exterior of the principal building measured in square feet of exterior wall surface area, or expansion of more than 20 percent of the floor area of the principal building measured in square feet of floor area on the premises on which such nonconforming signs are present, except that freestanding signs that are nonconforming as specified shall not be required to conform; however, the degree of non-conformity shall not increase. When, within any given two-year period, individual renovation projects involving less than 75 percent of the building exterior and/or individual building additions involving less than 20 percent of the floor area of the principal building on the premises would in aggregate exceed the 75 percent renovation and/or 20 percent expansion thresholds set forth herein, all such nonconforming signs shall be brought into conformity with these regulations or shall be removed from the premises.
  2. Prior to the issuance of any permit for the placement of any additional signage on the property. No new signs of any type shall be added to the property until the nonconforming sign is removed.
  3. Nonconforming signs (including all supporting structures and mounting hardware) which have been abandoned shall be removed from the premises or otherwise made to conform within one year from the date of abandonment. Refacing the sign in accordance with other requirements of this section does not absolve an owner from complying with this subsection. In certain instances where it is evident that the reoccupation or reuse of a premises which contains an abandoned nonconforming sign is imminent, the city planner may grant an extension of time within which to reestablish the use of such nonconforming sign.
  4. Any nonconforming sign which has been removed from the premises shall be considered discarded, and replacement shall constitute a new sign, and require new permits.
- C. *Notification and responsibility.* It shall be the responsibility of the owner of record of such property to cause the removal of such nonconforming signs in accordance with these provisions. When any of the above-listed conditions exist, the city planner is authorized to issue written notice to the owner of record of such property, stating that such signs shall be removed within two calendar weeks of the date of receipt of the written notice. In cases where signs are determined to be unsafe or present a hazard, the city planner may order their removal in a shorter period of time. Failure to comply with these regulations, after due notice, shall be deemed a violation of this ordinance [section] and is punishable in accordance with the provisions of Article 8, section 4 of this ordinance [section]. In addition, in the event that compliance is not achieved within the stated period, the city planner may remove or cause to be removed from the premises any such signs in violation of this section. All expenses incidental to such removal shall be charged to the owner of record of such property and shall constitute a lien upon such property.

#### 4.11 *Abandoned and damaged signs.*

- A. *Abandoned.* All signs that conform to the current regulations which are deemed abandoned shall either be refaced with a blank or blacked out face or removed totally (including the supporting structure and/or mounting hardware) within 90 days of abandonment. Covering sign copy with tarps, paper, tape, cardboard or other nonpermanent materials is not an acceptable method of refacing.
- B. *Removal.* Any conforming sign, which has been removed from the premises, shall be considered discarded, and replacement shall constitute a new sign, and require new permits.
- C. *Repair.* All signs that are damaged (no longer working, cracked, missing pieces, etc.) shall be repaired within 30 days. A permit is not required as long as the sign will look exactly the same as it did before the sign was damaged. If there are any changes (color, script, etc.) to the sign a new permit will be required.

#### 4.12 *Historic or significant signs.*

- A. *Preservation of historic or significant signs.* Signs that are at least 50 years old and considered historic or to have cultural/aesthetic significance shall be protected and preserved. If these signs are legally nonconforming they shall maintain their nonconforming status indefinitely. The determination of the historic or cultural/aesthetic significance of the sign shall be determined by the historic district commission.
  1. The owner of the premises on which these signs reside shall maintain the signs to ensure they work and are in good condition.

(Ord. of 2-12-2001; Ord. No. 2009-09, 6-22-2009; Ord. No. 2009-19, 10-12-2009; Ord. No. 2012-13, 8-13-2012)

## ARTICLE VI - Signs

[Amended 7-11-1994]

### § 230-24. - Permitted and prohibited signs.

For the purpose of this article of this chapter, the regulations are hereby set forth as follows:

#### A. Signs permitted without limitation in all zoning districts shall be as follows:

- (1) Authorized signs regulating traffic under state or city authority.
- (2) Signs designating public transportation pickup points.
- (3) Informational signs: those erected for safety or those installed to provide directional information and those erected for the identification of public rest areas, public parking areas, entrances or exits and loading or unloading zones (not to exceed 2 1/2 square feet in area and nonilluminated).
- (4) Warning signs and no trespassing signs.
- (5) Memorial plaques, corner stones and signs designating historical sites.
- (6) Signs required to be posted by law.
- (7) Duly authorized governmental signs, public notices and signs posted or maintained by governmental order, rule or regulation.
- (8) Flags or emblems of governmental, educational or religious organizations.
- (9) Address signs, not to exceed one for each principal building or premises, not to exceed 160 square feet in area. The signs shall show only numerical address designations of premises upon which they are affixed/maintained.
- (10) Signs designating permanent subdivisions, not to exceed 20 square feet in area, with only two per each street frontage.
- (11) Signs which are attached or are integral to fuel dispensing pumps or devices, to be no larger than the servicing device to which they are attached.
- (12) Temporary sign for sale (realty, private owner, etc.), rental or lease of premises at location. Allowance shall be determined by the Code Official.

#### B. Signs prohibited in all zoning districts shall be as follows:

- (1) Flashing signs.
- (2) Animated signs.
- (3) Signs producing noise or sounds.
- (4) Signs emitting visible smoke, vapor, particles or odor.
- (5) Signs/advertising materials which obstruct visibility of motorists or pedestrians at any location.
- (6) Signs which, by reason of wording, position, shape or color, may cause interference with or obstruction of view or may be confused with authorized traffic signage. The allowance shall be determined by the Code Official.
- (7) Signs attached to fire-fighting equipment, emergency egress doors, windows and like emergency purposes.
- (8)

Signs causing radio, television or other communication interference because of lighting or control mechanism(s).

- (9) Flags (other than United States flags), banners, twirling/spinning, sandwich/A-type, sidewalk/curb signs (nonpermanent) and balloons or other gas-filled figures. Allowance shall be determined by the Code Official.
- (10) Signs attached to trees, fences, utility poles or any other means not designated by this article or that which is not approved by a City Code Official. Exceptions are public notices and public announcements (as previously stated).
- (11) Portable signs, fixed on movable stands or chassis, or those self-supported types not permanently embedded or any sign that allows ready transport from site to site.

§ 230-25. - Construction; violations and penalties.

- A. All signs permitted by this article shall be erected/placed in accordance with the zoning requirement set forth by this chapter (regarding setbacks, sizes and height limitations) and shall be constructed so as to withstand loadings imposed by wind or the direct result of the sign's weight or stresses that may be otherwise imposed. All signage applications shall be accompanied by scale drawings and shall meet the approval of the Plans Review Official.
- B. Any violations of city code(s)/ordinance(s) regarding the laws governing signs within the City of Milford shall be grounds for the removal of the sign in question, fines, imprisonment or all of the preceding. This shall be determined by the Code Official.

§ 230-26. - General standards.

The chart, found at the end of this chapter, shall determine the size and height requirements allowed within the designated zoning district. Additional requirements are as follows:

- A. Setback.
  - (1) Commercial/industrial districts: 10 feet from front right-of-way line.
  - (2) Noncommercial districts (nonresidential):
    - (a) Advertising: 10 feet from front right-of-way line.
    - (b) Nameplate, identification and instruction: five feet from right-of-way line.
- B. Sign standards chart (end of chapter).
- C. Guidelines for all zoning districts. The following are the general guidelines for signage in all zoning districts:
  - (1) Sidewalk or pedestrian areas are not to be obstructed in any way by signs of any type.
  - (2) Variances for dimensional increases in area, height or coverage must be submitted for review and determination by the Board of Adjustment of the City of Milford. Violations of the requirements set forth in the attached chart shall be deemed as a violation of this chapter and will be subject to the penalties herein described.
  - (3) All signs whose primary function it is to direct attention to the identity of the business, professional or industrial activity and which describes said nature of such operation shall be deemed a business sign. Such signs shall not exceed two in number on any one road frontage.
- D. Guidelines for C-2 Zoning District. The following are the general guidelines for signage within the C-2 Downtown Commercial District:
  - (1) Signs shall reflect simplicity, using graphics and minimum information.
  - (2) Light-colored lettering should be used over dark matte background as the dominant motif.



- (3) Signs should have a singular theme.
  - (4) A maximum of three colors may be used.
  - (5) Signs should employ a style consistent with the age of the building.
  - (6) Signs should fit into the size and proportions of the building.
  - (7) Wall signage shall be placed directly above the storefront.
  - (8) Wall signs should be made of natural materials, when feasible.
  - (9) Awning signs shall be carefully mounted and add variety and color to the streetscape. All awning signage and the awning assembly shall be kept properly maintained and shall be repaired as needed.
- E. Political signs.
- (1) Residential and Downtown Commercial Districts.
    - (a) Political signs shall not exceed 24 inches by 36 inches or six square feet.
    - (b) The maximum height of any political sign shall not exceed three feet.
    - (c) All political signs shall be removed within seven days after the election.
  - (2) Other zoning districts.
    - (a) Political signs shall not exceed 48 inches by 60 inches or 20 square feet.
    - (b) The maximum height of any political sign shall be no more than five feet.
    - (c) All political signs shall be removed within seven days after the election.
- F. EMB signs. The following are the guidelines for all EMB signage:
- (1) EMB signs are only permitted in the C-3 Zoning District.
  - (2) Contain static messages for at least eight seconds before changing the message and shall not have animation on any part of the sign, nor shall such sign have varying light intensity during the display of any single message.
  - (3) May not operate at brightness levels of more than 0.20 foot candles above ambient light levels as measured at a distance of 150 feet.
  - (4) The owner of said EMB sign shall provide a certification by an independent contractor of the lumens showing compliance at time of building permit application.
  - (5) Each sign shall have a light sensing device that will adjust the brightness of the display as the natural ambient light conditions change.
  - (6) Shall meet the same installation and permitting requirements and inspections as set out for all other signs.
  - (7) The owner of said sign shall coordinate with the local authorities to display, when appropriate, emergency information important to the traveling public including, but not limited to Amber Alerts or alerts concerning terrorist attacks or natural disasters. Emergency information messages shall remain in the advertising rotation according to the protocols of the agency that issues the information.
  - (8) The owner of said sign shall provide to the City of Milford contact information for a person who is available to be contacted at any time and who is able to turn off the electronic sign promptly after a malfunction occurs. If, at any time the EMB display lights malfunction or are no longer working, the owner of said sign shall make repairs to the sign within 60 days or the sign will require removal.
  - (9)

Each sign located on a state maintained road must comply with all Delaware Department of Transportation rules and regulations applicable to electronic changeable message signs where not in conflict with this [article].

- (10) All EMB signs shall have a height of no less than a minimum of two feet and no greater than a maximum of five feet. All EMB signs shall have a width of no greater than a maximum of 12 feet and shall be no larger than 32 square feet total.

[Ord. No. 2010-1, §§ 4—7, 5-24-2009; Ord. No. 2012-07, § 2, 5-29-2012]

§ 230-63. - Expiration.

A permit for any proposed work shall not be valid after one year from the date of issuance thereof and shall thereafter be considered void unless the work authorized by the permit has been substantially commenced and proceeded with due diligence.

City of Milford  
 Sign Types and Allowable Dimensions  
 and Restrictions

ZONING

City of Milford

Sign Types and Allowable Dimensions and Restrictions

Zoning District	Types of Signs											
	Wall or Mailbox (residence/occupant ID)		Freestanding [mounted on post(s)]		Fascia: Commercial (wall, roof edge, etc.) (of wall square feet)	Hanging/Projecting (extended from wall) (square feet)	Marquee (movable letters)		Illuminated (nonflashing)		EMB Square feet	Mobile (mounted, trailer, etc.)
	Height (inches)	Square feet	Height	Square feet			Height	Square feet	Height	Square feet		
R-1	42 in	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A
R-2	42 in	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A
R-3	42 in	2	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	Prohibited	N/A
C-1	42 in	2	48 in	4	10%	15	48 in	9	48 in	4	Prohibited	N/A
C-2	N/A	N/A	48 in	4	10%	20	48 in	9	48 in	4	Prohibited	N/A
C-3	N/A	N/A	28 ft	225	10%	20	10 ft	48	28 ft	225	Height: greater than 2', max 5' Width: max 12' Max 32 sq ft total	N/A
H-1	N/A	N/A	25 ft	70	5%	N/A	N/A	N/A	25 ft	70	Prohibited	N/A
OC-1	N/A	N/A	28 ft	225	5%	N/A	10 ft	48	28 ft	225	Prohibited	N/A
I-1	N/A	N/A	28 ft	200	5%	N/A	10 ft	48	28 ft	200	Prohibited	N/A
I-2	N/A	N/A	28 ft	200	5%	N/A	10 ft	48	28 ft	200	Prohibited	N/A

[Ord. No. 2010-1, § 8, 5-24-2009; Ord. No. 2009-22, § 3, 9-27-2010; Ord. No. 2012-07, § 3, 5-29-2012]



## Chapter 205. ZONING

### Article XVIII. Signs

#### § 205-227. General.

- A. Definition. Any device that is sufficiently visible to persons not located on the lot where such device is located, designed to attract the attention of such persons or to communicate information to them.
- B. Signs shall not emit or be lighted by flashing, oscillating or intermittent lighting, nor shall they consist of any moving parts (except for time and temperature signs and commercial electronic variable message signs). No sign shall be wind-activated. Signs also shall in no way impede the flow of traffic or interfere with traffic signals.  
[Amended 1-10-1995 by Ord. No. 95-01]
- C. One permitted-type sign shall be allowed for each street frontage.  
[Amended 4-12-1994 by Ord. No. 94-06]
- D. Portable sandwich signs shall be prohibited in all zoning districts.
- E. Illumination of signs in a residential neighborhood is permitted only between the hours of 7:00 a.m. and 9:00 p.m.
- F. Permanent nonresidential signs shall be located not less than 50 feet from any residential property line.
- G. The Division Head of Inspections and Enforcement shall remove or cause to be removed any sign erected or maintained in conflict with these regulations if the owner or lessee of either the site or the sign fails to correct the violation within 30 days after receiving written notice of violation from the Division Head of Inspections and Enforcement. Removal of sign by the Division Head of Inspections and Enforcement shall not affect any proceedings instituted prior to removal of such sign.
- H. No signs are permitted in a public right-of-way, including those exempt from these regulations.  
[Added 10-24-2000 by Ord. No. 00-26]

#### § 205-228. Signs excluded from regulations.

The following signs are exempt from regulation under this section except for those stated in § 205-227:

- A. Signs not exceeding four square feet in area that are customarily associated with residential use and that are not of a commercial nature, such as:
  - (1) Signs giving property identification names or numbers or names of occupants.
  - (2) Signs on mailboxes or newspaper tubes.

- (3) Signs posted on private property relating to private parking or warning the public against trespassing or danger from animals.
- B. Signs erected by, on behalf of or pursuant to the authorization of a governmental body, including legal notices, identification and informational signs and traffic, directional or regulatory signs.
- C. Official signs of a noncommercial nature erected by public utilities.
- D. Flags, pennants or insignia of any governmental or nonprofit organization when not displayed in connection with a commercial promotion or as an advertising device.
- E. Integral decorative or architectural features of buildings or works of art, so long as such features or works do not contain letters, trademarks, moving parts, light or a picture of the product the business is selling.
- F. Signs directing and guiding traffic on private property that do not exceed six square feet in area that only guide or direct traffic on the property that it is placed.
- G. Church bulletin boards, church identification signs and church directional signs that do not exceed one sign per abutting street and 16 square feet in area and that are not internally illuminated.
- H. Signs forming an integral part of fuel-dispensing pumps, vending machines or service appliances.
- I. On-premises signs for seasonal sale of produce grown on the premises, no larger than 32 square feet in area.
- J. Temporary, nonilluminated, political signs, not more than 32 square feet in area, to be removed within 15 days following the election. Removal shall be the responsibility of the candidate and/or the erector of the sign.

## § 205-229. Permits.

- A. Permit-issuing authority; signs exempt from permit requirement.
  - (1) A permit shall be obtained from the Department of Planning Services, Division of Planning, before erecting any sign.
  - (2) Only the following signs are exempt from a sign permit:
    - (a) Public and quasi-public signs.
    - (b) Signs forming an integral part of fuel-dispensing pumps, vending machines or service appliances.
    - (c) Directional signs measuring less than six square feet in area that only guide or direct traffic on the property that it is placed.
- B. The following information shall be required on each application for a sign permit:
  - (1) A surveyors plot plan or scaled drawing of the property showing the following:
    - (a) All existing structures.
    - (b) The location and size of each existing sign for the establishment in question.
    - (c) If an existing sign is freestanding, the setback of the sign from each property line.
    - (d) The location of each proposed sign.

- (e) All abutting roadways.
  - (f) A drawing of facades on which the square footage of sign area is based, showing the proposed sign.
- (2) A detailed drawing, drawn to scale, of the proposed sign showing:
- (a) All dimensions.
  - (b) The total height of sign above grade.
  - (c) A description of the proposed copy.
  - (d) All structural and architectural supports or backgrounds.
  - (e) The method of illumination.
- (3) A cost estimate of the proposed sign.

## § 205-230. Types of signs.

- A. On-premises sign. A sign that draws attention to or communicates information about a business, service, commodity, accommodation, attraction or other enterprise or activity that exists or is conducted, sold, offered, maintained or provided on the premises where the sign is located.
- B. Off-premises sign (billboard). A sign that draws attention to or communicates information about a business, service, commodity, accommodation, attraction or other enterprise or activity that exists or is conducted, sold, offered, maintained or provided at a location other than the premises on which the sign is located.
- C. Temporary sign. A sign that is used in connection with a circumstance, situation or event that is designed, intended or expected to take place or to be completed within a reasonably short or definite period after the erection of such sign, or is intended to remain on the location where it is erected or placed for a period of not more than 15 days, not more than twice a year. If a sign display area is permanent but the message displayed is subject to periodic changes, that sign shall not be regarded as temporary. No temporary signs shall be internally illuminated.
- D. Real estate sign. Sign containing the message that the real estate on which the sign is located (including buildings) is for sale, lease or rent, together with information identifying the owner or agent. The size of real estate signs is regulated by these regulations, however, no permit is required for them.
- E. Commercial electronic variable message signs. Signage which describes a class of sign boards, displays or devices capable of showing a series of different messages in a predetermined sequence.  
[Added 1-10-1995 by Ord. No. 95-01]
- F. Off-premises monument sign. A freestanding sign with no visible support structure with low overall height (See Figure 1).  
[Added 6-23-2009 by Ord. No. 09-12]

### **Figure 1:**



## § 205-231. Definition of terms.

As used in this article, the following terms shall have the meanings indicated:

### **BUILDING FRONT**

The area (in square feet) of the part of a building facing the front street, calculated by multiplying the length times the height of the part of the building facing the street.

### **DOUBLE-FACED SIGN**

A sign with two parallel or nearly parallel faces, back to back and located not more than 36 inches from each other.

### **ILLUMINATED ARCHITECTURAL CANOPY SIGN**

An enclosed illuminated structure that is attached to the wall of a building with the face of the sign approximately parallel to the wall and with the message integrated into or onto its surface.

[Added 2-9-1993 by Ord. No. 93-01]

#### A. Area:

- (1) In applying sign area limits, only the area occupied by the message of the illuminated architectural canopy sign will be used.
- (2) The area of the sign shall be calculated by multiplying the length of the sign by the width of the sign. No portion of the sign's construction to project the sign from the wall shall be included within the area calculation. The height and width shall be determined by dimensions which will most closely enclose all lettering and logos within straight lines.
- (3) Each side of an awning on which advertising is printed shall constitute a separate sign.

B. Construction. The supporting frame of an illuminated architectural canopy sign shall be constructed of noncombustible materials. The canopy surface, including the enclosing soffit, shall be of an approved light-transmitting material. The fabric shall be classified as nonflammable under appropriate State of Delaware and Kent County regulations.

C. Clearance. Illuminated architectural canopy signs shall have a minimum clearance of eight feet above the sidewalk grade or edge of roadway grade nearest the sign and shall not be located closer than two feet from the curb of any roadway as defined by the County's subdivision regulations.

D. Emergency personnel access. Each sign shall comply with all other design and construction standards established by the County's Zoning Chapter and any other applicable County regulations. No part of any awning shall project within two feet of any established fire lane.

E. Illumination. The sign shall be internally illuminated so as to illuminate the canopy and the exterior wall below. The illuminated architectural canopy sign shall bear the electric sign label of an



approved testing agency with a reinspection service.

### **ILLUMINATION (INDIRECT) (GROUND)**

A sign which does not produce artificial light from within itself, but which is opaque and backlighted or illuminated by spotlights or floodlights not part of or attached to the sign itself, or a sign of translucent nontransparent material illuminated from within but with no exposed or exterior bulbs, tubes or other light source.

### **INTERNALLY ILLUMINATED SIGN**

A sign designed to give forth artificial light or designed to reflect light from one or more sources of artificial light erected for the purpose of providing light for the sign.

### **SIGN AREA**

That area within a line, including the outer extremities of all letters, figures, characters and delineations, or within a line, including the outer extremities of the framework or background of the sign, whichever line includes the larger area. The support for the sign background, whether it be columns, a pylon or a building or part thereof, shall not be included in the sign area. Only one side of a double-faced sign shall be included in a computation of sign area; for other signs with more than one face, each side shall be included in a computation of sign area. The area of a cylindrical sign shall be computed by multiplying one-half of the circumference by the height of the sign.

### **SIGN HEIGHT**

The vertical distance from the street grade or the average lot grade at the front setback line, whichever is greater, to the highest point of the sign.

### **SIGN SETBACK**

The number of feet from the property line to the front edge of the sign.

### **SINGLE-FACED WALL-MOUNT SIGN**

Any sign attached to and erected parallel to the face of, or erected or painted on the outside wall of, a building and supported throughout its length by such wall or building and not extending more than 16 inches from the building wall.

## **§ 205-231.1. Comprehensive signage for major subdivisions and complexes.**

[Added 6-22-2004 by Ord. No. 04-15]

- A. Purpose. In recognition that large developments and complexes have signage needs that may not be adequately addressed by the standard sign regulations of Chapter 205, Article XVIII, this section is specifically intended to establish an optional procedure for approval of comprehensive signage plans for such projects.
- B. Qualifications. Comprehensive signage plans may only be submitted in conjunction with the following types of development projects:
  - (1) Major subdivisions and residential developments involving more than one DelDOT approved entrance or involving 200 or more dwelling units, planned unit developments, and cluster subdivisions.
  - (2) Any shopping center, or group of three or more nonresidential principal structures under common management and located on one or more contiguous properties.
  - (3) Any institutional complex, professional office, medical or educational campus, or business park.

C. Standards. Comprehensive signage plans shall comply with the following standards:

- (1) Comprehensive signage plans may not be held to the size, height, number and area regulations for signs found in other sections of this article. However, the number, type and size of signs proposed shall not be excessive and must be in proportion to the scale of the buildings and the uses planned for the site.
- (2) All proposed signage shall be designed and coordinated with the overall architectural concept for the buildings on the site. Sign type, color scheme, size, and illumination shall be coordinated and compatible with the architecture of the development so as to formulate a thematic sign plan for the site.
- (3) Wall-mounted signs shall be coordinated with the overall design theme of the site and designed as an integral component of the facades of buildings.
- (4) Site landscaping shall be designed to complement and not conflict with sign placements.
- (5) No off-premises signage will be permitted as part of an application for a comprehensive signage plan.

D. Approval process.

- (1) Comprehensive signage plans shall be submitted for review by the Regional Planning Commission for the purpose of providing commentary and recommendations to the Levy Court. The Levy Court shall have approval authority over comprehensive signage plans.
- (2) Applicants may submit a comprehensive signage plan in conjunction with, and as a component of, any application that meets the qualifications of § 205-231.1B above, for review and consideration by the Regional Planning Commission and Levy Court.
- (3) Owners of existing developments or previously approved but not completed developments, or successors in interest thereto, including but not limited to legally created homeowners associations, that own and control subdivision identification signage in subdivisions that meet the qualifications of § 205-231.1B, above may submit a comprehensive signage plan for consideration as a conditional use site plan in accordance with the procedures set forth in § 187-40 of this Code.
- (4) Sign permits shall be obtained for each sign approved for installation as part of a comprehensive signage plan prior to the installation or placement of the sign.

E. Submission requirements. The following minimum submission materials shall accompany any request for consideration of a comprehensive signage plan:

- (1) A site plan which details the signage proposal to include the physical location of all existing and proposed signs on the property and their relationship to all existing and/or proposed buildings, structures, streets, parking areas, stormwater management ponds, and all other physical features of the site.
- (2) Fully dimensioned elevation drawings of each proposed sign. Proposed wall-mounted signs shall be illustrated as a component of the architectural elevation drawing of the building facade.
- (3) Colored renderings of each proposed sign.
- (4) Miscellaneous specifications to include proposed illumination type, mounting details, and materials proposed.

F. Regional Planning Commission and Levy Court considerations. In considering approval of comprehensive signage plans, the Regional Planning Commission and Levy Court shall take into

consideration the public health, safety, and welfare, the comfort and convenience of the public in general, and of the residents, businesses, and property owners in the immediate vicinity in particular, and shall ensure that qualifying developments are afforded adequate, but not excessive signage.

## § 205-232. Signs in residential districts.

The following signs shall be permitted in the agricultural and residential districts, subject to the following provisions:

### A. Signs for subdivisions or apartment complexes:

- (1) One identification sign giving the name of the subdivision or multifamily development may be placed at each roadway entry point. The sign may not exceed 32 square feet in area for the main entry, 15 square feet in area for each other entry, or a height of six feet above grade.
- (2) Instead of the main entry sign provided for in Subsection **A(1)** above, one sign may be located at each side of the main roadway entry point. Each sign may not exceed 15 square feet in area, the total area shall be 30 square feet or less, and the height of each sign may not exceed six feet above grade.
- (3) Directional signs at each roadway entry point for subareas or activity areas, not to exceed four square feet in area, or a height of five feet above grade. The total maximum signing area for all such signs shall be six square feet per entrance.
- (4) One identification sign located at and for each subarea and/or activity designated on the directional signs, not exceeding four square feet in area, or a height of three feet above grade.

### B. Permitted signs for an individual lot, structure or unit:

- (1) One information sign, not exceeding four square feet in area, or a height of six feet above grade giving property name, occupant and/or address.
- (2) One information sign for each entry in a multifamily structure, not to exceed two square feet in area.
- (3) One identification sign identifying a permitted professional office/studio home occupation not to exceed six square feet in area or a height of five feet above grade.
- (4) Signs for nonresidential uses other than home occupations. Each sign shall comply with the provisions of **§ 205-234**.

### C. Temporary signs in addition to those permitted in **§ 205-228J** of this article:

- (1) One construction sign for single-family structures, not to exceed nine square feet in area or a height of more than six feet above grade. For multifamily structures, the sign may not exceed 32 square feet in area or a height of 10 feet above grade. The sign shall be permitted during the construction or renovation period of a building and shall be removed when a certificate of occupancy has been issued.
- (2) One construction sign for a subdivision, so long as there are units available for sale by the developer. The sign shall be located within the property lines of the subdivision and may not exceed a total area of 48 square feet in area or a height of 10 feet above grade.
- (3) One off-site identification sign for a major subdivision may be placed at the closest major intersection. The sign may not exceed an area of 15 square feet or a height of eight feet above grade. The sign shall be removed when 90% of the units and lots in the subdivision have been

sold or leased.

- (4) Two signs on a farm noting the sale of agricultural produce produced on the premises. Each sign may not exceed an area of 20 square feet or a height of eight feet above grade. The signs shall be removed during the off-season when the produce advertised is not sold.

D. Real estate signs:

- (1) One real estate sign offering the sale, rental or lease of the property on which it is located. The sign may not exceed six square feet in area or a height of four feet above grade for single-family lots or individual units in a multifamily development. The sign shall be removed within 15 days after the settlement date or execution of a lease.
- (2) One real estate sign offering the sale, rental or lease of a multifamily development. The sign may not exceed 48 square feet in area or a height of 10 feet above grade. The sign shall be removed when 90% of the units have been sold or leased.
- (3) One real estate sign for each road frontage of an undeveloped tract of land or subdivision of finished lots. The sign may not exceed 48 square feet in area or a height of 10 feet above grade. The sign shall be removed within 30 days after settlement date.

E. Off-premises monument sign (AC – Agricultural Conservation and AR – Agricultural Residential Zoning Districts only).

[Added 6-23-2009 by Ord. No. 09-12]

- (1) No more than one double-faced off-premises monument sign is permitted per parcel, with no more than one advertisement per side.
- (2) Off-premises monument signs shall not be permitted within a major subdivision.
- (3) Off-premises monument signs shall only be permitted on roads classified as principal or minor arterials and major collectors according to DelDOT's Functional Classification Map.
- (4) If an on-premises sign is located on an individual parcel, no off-premises sign is permitted.
- (5) Off-premises monument signs shall not exceed 32 square feet in area.
- (6) Off-premises monument signs shall be no more than six feet in height.
- (7) Off-premises monument signs shall be set back a minimum of 25 feet from the street right-of-way.
- (8) No off-premises monument sign shall be closer than a five-hundred-foot radius to another off-premises monument sign or billboard.

## § 205-233. Signs in neighborhood business districts.

A. On-premises signs permitted:

- (1) One single-faced wall mount sign or one architectural canopy sign for each business which fronts on a state or County road. Such sign shall be no larger than 10% of the area of the building front which each business occupies.

[Amended 2-9-1993 by Ord. No. 93-01]

- (2) One double-faced sign, no more than 65 square feet in area, in accordance with the following setbacks:

**Distance from Front Property Line (feet)    Maximum Size Permitted**

0 to 5	Not permitted
5 to 15	32 square feet
15+	50 square feet

- (3) Canopy structures may have only internally illuminated or nonilluminated signs located one sign on each end of the canopy perpendicular to the roadway; or one sign on the front facing the roadway; or on a corner lot, one sign for each street frontage or two signs perpendicular to the road. But in no case shall there be more than two signs on the canopy structure and limited to one sign per face of the canopy. Square footage of each sign shall not exceed 30% of the total of the facia of the side on which the sign is erected.

[Added 3-17-1998 by Ord. No. 98-03]

- B. Sign height shall not exceed 25 feet.
- C. No off-premises signs (billboards) and commercial electronic variable message signs are permitted.  
[Amended 1-10-1995 by Ord. No. 95-01]
- D. No temporary signs are permitted.
- E. Signs for the sale of real estate shall be no larger than 32 square feet in area, and must be removed within 14 days after settlement.
- F. Off-premises monument sign.  
[Added 6-23-2009 by Ord. No. 09-12]
- (1) No more than one double-faced off-premises monument sign is permitted per parcel, with no more than one advertisement per side.
- (2) Off-premises monument signs shall not be permitted within a major subdivision.
- (3) Off-premises monument signs shall only be permitted on roads classified as principal or minor arterials and major collectors according to DelDOT's Functional Classification Map.
- (4) If an on-premises sign is located on an individual parcel, no off-premises sign is permitted.
- (5) Off-premises monument signs shall not exceed 32 square feet in area.
- (6) Off-premises monument signs shall be no more than six feet in height.
- (7) Off-premises monument signs shall be set back a minimum of 25 feet from the street right-of-way.
- (8) No off-premises monument sign shall be closer than a five-hundred-foot radius to another off-premises monument sign or billboard.

## § 205-234. Signs in business complex districts.

- A. On-premises signs permitted:
- (1) One single-faced wall mount sign or one architectural canopy sign for each business which fronts on a state or County road. Such sign shall be no larger than 10% of the area of the building front which each business occupies.  
[Amended 2-9-1993 by Ord. No. 93-01]
- (2) One double-faced sign, no more than 100 square feet in area, in accordance with the following setbacks:

**Distance from Front Property Line (feet)    Maximum Size Permitted**

0 to 5	Not permitted
5 to 15	32 square feet
15 to 25	64 square feet
25+	100 square feet

- B. Sign height shall not exceed 30 feet.
- C. No off-premises signs (billboards) are permitted.
- D. No temporary signs are permitted.
- E. Signs for the sale of real estate shall be no larger than 64 square feet in area and must be removed within 14 days after settlement.

## § 205-235. Signs in general business districts.

- A. On-premises signs permitted:

- (1) One single-faced wall mount sign or one architectural canopy sign for each business which fronts on a state or County road. Such sign shall be no larger than 10% of the area of the building front which each business occupies.  
[Amended 2-9-1993 by Ord. No. 93-01]

- (2) One double-faced sign, no more than 100 square feet in area, in accordance with the following setbacks:

### **Distance from Front Property Line (feet)    Maximum Size Permitted**

0 to 5	Not permitted
5 to 15	32 square feet
15 to 25	64 square feet
25+	100 square feet

- (3) Canopy structures may have only internally illuminated or nonilluminated signs located one sign on each end of the canopy perpendicular to the roadway; or one sign on the front facing the roadway; or on a corner lot, one sign for each street frontage or two signs perpendicular to the road. But in no case shall there be more than two signs on the canopy structure and limited to one sign per face of the canopy. Square footage of each sign shall not exceed 30% of the total of the facia of the side on which the sign is erected.  
[Added 3-17-1998 by Ord. No. 98-03]

- B. Sign height shall not exceed 35 feet.
- C. No off-premises signs (billboards) are permitted.
- D. Temporary signs shall be no larger than 64 square feet in area nor more than 750 feet of streamers, flags or pennants.
- E. Signs for the sale of real estate shall be no larger than 96 square feet in area and must be removed within 14 days after settlement.
- F. Off-premises monument sign.  
[Added 6-23-2009 by Ord. No. 09-12]
  - (1) No more than one double-faced off-premises monument sign is permitted per parcel, with no more than one advertisement per side.
  - (2) Off-premises monument signs shall not be permitted within a major subdivision.

- (3) Off-premises monument signs shall only be permitted on roads classified as principal or minor arterials and major collectors according to DelDOT's Functional Classification Map.
- (4) If an on-premises sign is located on an individual parcel, no off-premises sign is permitted.
- (5) Off-premises monument signs shall not exceed 32 square feet in area.
- (6) Off-premises monument signs shall be no more than six feet in height.
- (7) Off-premises monument signs shall be set back a minimum of 25 feet from the street right-of-way.
- (8) No off-premises monument sign shall be closer than a five-hundred-foot radius to another off-premises monument sign or billboard.

## § 205-236. Signs on divided highways in the General Business District.

[Added 4-12-1994 by Ord. No. 94-04]

### A. On-premises signs permitted:

- (1) One single-faced wall-mount sign for each business which fronts on a state or County road. Such sign shall be no larger than 15% of the area of the building front which each business occupies.
- (2) One double-faced sign, no more than 200 square feet in area, in accordance with the following setbacks:

Distance from Front Property Line (feet)	Maximum Size Permitted
0 to 5	None permitted
5 to 15	48 square feet
15 to 25	99 square feet
25 to 35	100 to 160 square feet
35+	200 square feet

- B. Sign height shall not exceed 35 feet.
- C. Temporary signs shall be no larger than 100 square feet in area nor more than 1,000 feet of streamers, flags or pennants.
- D. Signs for sale of real estate shall be no larger than 160 square feet in area, and must be removed within 14 days after settlement.

### E. Off-premises monument sign.

[Added 6-23-2009 by Ord. No. 09-12]

- (1) No more than one double-faced off-premises monument sign is permitted per parcel, with no more than one advertisement per side.
- (2) Off-premises monument signs shall not be permitted within a major subdivision.
- (3) Off-premises monument signs shall only be permitted on roads classified as principal or minor arterials and major collectors according to DelDOT's Functional Classification Map.
- (4) If an on-premises sign is located on an individual parcel, no off-premises sign is permitted.
- (5) Off-premises monument signs shall not exceed 32 square feet in area.

- (6) Off-premises monument signs shall be no more than six feet in height.
- (7) Off-premises monument signs shall be set back a minimum of 25 feet from the street right-of-way.
- (8) No off-premises monument sign shall be closer than a five-hundred-foot radius to another off-premises monument sign or billboard.

## § 205-236.1. Signs in shopping complexes (shopping and strip centers only in B-G Districts).

- A. A commercial complex consists of three or more businesses occupying the same parcel of land.
- B. Such complexes are limited to one double-faced sign naming the complex and listing the tenants, located no closer than 25 feet from a property line.
- C. Sign height shall not exceed 40 feet.
- D. Double-faced signs shall not exceed 300 square feet in area.
- E. A freestanding building separate from the shopping complex (pad site) shall be allowed one double-faced sign, not closer than 15 feet from a front property line and not more than 64 square feet in area, and sign height shall not exceed 25 feet.
- F. No more than two double-faced pad site signs are permitted in one shopping complex.

## § 205-237. Signs in limited industrial and general industrial districts.

- A. On-premises signs permitted:
  - (1) One single-faced wall mount sign or one architectural canopy sign for each business which fronts on a state or County road. Such sign shall be no larger than 15% of the area of the building front which each industry occupies.  
[Amended 2-9-1993 by Ord. No. 93-01]
  - (2) One double-faced sign, no more than 200 square feet, in accordance with the following setbacks:
 

Distance from Front Property Line (feet)	Maximum Size Permitted
0 to 5	Not permitted
5 to 15	48 square feet
15 to 25	99 square feet
25 to 35	160 square feet
35+	200 square feet
- B. Sign height shall not exceed 30 feet.
- C. Off-premises signs:  
[Amended 4-12-1994 by Ord. No. 94-05; 2-13-1996 by Ord. No. 96-04]
  - (1) One off-premises sign is permitted in addition to one double-faced sign in the IG - General Industrial District and the IL - Limited Industrial District.
  - (2) All billboards must be set back 25 feet from the street right-of-way.



- (3) Billboards shall not exceed 288 square feet in area.
  - (4) No more than one double-faced billboard is permitted per parcel, with no more than one advertisement per side.
  - (5) Billboards shall be no more than 35 feet in height.
  - (6) No billboard shall be closer than a one-thousand-two-hundred-foot radius from another billboard.
  - (7) Billboards shall be located only on divided highways.
- D. Temporary signs shall be no larger than 100 square feet in area nor more than 1,000 square feet of streamers, flags or pennants.
- E. Signs for the sale of real estate shall be no larger than 160 square feet in area, and must be removed within 14 days after settlement.
- F. Off-premises monument sign.  
[Added 6-23-2009 by Ord. No. 09-12]
- (1) No more than one double-faced off-premises monument sign is permitted per parcel, with no more than one advertisement per side.
  - (2) Off-premises monument signs shall not be permitted within a major subdivision.
  - (3) Off-premises monument signs shall only be permitted on roads classified as principal or minor arterials and major collectors according to DelDOT's Functional Classification Map.
  - (4) If an on-premises sign is located on an individual parcel, no off-premises sign is permitted.
  - (5) Off-premises monument signs shall not exceed 32 square feet in area.
  - (6) Off-premises monument signs shall be no more than six feet in height.
  - (7) Off-premises monument signs shall be set back a minimum of 25 feet from the street right-of-way.
  - (8) No off-premises monument sign shall be closer than a five-hundred-foot radius to another off-premises monument sign or billboard.

After the effective date of this ordinance (7-21-86) no building permit, certificate of occupancy, special exception or subdivision approval shall be granted to any lot or parcel of land not complying with the provisions of this paragraph 10; provided, however, that the board of adjustment may grant a variance from such compliance where the requisite showing is made under section 9 of this ordinance.

(Ord. of 8-16-93(2), § 7; Ord. of 10-19-98(2), § 7)

13. *Screening of dumpsters in all zoning districts other than (A) agricultural and (R-1) residential districts.*

- a. In all zoning districts of the Town of Smyrna other than the A agricultural and R-1 residential districts, all trash receptacles or garbage disposal units commonly referred to as "dumpsters" shall be situated at an appropriate location on all properties so as not to constitute a nuisance for users of the property and adjoining property owners and shall be appropriately screened to improve the appearance of the area. The location of the units on the property and the type of screening necessary shall be approved by the building inspector.
- b. In areas under the joint or overlapping jurisdiction of the Delaware department of highways and transportation and the Town of Smyrna, the regulations of the Delaware department of highways and transportation relating to ingress and egress drives shall control.
- c. It shall be unlawful for any person to maintain such a unit on his property unless approved by the building inspector where such approval is required.
- d. Any such trash receptacle or garbage disposal units, commonly referred to as "dumpsters," already in place as of the effective date of this ordinance (7-21-86) shall be deemed nonconforming unless approved and screened as required by this paragraph and shall be subject to section 4, paragraph 6 ("Nonconforming Uses—Gradual Elimination of Certain Uses") of this ordinance.

(Ord. of 10-19-98(2), § 2)

14. *Conditional uses, general guides and standards.* The purpose of the "conditional use" procedure is to provide for certain uses which cannot be well-adjusted to their environment in particular locations with full protection offered to surrounding properties by rigid application of the district regulations.

These uses either have unusual characteristics or are generally of a public or semipublic character and are essential and desirable for the general convenience and welfare but, because of the nature of the use, the importance or relationship to the comprehensive plan and possible impact, not only on neighboring properties, but on a large section of the town, require the exercise of planning judgment on location and site plan.

A "conditional use" should be approved by the mayor and council after compliance with the applicable section of this code concerning public hearings and only if it is found that the location is appropriate and not in conflict with the comprehensive plan, that the public health, safety, morals and general welfare will not be adversely affected, that necessary safeguards will be provided for the protection of surrounding property, persons and neighborhood values and, further provided that the additional standards of this article are complied with. Unless otherwise specified in this article or specified as a condition of approval, the height limits, yard spaces, lot area, sign and parking requirements shall be the same as for other uses in the district in which the conditional use is located.

(Ord. of 10-19-98(2), § 2; Ord. of 3-15-99(3), § 1)

15. *Signs. General:* The placement of all signs must comply with the setback requirements of that zoning district with the exception of shopping centers and industrial/office/research park under one ownership with multiple tenant pad sites. Signs shall be permanent in nature and positioned outside vehicular line-of-sight areas. One sign per business on building, except corner properties, two signs per business, may include name of business, address of business, and type of business. Maximum height for any sign is 40 feet. All signs requiring a permit shall be renewed and inspected annually.

Fees for the re-inspection shall be paid at the time of the permit renewal.

A. *Definitions.*

1. *A-frame signs* are designed to stand on their own either on public or private property, so long as there remains four feet of unobstructed passageway. A-frame signs are not to be permanently affixed to any object, structure, or the ground. The maximum sign area per sign is eight square feet, sign area is calculated on one side only. The maximum size for rectangular A-frame signs is four feet in height and two feet in width. A-frame signs must be taken indoors at the close of each business day. One A-frame sign is permitted per building; corner buildings permitted one A-frame signs per street frontage.
2. *Banners* shall mean a temporary sign of cloth or similar material no larger than four feet wide by eight feet long. If a larger banner is desired, written permission MUST be obtained from the town manager or his designee. Banners shall be carefully designed and constructed as they reflect on the appeal and attraction of the business and the town.
3. *Billboard* shall mean a structure which is erected by an advertising company for the purpose of the placement of a sign for hire. Each such space for hire shall be considered a specific billboard regardless of whether or not the face is incorporated into the ground structure.

4. *Electronic variable message sign (EVMS)* means a sign or portion thereof where the message copy includes characters, letters or illustrations that can be changed or rearranged electronically without touching or physically altering the primary surface of the sign. Message copy may be changed in the field or from a remote location.
  5. *Ground sign* means a detached sign supported by uprights, pylons, poles or braces for support and not attached to any structure.
  6. *Illumination (acceptable types)* shall mean the provision of light provided either internally or non-glare directly.
  5. *Marquee sign* means erected upon any awning, canopy, hood or permanent construction projecting from a wall of the building above the entrance, thoroughfare, walkway or sidewalk.
  6. *Monument sign* means any stand-alone, self-supporting structure affixed to the ground and intended to advertise the name of the development or commercial entity on the premises. The monument structure height shall not exceed five feet. Residential development monuments are not to exceed a total sign area of 32 square feet with a maximum of two per entrance road to the development provided 1,500-foot separation between entrances along one common road frontage.
  7. *Off-premises sign* means a sign directing attention to a business, commodity, service or product which is not conducted, sold or offered upon the premises where the sign is located.
  8. *On-site sign* shall mean a sign directing attention to a business, commodity, service or product which is conducted, sold or offered upon the premises where the sign is located.
  9. *Real estate sign* shall mean any sign (unlighted) not more than 25 square feet in area and advertising only the sale or rental of the premises upon which the sign is situated.
  10. *Roof sign* shall mean any sign erected, constructed and maintained wholly upon or over the roof of any building with the principal support on the roof structure, subject to the requirements of the definition of wall sign.
  11. *Sign area* shall mean the entire sign including trim, moldings, battens and nailing strips.
  12. *Two-faced sign* shall mean signs that are back to back and are not more than 60 inches from one another at any time. The signs are to be identical in words and representations. Permissible size shall be determined by the square footage of one side of the sign.
  13. *Wall sign* shall mean any sign, not including a marquee sign or nameplate sign, erected against the wall of any building or displayed with the exposed face thereof in a plane parallel to the plane of the wall. Wall signs shall include any business or advertising matter painted directly upon any wall.
- B. *Exempt from permit or fee (non-illuminated only).*
1. Areas zoned R-1, R-1A, R-2, R-2A, R-3 or MH shall be permitted to post a maximum of two temporary unlighted real estate signs to be removed upon sale.
  2. Traffic safety signs, directional signs, street identification, and instructional signs affixed to posts as approved by DelDOT.
  3. Signs painted on windows advertising services offered by the establishment with exception of the historic preservation overlay district (HPOD) requiring review and approval by the historic district review board.
  4. Political party candidates seeking public office provided that the signs are removed within ten days from post-election.
  5. Signs (unlighted) not to exceed four square feet in area in recognition of a charitable donation.
  6. Signs bearing occupants names, house numbers and street, not having commercial implication and not exceeding one square foot.
  7. Ornamental or patriotic flags not commercially connected.
  8. Legal notices, municipal signs, railroad crossings and related safety signs.
  9. Specific decorative signs, banners and/or flags related to holidays.
  10. Agricultural districts shall be permitted to erect a sign advertising home-grown products not to exceed three square feet.
  11. Signs which are attached or are an integral part of fuel pumps and do not extend permanently beyond the area of the pump.
  12. Business related flags, i.e. open flags, flags relating to merchandise, etc., so long as the flag is no larger than three feet by five feet in size and is taken indoors at the close of each business day.
  13. Balloons no larger than 18 inches in diameter.
- C. *Sign permits required.*
1. The following types of signs are allowable in the listed zoning district.

Zoning District	Real Estate Sign	Electronic Variable Message Sign	Ground Sign	Monument Sign	Wall Sign or Marquee Sign	Illuminated Sign	"A-Frame" Signs	Banners/Temporary Signs	Flags

A, R-1, R-1A, R-2, R- 2A, R-3	P	NA	NA	P	NA	NA	NA	NA	P
I&R	P	SE	NA	p <sup>6</sup>	p <sup>2</sup>	NA <sup>1</sup>	NA	P	P
LC	P	NA	NA	NA	p <sup>2</sup>	SE	NA	P	P
CC	P	NA	NA	NA	p <sup>2</sup>	P	P	P	P
HC	P	P	p <sup>4</sup>	p <sup>5</sup>	p <sup>3</sup>	P	NA	P	P
M	P	P	NA	p <sup>6</sup>	p <sup>3</sup>	SE	NA	P	P
MHP	P	NA	NA	p <sup>6</sup>	p <sup>5</sup>	SE	NA	NA	P
IORP	P	SE	NA	p <sup>6</sup>	p <sup>2</sup>	SE	NA	P	P
CRD	P	NA	NA	NA	SE	SE	NA	P	P
SC	P	SE	p <sup>4</sup>	p <sup>7</sup>	p <sup>3</sup>	P	NA	P	P
HPOD <sup>8</sup>	P	NA	NA	P	P	P	P	P	P

P: Permitted

NA: Not allowed

SE: Special exception

- 1 Allowable for hospitals and emergency medical center.
- 2 One sign, two s.f./bldg. l.f. & 100 s.f maximum.
- 3 One sign, three s.f./bldg. l.f. & 150 s.f. maximum.
- 4 One sign of 200 s.f. maximum.
- 5 One sign for management office, 4 s.f. maximum.
- 6 One sign per site frontage, 1 s.f./frontage l.f. & 75 s.f. maximum.
- 7 One sign per pad site frontage, 25 s.f. maximum.
- 8 Subject to additional review by the historic district review board.

Permitted sign area: The tables below apply to the following types of signs: Wall Signs (including awning and canopy, window, painted and temporary signs).

I&R, LC, CC, and IORP Zoning Districts	
Building frontage (feet)	Maximum permitted sign area (square feet)
5	10
10	20
20	40
30	60
40	80

50 and above	100
--------------	-----

HC, M, and SC zoning districts	
Building frontage (feet)	Maximum permitted sign area (square feet)
5	15
10	30
20	60
30	90
40	120
50 and above	150

*Permitted sign area:* The tables below apply to the following types of signs: Monument signs.

All zoning districts; except: LC, CC, CRD and HPOD	
Premise frontage (feet)	Maximum permitted sign area (square feet)
5	5
10	10
20	20
30	30
40	40
50	50
60	60
<u>70</u>	<u>70</u>
75 and above	75

2. In all residential districts, a permit for signs measuring over three square feet in area is required.
  3. Commercial and public uses shall be permitted to erect the type of signs indicated for the zoning district and placed upon that property and specific to the business being conducted.
  4. Shopping center monument signs are to be located along the landscaped area between the sidewalk and the parking areas a minimum of ten feet within the property line. These signs are to be consistent in structure design and materials.
- D. *Not permissible at any time in any zoning district.*
1. Billboards within the incorporated area of the town.
  2. Roof signs of any kind.
  3. Flashing or rotating lights.

4. Noise emitting signs or lights.
  5. No sign in the residential area shall be illuminated.
  6. Banners more than 30 days (without special exception). EXCEPTION: Those banners referring to a credibility/merit award awarded to a business or organization; allowed for one year from the time the honor is awarded.
  7. Signs erected in such a manner as to obstruct free and clear vision or, by reason of the position, shape or color, may interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device or which makes use of words "stop," "look," "danger" or any other word, phrase, symbol or character in such manner as to interfere with, mislead or confuse vehicular traffic.
  8. Signs erected, constructed or maintained so as to obstruct or be attached to any firefighting equipment, windows, doors or openings used as a means of ingress or egress or for firefighting purposes, or placed so as to interfere with any opening required for proper light and ventilation.
  9. Construction height greater than 40 feet.
  10. Dimensions greater than 200 square feet.
- E. *Off-premises signs.*
1. Off-premises signs are allowable by special exception only in the HC zoning district.
  2. Only one off-premises directional sign per use is allowable.
  3. Only one off-premises sign is to be located on any given lot in the HC zoning district.
  4. Such signs are not to exceed five square feet in area.
  5. Such signs are to be set back a minimum of five feet from the right-of-way/property line of all public streets/roads.
  6. Such signs are not to be higher than three feet above grade.
  7. Such signs are not to be placed within vehicular sight triangles.
  8. Such signs are to be no further than 1,000 feet from the property line of the premises of the business it refers to.
- F. *Electronic variable message signs (EVMS).*
1. Electronic variable message signs may substitute in lieu of other permitted signs pursuant to section 15.B.1., allowable signs. The EVMS shall be further restricted by the additional standards in this subparagraph.
  2. The EVMS is restricted to no more than 50 square feet of sign area or as specified in section 15.B.1., and shall not be located within 75 feet of any residential use. The setback shall include any right-of-way and be measured property line to sign structure.
  3. Except for public emergency announcements, the message displayed on the EVMS shall be static and non-animated and shall not be changed more than once every 15 minutes. In the event of a public emergency, announcements may scroll continuously until the public emergency message is no longer necessary.
  4. A public emergency announcement is limited to weather related emergencies, national and local security events, Amber Alerts, and the like and dispatched only by the Emergency Broadcast System, local police and state police departments.
  5. The applicant for an electronic variable message sign permit shall certify in writing to the Building and Zoning Department of the Town of Smyrna that the message (except for public emergency announcements) to be displayed on the sign shall remain static and shall not flash or scroll at any time and that the message will remain unchanged for at least 15 minutes at a time.
- G. *Maintenance and removal of signs.*
1. *Maintenance.* The owner, lessee or person or entity in control of any premises upon which an on-site sign defined in this section is present, in any form, shall be responsible for maintaining said sign, together with all supports, braces, guys, anchors or other fastening or hanging devices, in a structurally sound and safe condition and otherwise in good repair.
  2. *Removal of on-site signs.* The owner, lessee or person or entity in control of any premises upon which an on-site sign is present, in any form, shall be responsible for the removal of any on-site sign which refers to a business or establishment which has permanently closed and/or relocated or which otherwise no longer operates from that location, together with all supports, braces, guys, anchors or other fastening or hanging devices, within 180 days of such permanent closing, relocation or cessation of operation.
- H. *Abandoned signs.* Any on-site sign remaining on a premise 180 days or more after the permanent closing and/or relocation of the business or establishment shall be deemed abandoned. A business or establishment will be considered permanently closed and/or relocated by written or posted notice to the town and/or the public of such closing or relocating, or upon such other usual indication including, but not limited to:
1. The cessation of the sale of goods and/or the rendering of services;
  2. The lack of business operating hours, including hours by appointment;
  3. The extended absence of employees from the establishment;
  4. The closing and/or securing of the means of egress to the business or establishment.

L. *Notice.*

1. The town shall, upon a determination that an on-site sign or any support, brace, guy, anchor or other fastening or hanging device of an on-site sign is not properly maintained or has been abandoned, prior to taking any other action to enforce compliance with this section 15, give written notice (delivered in person or by certified mail, return receipt requested and by posting upon the subject property) to the owner, lessee, or person or entity in control of the premises, that an on-site sign has been deemed abandoned and/or not properly maintained. The notice shall also:
  - a. If the sign is found to be not properly maintained, specify the nature of the deficiency;
  - b. Provide notice of the need to repair if not properly maintained or, if abandoned, the need to remove said sign, and all supports, braces, guys, anchors or other fastening or hanging device of the sign, within 30 days;
  - c. State that upon failure to comply with the notice and order to repair or remove, the town may repair or remove said sign, together with all supports, braces, guys, and/or other fastening or hanging devices, as provided in subsection G., and/or institute proceedings against such person or entity to collect a civil penalty for violation of this ordinance.
2. The effective date of notice under subsection H. shall be the later of:
  - a. The date of personal delivery or, if mailed, the date the return receipt is signed, or if not signed, the date the notice is marked refused, unclaimed or otherwise undeliverable by the U.S. Postal Service; or
  - b. The date the property is posted. The fact that such notice was not actually received by the person or entity shall not be a defense to the town's subsequent enforcement of this section 15.
3. Should the town determine an on-site sign presents an immediate threat or danger to the health, safety and welfare of the community, the above notice set out above in subsection 1. shall not be required and the town may take immediate action to make safe the danger, including repair or removal of the sign, and all supporting or mounting devices or hardware. Notice shall then be sent to the owner, lessee, or person or entity in control of the premises advising them of the action taken, the costs incurred and the means of recovery pursuant to subsection K.

J. *Removal of signs.*

1. If the violation is not remedied within the time set forth in the notice and order as provided above, the town is authorized to order the repair or removal of any on-site sign, together with all supports, braces, guys, anchors or other fastening or hanging devices deemed by the town as being:
  - a. Not properly maintained, in a state of disrepair, structurally unsound, unsafe or otherwise deficient; or
  - b. Abandoned, as that term is defined at subsection H.
2. All on-site signs which are determined to be not properly maintained and which have not been repaired within the time set forth in the required notice and order of subsection I. may, at the town's reasonable discretion, be repaired, or be totally removed, including the support structure and/or mounting hardware, at any time after the effective date of the notice.
3. All on-site signs which are deemed abandoned and which have not been removed within the time set forth in the required notice and order of subsection I. may, at the town's reasonable discretion, be refaced with a blank or blacked out face or be totally removed, including the support structure and/or mounting hardware, at any time after the effective date of the notice. Covering sign copy with tarps, paper, tape, cardboard, or other non permanent materials is not an acceptable method of re-facing.
4. Any sign which has been removed from the premises shall be considered discarded and replacement shall constitute a new sign and require a new permit.

K. *Costs of removal.*

1. When the town is required under this section to repair or remove any on-site sign, the charge shall be: (1) the town's actual cost if contracted out, or (2) if performed by town personnel, \$50.00 per hour, with a minimum charge of \$50.00 plus any equipment or other incidental charges incurred. There also shall be assessed an administrative fee of \$25.00.
2. The cost to repair or remove any on-site sign in accordance with this section, together with any civil penalties and costs, shall be recoverable. Such costs and fines may be collected as any other fine or cost is collected. Costs shall include court costs and reasonable attorney's fees, whenever permitted by law.

- L. *Penalties.* Any person determined by any court of competent jurisdiction to have violated this section shall forfeit and pay to the town pursuant to section 17, penalties for violation, a civil penalty in the amount of not more than \$100.00 per day, plus costs. Each day of a continuing violation shall be a separate offense.

(Ord. of 2-5-01, § 2; Ord. No. 003-07, § 2; 10-15-07)

16. *Waiver of sidewalk requirement for residential properties in existing subdivisions.* Upon the recommendation of the town manager, the council may waive the sidewalk requirement for existing vacant lots in existing residential subdivisions (those approved prior to the effective date of this ordinance) if all of the following conditions are met:

a)

The lot(s) for which a waiver is requested is part of an existing residential subdivision where no sidewalks previously existed or where sidewalks were not required at the time the subdivision was approved;

- b) The subdivision is substantially complete with few remaining undeveloped but properly recorded building lots (for the purpose of this provision "substantially complete" shall mean that greater than 90 percent of the total approved lots have been built upon);
- c) There is no demonstrable public purpose served by the installation of sidewalks on the remaining properties;
- d) The properties are not subject to a major or minor site plan requirement or further subdivision so as to create additional lots which would otherwise have to comply with the town's sidewalk requirements; and
- e) The provisions of the subdivision ordinance and the Town Code as relate to sidewalks are met.

An applicant for a waiver must submit a written request to the town manager in the manner prescribed by the town manager; the town manager must review the request and, if he/she concurs, submit a recommendation to the town council; the town council must act by resolution to waive the requirement; and the approved waiver must be recorded with the building permit for the property in question.

(Ord. No. 010-03, § 1, 4-21-03)

17. *Exceptions for projections into required yard setbacks.* The following exceptions from the required yard setbacks are permitted for residential dwellings:
- a. Bay windows, oriels or balconies may project not more than three feet into the required rear yard setback;
  - b. Chimneys, cornices and eaves may project not more than two feet into the required rear yard setback;
  - c. Sills, leaders, belt courses and similar ornamental or structural features may project not more than six inches into the required rear yard setback;
  - d. An open fire balcony, a fire escape or a fire tower may project not more than four feet into the required rear yard setback;
  - e. An uncovered patio at ground level may project into the required rear yard, provided that it is setback from any lot line by a minimum of two feet;
  - f. An uncovered porch or deck or any part thereof elevated above ground level may project up to eight feet into the required rear yard setback. Stairs leading from the porch or deck, with an uncovered landing area at ground level not greater than nine square feet, may project an additional two feet into the rear yard setback. The porch or deck must remain uncovered and not be improved in any manner, including, but not limited to, enclosing the porch or deck with screens or windows, the installation of temporary overhangs, or the installation of a trellis;
  - g. Uncovered stairs and covered enclosures of basement stairs providing entry directly to a dwelling and including a landing above ground level of not more than 25 square feet may project up to eight feet into the rear yard setback;
  - h. Fences may be constructed in any yard setback pursuant to any other town code, including the Town Zoning Code, governing the installation, placement, location and construction of fences.
18. *Hotel and conference centers.*
- a. No building shall exceed 60 feet in height, exclusive of roof tanks and supports, chimneys or enclosures for elevators or air conditioning machinery or other apparatus.
  - b. No building shall be closer than 40 feet to any abutting street right-of-way line with a maximum 25 percent of the required parking maintained within the front yard with the exception of limited access roadways. Waivers may be considered for properties having more than one roadway frontage.
  - c. No building shall be closer than 20 feet to a side yard and rear yard lot line with exception of residential districts where the building setback line is to be a minimum 50 feet plus two feet for each foot of building height with a maximum 120 feet setback.
  - d. A minimum 20-foot wide landscaped buffer is to be provided along the entire perimeter of the hotel and conference center. This buffer is to provide six and one-half-foot high screening adjacent to all residential districts. Screening is to consist of evergreen trees and bushes and berms.
  - e. A hotel and conference center shall provide off-street parking at the rate of one parking space for each guest room. In addition to those required for guest rooms, parking is to be provided at the rate of one space for every 200 square feet of floor area of said meeting space facilities, ballroom, conference suites, restaurant and/or bar.
  - f. A hotel and conference center shall be permitted on a site containing a minimum of five acres.
  - g. A hotel and conference center is to provide a combination of minimum 150 guest rooms and 10,000 square feet of conference/meeting space area.
  - h. Any restaurant as an accessory use to a hotel operation shall only be permitted if it is located within the hotel building. Also permitted as an accessory use to a hotel operation if located within the hotel building, are stores, shops and service facilities, primarily for the use and convenience of hotel guests.
- 19.



*Home occupation/home-based business (major and minor/no impact).* A home occupation/home-based business is defined as any activity carried out for gain by a resident and conducted in the resident's dwelling.

Minor home occupation/no impact home-based business and major home occupation/major home-based business shall be permitted when in accordance with the following standards:

- A. *Minor home occupation.* Minor home occupations shall meet all of the following requirements:
- (1) The business activity shall be compatible with the residential zoning of the property and surrounding uses.
  - (2) The use is carried on entirely by the inhabitants of the dwelling, and shall employ no employees other than family members residing in the dwelling.
  - (3) The use does not involve any customer, client, or patient visits, whether vehicular or pedestrian, to the dwelling.
  - (4) Such use involves no pickup, delivery, or removal functions to or from the premises in excess of those normally associated with the residential use.
  - (5) There shall be no display or sale of retail goods and no stockpiling or inventory of a substantial nature.
  - (6) There shall be no outside appearance of a business use, including, but not limited to, parking, signs or lights.
  - (7) The business activity may not use any equipment or process which creates noise, vibration, glare, fumes, odors or electrical or electronic interference, including interference with radio or television reception, which is detectable in the neighborhood.
  - (8) The business activity may not generate any solid waste or sewage discharge, in volume or type, which is not normally associated with residential use in the neighborhood.
  - (9) The business activity shall only be conducted within the dwelling and the floor area devoted to such use shall not exceed 20 percent of the total floor area of the principal residential structure.
  - (10) Such business use shall not involve any illegal activity.
- B. *Major home occupation.* A home occupation that does not meet one or more of the criteria listed under subsection A. above shall be defined as a major home occupation/major home-based business. Major home occupations shall be permitted only by special exception in those zoning districts where major home occupations are permitted and when other applicable criteria of this Section and Ordinance can be met.
- C. *Prohibited home occupations.* Home occupations shall not include the following uses, which shall be classified as commercial or institutional uses:
- (1) Animal shelter, commercial kennel or veterinary office;
  - (2) Rooming or boarding home;
  - (3) Bed and breakfast;
  - (4) Funeral home;
  - (5) Restaurant;
  - (6) Outdoor café;
  - (7) Club or lodge;
  - (8) Medical or dental clinic (two or more doctors or dentists);
  - (9) Retail shop;
  - (10) Rental business;
  - (11) Furniture stripping;
  - (12) Auto or small engine repair;
  - (13) Painting of vehicles, trailers, or boats;
  - (14) Manufacturing, repairing or other mechanical work performed in connection with the home occupation performed in any outdoor area;
  - (15) Private school with organized classes; private schools are defined as any building or groups of buildings, the use of which meets state requirements for elementary, secondary or higher education and which does not secure the major part of its funding from any governmental agency.
  - (16) Welding shop; or
  - (17) Other uses of similar character to those listed above.
- D. *[Home occupation—Minor, major or prohibited.]* The town manager or his designee shall determine whether a proposed home occupation falls under the category of minor, major, or prohibited. The applicant shall be responsible for supplying such information as deemed necessary by the town manager or his designee to make this determination. The following requirements for approval and permitting shall apply:
- (1) Upon determining that the proposed use is a minor home occupation and is in conformance with the requirements of this ordinance, the town zoning officer shall issue a certificate of zoning compliance.

- (2) Where the town manager or his designee determines that the proposed use is a major home occupation, the use shall be permitted only as a special exception and shall require review and approval by the board of adjustment in accordance with the provisions in section 9.2., Special Exceptions; conditions governing; procedures, and the criteria of this section. The board of adjustment may attach such reasonable conditions and safeguards as it deems necessary to implement the purposes of this Ordinance. Following approval, the town zoning officer shall issue a certificate of zoning compliance.
  - (3) An approved certificate of zoning compliance for a home occupation shall not be transferable to another property or to another type of home occupation. The certificate of zoning compliance issued shall only be valid for the use and on the property for which it was originally issued. In the event that a property with an existing home occupation is sold, leased, or rented to someone other than the original permit holder, the new owner, lessee or renter, shall be required to obtain a certificate of zoning compliance, demonstrating full compliance with the requirements of this ordinance and any other applicable regulations.
  - (4) Per the 2003 Property Maintenance Code, Section 104, Duties and Powers of the Code Official, 104.4 Right of entry and the 2003 International Building Code, Section 104, Duties and Powers of the Building Official, 104.6, Right of entry, a town official shall be permitted to inspect the home occupations to ensure that the requirements of this Section and other applicable town regulations are being carried out.
- E. *General standards applicable to home occupations.* The following standards shall apply to all home occupations, whether major or minor:
- (1) As long as all other criteria is met, more than one home occupation shall be permitted per lot or dwelling in the case of minor home occupations.
  - (2) The practice of a home occupation shall be conducted entirely within the dwelling which is the bona fide residence and under ownership of the principal practitioner or contained entirely within an accessory building and located on the same lot as the dwelling.
  - (3) All applicants for a home occupation shall be required to obtain an approved certificate of zoning compliance from the town in accordance with the requirements of subsection D. above within 30 days prior to beginning operation of the use.
  - (4) There shall be no change in the exterior appearance of the dwelling, any accessory building and/or the lot, which would cause the premises to differ from its residential character by the use of advertising, materials, show windows, or special lighting visible from the outside of the premises to attract customers or clients. No public display of any goods and/or product, information and/or advertising concerning any goods and/or product or interior display shall be visible from the outside.
  - (5) The home occupation shall not cause noise, glare, vibration, fumes, dust and/or electrical interference detectable to normal senses beyond the property in excess of levels customarily generated by a residential use.
  - (6) There shall be no storage or use upon the premises (beyond normal household use) of toxic, explosive, polluting, dangerous, or other substances defined as hazardous by DNREC, or through applicable regulations.
  - (7) Deliveries from major commercial suppliers which may be disruptive to the neighborhood shall not be made between the hours of 8:00 p.m. prevailing time and 8 a.m. prevailing time.
  - (8) There shall be no unenclosed exterior storage of material or refuse resulting from the home occupation. All home occupations shall meet applicable outdoor storage standards set forth in this ordinance.
  - (9) All commercial vehicles shall be parked on the same lot as the home occupation, and only one commercial vehicle may be parked outside of a garage, enclosed structure, or screened parking space within the lot boundaries. Such a commercial vehicle shall have no more than two axles. There shall be no storage of tractor-trailers on the lot on which the home occupation is located.
- F. *Standards applicable to minor home occupations.* In addition to other applicable criteria of this Ordinance, the following standards shall apply to minor home occupations:
- (1) No employees shall be permitted, except the inhabitants of the dwelling in which the home occupation is located.
  - (2) A minor home occupation shall be permitted in any dwelling type.
- G. *Standards applicable to major home occupations.* In addition to other applicable criteria of this ordinance, the following standards shall apply to major home occupations:
- (1) Major home occupations shall be permitted only in single-family detached dwellings or an accessory structure to a single-family detached dwelling.
  - (2) The area used for a major home occupation shall not exceed 30 percent or 600 square feet of the total floor area of the principal residential structure or accessory structure.
  - (3) No more than one person, other than resident members of the immediate family may be employed or subcontracted at the residence. Use of nonresident employees must have prior approval from the board of adjustment.
  - (4) No more than two clients at any one given time shall be permitted to visit the premises to conduct business related to the major home occupation.

- (5) No articles shall be sold or offered for sale except those produced on the premises. Such sales must have prior approval by the board of adjustment.
- (6) Where employees or customer visits are anticipated, off-street parking shall be provided in a sufficient capacity to prevent interference with normal residential parking in the neighborhood. Minimum off-street parking requirements shall apply as designated in [section 6.1](#).
- (7) Beauty parlors and barber shops may be permitted as a major home occupation provided that no more than two stylist or barber chairs are provided and all other provisions of this ordinance are met.
- (8) Instructional services may be permitted as a major home occupation provided that a maximum of three students may be instructed at any one time, and there shall be no more than two trips per hour.

*(Ord. No. 018-05, § 1, 11-7-05; Ord. No. 004-07, § 2, 7-2-07; Ord. No. 007-07, § 2, 7-16-07; Ord. No. 004-08, § 2, 5-19-08)*

**CITY OF HARRINGTON  
ORDINANCE NO. 15-07**

**AN ORDINANCE REZONING CERTAIN PARCELS AND AMENDING THE  
ZONING MAP OF THE CITY OF HARRINGTON**

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

**Section 1.** That the following parcels shall be rezoned as stated below:

- 6-09-17002-01-0100-00001 shall be rezoned from MZ to TND
- 6-09-17002-01-0200-00001 shall be rezoned from MZ to TND
- 6-09-17002-01-0600-00001 shall be rezoned from MZ to TND
- 6-09-17002-01-0700-00001 shall be rezoned from MZ to TND
- 6-09-17002-01-0800-00001 shall be rezoned from MZ to TND
- 6-09-17002-01-0900-00001 shall be rezoned from MZ to TND
- 6-09-17002-01-1000-00001 shall be rezoned from MZ to TND
- 6-09-17002-01-1100-00001 shall be rezoned from MZ to TND
- 6-09-17002-01-1200-00001 shall be rezoned from MZ to TND
- 6-09-17002-01-1300-00001 shall be rezoned from R-1 to TND
- 6-09-17016-01-4700-00001 shall be rezoned from R-1 to R-2
- 6-09-17016-01-5300-00001 shall be rezoned from R-1 to R-2
- 6-09-17016-02-1800-00001 shall be rezoned from C-2 to TND
- 6-09-17020-01-0900-00001 shall be rezoned from R-2 to R-4
- 6-09-17020-01-1400-00001 shall be rezoned from R-1 to R-3
- 6-09-17020-01-7200-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-01-7300-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-01-7400-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-01-7500-00001 shall be rezoned from R-1 to R-2
- 6-09-17020-01-7600-00001 shall be rezoned from R-1 to R-2
- 6-09-17020-02-0900-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-02-1000-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-02-2900-00001 shall be rezoned from C-3 to C-2
- 6-09-17020-02-3100-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-02-3200-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-02-3300-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-02-3400-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-02-3500-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-02-3600-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-02-3800-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-02-3801-00001 shall be rezoned from R-1 to C-2
- 6-09-17020-02-3900-00001 shall be rezoned from R-1 to C-2

6-09-17020-02-4000-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-4100-00001 shall be rezoned from R-1 to C-2  
6-09-17020-02-4200-00001 shall be rezoned from R-1 to C-2  
6-09-17020-03-0500-00001 shall be rezoned from C-3 to C-1  
6-09-17020-03-0600-00001 shall be rezoned from C-3 to C-1  
6-09-17020-03-1700-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-1701-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-2200-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-2300-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-3200-00001 shall be rezoned from R-2 to R-4  
6-09-17020-03-3600-00001 shall be rezoned from R-1 to R-4  
6-09-17020-03-5401-00001 shall be rezoned from R-1 to R-2  
6-09-17020-03-5600-00001 shall be rezoned from R-3 to R-3  
6-09-17020-03-6200-00001 shall be rezoned from R-2 to R-1  
6-09-17020-03-7300-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-7400-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-7500-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-7600-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-7700-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-7800-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-7900-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-8300-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-8400-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-8500-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-8600-00001 shall be rezoned from R-2 to C-2  
6-09-17020-03-9201-00001 shall be rezoned from R-1 to C-2  
6-09-17020-04-0100-00001 shall be rezoned from C-3 to C-1  
6-09-17020-04-0200-00001 shall be rezoned from C-3 to C-1  
6-09-17020-04-0300-00001 shall be rezoned from C-3 to C-1  
6-09-17020-04-3000-00001 shall be rezoned from R-1 to R-2  
6-09-17020-04-6600-00001 shall be rezoned from C-2 to R-1  
6-09-17020-04-6900-00001 shall be rezoned from C-3 to C-1  
6-09-17020-05-0200-00001 shall be rezoned from C-3 to C-2  
6-09-17020-05-0300-00001 shall be rezoned from C-3 to C-2  
6-09-17020-05-0400-00001 shall be rezoned from R-1 to C-2  
6-09-17020-05-5200-00001 shall be rezoned from C-3 to C-2  
6-09-17020-05-5400-00001 shall be rezoned from R-4 to C-2  
6-09-17020-05-5500-00001 shall be rezoned from C-3 to C-2  
6-09-17020-05-5600-00001 shall be rezoned from C-3 to C-2  
6-09-17020-05-5700-00001 shall be rezoned from C-3 to C-2  
6-09-17020-05-6500-00001 shall be rezoned from R-1 to C-2

6-09-17117-01-3900-00001 shall be rezoned from C-2 to C-3  
6-09-17117-02-0100-00001 shall be rezoned from MZ to TND  
6-09-17117-02-0200-00001 shall be rezoned from MZ to TND  
6-09-17907-01-7301-00001 shall be rezoned from R-1 to C-3  
6-09-17908-01-4100-00001 shall be rezoned from R-4 to C-2  
6-09-17908-01-4200-00001 shall be rezoned from R-1 to C-2  
6-09-17908-01-4300-00001 shall be rezoned from R-1 to C-2  
6-09-17908-01-4400-00001 shall be rezoned from C-3 to C-2  
6-09-17908-01-4500-00001 shall be rezoned from R-1 to C-2  
6-09-17908-02-3600-00001 shall be rezoned from R-1 to R-2  
6-09-17908-03-0900-00001 shall be rezoned from R-1 to M  
6-09-17908-03-1000-00001 shall be rezoned from R-1 to M  
6-09-17908-03-1100-00001 shall be rezoned from R-1 to M  
6-09-17908-03-1200-00001 shall be rezoned from R-1 to M  
6-09-17908-03-1300-00001 shall be rezoned from R-1 to M  
6-09-17908-03-1400-00001 shall be rezoned from R-1 to M  
6-09-17908-04-0101-00001 shall be rezoned from R-1 to C-2  
6-09-17908-04-0200-00001 shall be rezoned from R-2 to C-2  
6-09-17908-04-0300-00001 shall be rezoned from R-1 to C-2  
6-09-17908-04-0400-00001 shall be rezoned from R-1 to C-2  
6-09-17908-04-0500-00001 shall be rezoned from R-1 to C-2  
6-09-17908-04-0600-00001 shall be rezoned from R-1 to C-2  
6-09-17908-04-1200-00001 shall be rezoned from R-2 to C-2  
6-09-17908-04-2800-00001 shall be rezoned from R-3 to R-2  
6-09-17908-04-2900-00001 shall be rezoned from R-3 to R-2  
6-09-17908-04-3000-00001 shall be rezoned from R-3 to R-2  
6-09-17908-04-3701-00001 shall be rezoned from C-2 to M  
6-09-17908-04-3702-00001 shall be rezoned from C-2 to M  
6-09-17908-04-6500-00001 shall be rezoned from R-2 to M  
6-09-17908-05-0100-00001 shall be rezoned from R-3 to R-2  
6-09-17908-06-0300-00001 shall be rezoned from C-2 to C-2  
6-09-17908-06-0600-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-0700-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-0800-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-1000-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-1001-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-1002-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-1100-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-1200-00001 shall be rezoned from C-2 to R-1  
6-09-17908-06-2300-00001 shall be rezoned from R-1 to R-2  
6-09-17908-06-2400-00001 shall be rezoned from R-1 to R-2

6-09-17908-06-3100-00001 shall be rezoned from R-1 to R-2  
6-09-17908-06-3200-00001 shall be rezoned from R-1 to R-2  
6-09-17908-07-6200-00001 shall be rezoned from IMP to TND  
6-09-17908-07-6400-00001 shall be rezoned from R-1 to M  
6-09-18000-01-1300-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1301-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1303-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1304-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1305-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1306-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1307-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1308-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1309-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1310-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1311-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1400-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1401-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1402-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1403-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1404-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1405-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1406-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1407-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1408-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1409-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1410-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1411-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1412-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1413-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1414-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1415-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1416-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1417-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1418-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1419-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1420-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1421-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1422-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1423-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1424-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1425-00001 shall be rezoned from MH to R-1

6-09-18000-02-1426-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1427-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1428-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1429-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1430-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1431-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1432-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1433-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1434-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1435-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1436-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1437-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1500-00001 shall be rezoned from MH to R-1  
6-09-18000-02-1901-00001 shall be rezoned from C-2 to C-3  
6-09-18000-02-2100-00001 shall be rezoned from MH to R-1  
6-09-18005-01-2901-00001 shall be rezoned from R-4 to TND  
6-09-18005-01-3600-00001 shall be rezoned from C-3 to TND

**Section 2.** That the Zoning Map of the City of Harrington is hereby amended to reflect the rezoning of the properties listed in Section 1.

**Repealer.** All ordinances and parts of ordinances inconsistent with the provisions of this Ordinance are hereby repealed.

**Effective Date.** The Clerk of Council shall certify to the adoption of this Ordinance and cause the same to be published as required by law; and this Ordinance shall take effect and be in force from and after its approval by Council.



SO ORDAINED by the majority of Council Members present at a regular session of Harrington City Council, to be effective upon signing.

\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest: \_\_\_\_\_  
Kelly Blanchies, Clerk of Council

Date of Adoption: \_\_\_\_\_

### SYNOPSIS

This Ordinance rezones the parcels listed as part of a comprehensive rezoning project to align property zoning to the Future Land Use Map adopted as part of the Comprehensive Land Use Plan. It also amends the Zoning Map for the City of Harrington to reflect the zoning changes.

First Reading: \_\_\_\_\_

Public Hearing: \_\_\_\_\_

Second Reading: \_\_\_\_\_

4c

# ~ City of Harrington ~

FOR GOOD CONSIDERATION, the City of Harrington and the Harrington Police FOP Bargaining Unit, under a certain Collective Bargaining Agreement between them for this contract dated July 1, 2006 through June 30, 2009 hereby modify and amend said contract in the following particulars:

1. A one-year contract extension shall be put into place, dated July 1, 2015 through June 30, 2016, with the Collective Bargaining Unit agreeing not to negotiate any base salary increase for the term of said extension only.
2. The Amendment shall apply only to Article II (Salaries and Allowances) Section 2.1 (Regular Salaries), and shall not reflect any such increase noted in any other Section of above noted contract.
3. The terms of this Amendment shall become effective on July 1, 2015 unless otherwise noted and shall continue in effect until June 30, 2016 where in negotiations for successive Agreement shall begin the first week of January, 2016.
4. It shall be agreed that the current dispersal of payment for Medical Insurance with the City paying 60% and the Employee paying 40% shall remain the same as described in Section 3.4.
5. In the event that a successive agreement is not reached by the end of this Amendment, Article II shall revert back to the above noted contract following that contract's schedules noted in Section 2.1, Subsections A-D. The Medical Insurance Payment dispersal shall remain as the City paying 60% and the Employee paying 40%.
6. All other terms and conditions of the above listed contract shall remain as contained and shall not be modified or compromised.

**IN WITNESS WHEREOF, the parties have set their hands and seal.**

**This \_\_\_\_ day of \_\_\_\_\_, 2015.**

For the City of Harrington:

For the Harrington Police FOP:

\_\_\_\_\_  
Anthony R. Moyer, Mayor

\_\_\_\_\_  
Adam S. Gillespie, HPDFOP President

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

4d

# ~ City of Harrington ~

June 15, 2015

Harrington Fire Company  
20 Clark Street  
Harrington, DE 19952

## **FY 2016 Agreement with the City of Harrington and the Harrington Fire Company**

The City will include with the City's payroll schedule two (2) EMT-B with a repayment schedule as follows:

- Full time regular hours, not to exceed a total of 2080 hours per year, at the rate of \$18.40 and \$15.32, will be reimbursed to the City at 50%
- All overtime shall be reimbursed to the City at 100%
- FICA will be reimbursed to the City at 50%
- Pension will be reimbursed to the City at 50%
- Health Benefits will be reimbursed to the City at 50% based on the coverage that all City employees are receiving
- Any increase in wage requested by Fire Company will be reimbursed to the City at 100% (July 1, 2015 through June 30, 2016 amount to be reimbursed by the Fire Company at 100% shall be \$1.58 and \$.50 respectively).

Fire Company will reimburse the City on a monthly basis after receiving an invoice from the City.

In addition the City agrees to give a total of \$3,000 per year for fuel. To be paid in four adjustments of \$750 at the end of each quarter (September, December, March, and June).

This agreement shall be in effect from July 1, 2015 through June 30, 2016. It shall be reviewed annually at budget review. It is requested that a representative from the Fire Company shall be present.

\_\_\_\_\_  
City of Harrington

\_\_\_\_\_  
Harrington Fire Company

\_\_\_\_\_  
City of Harrington

\_\_\_\_\_  
Harrington Fire Company

**CITY OF HARRINGTON**

**RESOLUTION 15-R-06**

**A RESOLUTION ADOPTING THE FISCAL YEAR 2015 REVISED OPERATING BUDGET, THE FISCAL YEAR 2016 OPERATING BUDGET, AND THE FISCAL YEAR 2016 CAPITAL IMPROVEMENT BUDGET**

**WHEREAS**, § 13 of the Charter of the City of Harrington requires a financial plan for conducting the affairs of the City for the ensuing fiscal year; and

**WHEREAS**, the City Manager and Accountant have prepared a detailed statement showing the income and expenses of conducting each department for the current year and a detailed estimate of the income and expenses of conducting each department for the ensuing fiscal year with reasons for the increases and decreases recommended; and

**WHEREAS**, a proposed Fiscal Year 2015 Revised Operating Budget and proposed Fiscal Year 2016 Operating and Capital Improvement Budgets were presented to the Mayor and Council, who have reviewed and amended it.

**NOW, THEREFORE, BE IT RESOLVED** that the operating budgets attached hereto as Exhibit A are adopted as the Fiscal Year 2015 Revised Operating Budget and the Fiscal Year 2016 Operating Budget for the City of Harrington.

**BE IT FURTHER RESOLVED** that the capital improvement budget attached hereto as Exhibit B is adopted as the Fiscal Year 2016 Capital Improvement Budget for the City of Harrington; and

**THEREFORE, BE IT FUTHER RESOLVED** that this Resolution was passed by a majority of the City Council of Harrington on this 15<sup>th</sup> day of June 2015.

\_\_\_\_\_  
Anthony R. Moyer, Mayor

Attest: \_\_\_\_\_  
Kelly Blanchies, Clerk of Council

\_\_\_\_\_  
Date

## City of Harrington

FY 2015 Revised Budget

FY 2016 Proposed Budget

## General Fund

	2015 Revised	2016 Proposed
<b>GENERAL FUND INCOME</b>		
General Government Income		
Taxation - Annual	\$ 1,086,017	\$ 1,090,000
Taxation - P&I	\$ 15,000	\$ 15,000
Franchise Fee	\$ 39,410	\$ 40,500
Interest	\$ 3,223	\$ 3,250
Misc	\$ 1,308	\$ 1,300
Gain on Sale of Asset	\$ -	\$ -
Admin Fee	\$ -	\$ -
Legal Fees Billed	\$ 5,650	\$ 5,650
City Events	\$ 1,585	\$ 1,585
Transfer Tax Received	\$ -	\$ -
NSF & Admin Fees Billed	\$ 90	\$ 90
Contingency Income	\$ -	\$ -
Donations	\$ -	\$ -
Community Impact	\$ -	\$ -
Carry Forward	\$ -	\$ 45,603
Transfer from Capital Reserve	\$ 6,500	\$ 10,000
Interfund Service Fees Water	\$ 124,698	\$ 122,373
Interfund Service Fees Wastewater	\$ 390,362	\$ 383,079
<b>Total General Government</b>	<b>\$ 1,873,843</b>	<b>\$ 1,718,430</b>
Department Income		
City Hall	\$ -	\$ -
Police Dept	\$ 306,300	\$ 308,300
Public Works	\$ 25,000	\$ 25,000
Library	\$ 83,849	\$ 77,500
Trash	\$ 241,992	\$ 242,352
Fire Dept	\$ 61,582	\$ 67,590
Parks & Rec	\$ 173,152	\$ 155,900
Planning & Inspections	\$ 195,200	\$ 155,500
<b>Total Dept Income</b>	<b>\$ 1,086,855</b>	<b>\$ 1,030,142</b>
<b>TOTAL GENERAL FUND INCOME</b>	<b>\$ 2,760,698</b>	<b>\$ 2,748,572</b>
<b>TOTAL GENERAL FUND</b>	<b>\$ 2,760,698</b>	<b>\$ 2,748,572</b>
<b>GENERAL FUND EXPENSES</b>		
General Government Expenses	\$ 220,425	\$ 182,205
Department Expenses		
City Hall	\$ 328,588	\$ 360,225
Police Dept	\$ 956,972	\$ 1,015,940
Public Works	\$ 323,309	\$ 315,040
Library	\$ 170,747	\$ 182,083
Trash	\$ 232,566	\$ 239,520
Fire Dept	\$ 121,415	\$ 133,293
Parks & Rec	\$ 179,946	\$ 182,785
Planning & Inspections	\$ 181,127	\$ 135,988
<b>Total Dept Expenses</b>	<b>\$ 2,494,670</b>	<b>\$ 2,564,874</b>
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$ 2,715,095</b>	<b>\$ 2,747,079</b>
Fund Balance	\$ 45,603	\$ 1,493

## City of Harrington

FY 2015 Revised Budget

FY 2016 Proposed Budget

### Proprietary Fund

	2015 Revised	2016 Proposed
<b>Proprietary Fund Income</b>		
Water Income	\$ 547,100	\$ 522,607
Waste Water Income	\$ 1,608,800	\$ 1,476,800
<b>Total Proprietary Income</b>	<u>\$ 2,155,900</u>	<u>\$ 1,999,407</u>
<b>Proprietary Fund Expenses</b>		
Water Expenses	\$ 477,588	\$ 484,629
Waste Water Expenses	\$ 1,578,549	\$ 1,473,337
<b>Total Department Expenses</b>	<u>\$ 2,056,137</u>	<u>\$ 1,957,966</u>
Water Fund Balance	\$ 69,512	\$ 37,978
Waste Water Fund Balance	\$ 30,251	\$ 3,463
<b>Total</b>	<u>\$ 2,155,900</u>	<u>\$ 1,999,407</u>

## City of Harrington

FY 2015 Revised Budget

FY 2016 Proposed Budget

### Capital Reserve Fund

	Revised FY 15 Revised	FY 2016 Proposed Budget
<b>Revenue</b>		
Carry Forward Balance	\$ 112,749	\$ 214,722
Interest Earnings	\$ 350	\$ 150
Library Building Fund Donation		
Transfer Tax	\$ 280,000	\$ 120,000
<b>Totals</b>	<b>\$ 393,099</b>	<b>\$ 334,872</b>
<b>Expense</b>		
City Hall Expenses		\$ 20,500
Library Expenses		\$ 4,395
Public Works Expenses		\$ 39,263
Parks and Rec Expenses		\$ 33,500
Library Building Fund	\$ 75,000	
City Hall Vehicle	\$ 17,877	
Fire Alarm System City Hall	\$ -	\$ -
Sewer Impact Fee Study	\$ -	\$ -
Window Replacement PC	\$ -	\$ -
Bathroom Renovation	\$ -	\$ -
PW Building Maintenance	\$ -	\$ -
General Fund Reimbursement		
Police Vehicle Repair	\$ 4,000	\$ -
Police Vehicle Replacement		\$ 13,900
Transfer to General:		
Historical Society Matching Grant	\$ 6,500	\$ -
Public Works Capital Allocation	\$ 25,000	\$ -
Code 440 Rewrite	\$ 50,000	\$ -
<b>Totals</b>	<b>\$ 178,377</b>	<b>\$ 111,558</b>
<b>Carry Forward</b>	<b>\$ 214,722.00</b>	<b>\$ 223,314.00</b>

# City of Harrington

FY 2015 Revised Budget

FY 2016 Proposed Budget

## Water Escrow Reserve Fund

	Revised FY 15 Revised	FY 2016 Proposed Budget
<b>Revenue</b>		
Carry Forward Balance	\$ 79,905	\$ 180,026
Interest Earnings	\$ 121	\$ 300
CIP Contingencies	\$ 100,000	\$ 100,000
<b>Totals</b>	<b>\$ 180,026</b>	<b>\$ 280,326</b>
<b>Expense</b>		
Water Expenses		\$ 28,000
Security Systems		\$ 4,562
<b>Totals</b>	<b>\$ -</b>	<b>\$ 32,562</b>
<b>Carry Forward</b>	<b>\$ 180,026</b>	<b>\$ 247,764</b>



## City of Harrington

FY 2015 Revised Budget

FY 2016 Proposed Budget

### Sewer Escrow Reserve Fund

	Revised FY 15 Revised	FY 2016 Proposed Budget
<b>Revenue</b>		
Carry Forward Balance	\$ 128,179	\$ 242,774
Interest Earnings	\$ 192	\$ 450
CIP Contingencies	\$ 114,403	\$ 41,000
<b>Totals</b>	<b>\$ 242,774</b>	<b>\$ 284,224</b>
<b>Expense</b>		
Jet Vac Truck		
Sewer Expenses		
<b>Totals</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Carry Forward</b>	<b>\$ 242,774</b>	<b>\$ 284,224</b>