REGULAR COUNCIL MEETING
A G E N D A

DECEMBER 9, 2013 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 p.m.)
The "Open Forum" segment is provided to extend the opportunity to the general public to share their questions, thoughts, comments, concerns, and complaints. Discussion of any item appearing on the agenda as a public hearing is prohibited during the Open Forum as an opportunity will be provided during consideration of that item. Citizen comments are limited to three (3) minutes. Council is prohibited from taking action since they are not in official session; however, they may schedule such items as regular agenda items and act upon them in the future.

INVOCATION BY REVEREND THEODORE HENDERSON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN LYNN

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**
Those items on the Council Agenda which are considered routine and non-controversial shall be marked with an asterisk (*) and will be acted upon by a single roll call vote of the Council. There will be no separate discussion of these items unless a member of Council so requests, in which event the matter shall be removed from the Consent Agenda and considered a separate item.

* **1. Adoption of Minutes - Regular Council Meeting of November 25, 2013**

2. Certificate of Appreciation - Albert W. (Bill) Holmes, Jr.

3. Recognition of Service - William M. Cooper, Jr.
A. Presentation by Silver Lake Commission
B. Proposed Resolution No. 2013-27

4. Annexations

A. Property Located at 508 Acorn Lane, Owned by Raul M. Juarez

a-1. Public Hearing - Rezoning Related to Annexation

Property located at 508 Acorn Lane, consisting of two (2) parcels totaling 2.45 +/- acres (Parcel No. 1: located on the westerly side of Acorn Lane, containing 1.315 +/- acres; and Parcel No. 2: located on the easterly side of Acorn Lane, containing 1.135 +/- acres), owned by Raul M. Juarez. This property is currently zoned RS-1 - Single Family Residence (Kent County zoning classification) and the proposed zoning is R-8 - One-Family Residence (City of Dover zoning classification).

(TAX PARCEL: ED-00-068.15-01-10.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-13-02)

a-2. Adoption of Annexation Resolution No. 2013-28

a-3. Final Reading/Adoption of Rezoning Ordinance #2013-16 ***(The First Reading of the Proposed Ordinance Was Accomplished During the Council Meeting of October 14, 2013)***

B. Property Located on the Westerly Side of Acorn Lane, Owned by the City of Dover

b-1. Public Hearing - Rezoning Related to Annexation

Property located on the westerly side of Acorn Lane, consisting of 0.075 +/- acres (3,264 +/- s.f.), owned by the City of Dover. This property is currently zoned RS-1 - Single Family Residence (Kent County zoning classification) and the proposed zoning is R-8 - One-Family Residence (City of Dover zoning classification).

(TAX PARCEL: ED-00-068.15-01-12.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-13-03)

b-2. Adoption of Annexation Resolution No. 2013-29

b-3. Final Reading/Adoption of Rezoning Ordinance #2013-17 ***(The First Reading of the Proposed Ordinance Was Accomplished During the Council Meeting of October 14, 2013)***

5. Presentation - Annual Report - Downtown Dover Partnership

* **6. Utility Committee Report - November 25, 2013**

A. Electric Supply & Generation

a-1. McKee Run Units 1 & 2 - Cost/Benefit Analysis

(Committee Recommended Approval of Staff's Recommendations That, for the Short Term, Units 1 and 2 Not Be Offered into PJM's Capacity Auction for the 2017/18 Delivery Year; That a Comprehensive Analysis Be Performed That Lays Out All the Decision Options for the City of Dover; That a Similar Analysis on Other Parts of the Generation Portfolio Be Completed; and That All Supply Options Be Surveyed, Including New Generation Projects In and Around Dover and Power Purchase Agreement (PPA) Opportunities)

a-2. VanSant Generating Station Capacity Increase - Cost/Benefit Analysis

(Committee Recommended That Staff Be Authorized to Continue to Proceed with Project Implementation and Reassess Economics After Bids for Project Installation Are Received and Before Submitting an Offer Into PJM for the 2017/18 Capacity Auction on May 12, 2014, Noting That PJM Must Be Notified of Intent to Bid in Units 1 & 2 by March 1, 2014)

a-3. Purchase Power Agreement - Calpine

(Committee Action Not Required)

a-4. Discussion - Joint Agreement with the Delaware Municipal Electric Corporation (DEMEC) for New Generation

(Committee Action Not Required)

7. Legislative, Finance, and Administration Committee Report - November 25, 2013

A. Vehicle Purchase/Transfer - Mayor

(Committee Recommended Approval of the Vehicle Transfer, as Requested)

B. Request of Elizabeth W. Murphey School - Grant For Judo Mats

(Tabled by the Committee Until the Next Meeting So That More Information Could Be Obtained Regarding Where the Money May Come From)

* **8. Monthly Reports - October 2013**

A. City Assessor's Report
B. City Manager's Report
C. City Planner's Report
D. Controller/Treasurer's Budget Report
E. Economic Development Office Report
F. Dover Fire Department Report *(April, May, June, July, August, September, and October)*
G. Police Chief's Report

9. Evaluation of Bids - Cable Puller

(Staff Recommends Purchasing the Replacement Cable Puller from Sherman & Reilly for a Total Cost of $152,584)

10. Council Members' Announcements

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on November 25, 2013 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Slavin, Mrs. Williams, Mr. Hare, and Mr. Hutchison. Mr. Anderson was absent.

Council staff members present were Police Chief Hosfelt, Mrs. Mitchell, Mr. Koenig, City Solicitor Rodriguez, and Mrs. McDowell. Mayor Carey was also present.

OPEN FORUM

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

Dr. Michael Casson, President of the Delaware Multi-Cultural and Civic Organization, relayed appreciation to the Mayor and his staff for their support regarding a proposal that the organization submitted to the Department of Health and Social Services to provide after school tutorials, homework help, and enrichment activities. Due to this strong support, he announced that they were selected for this funding and thanked the City for their continued support.

The invocation was given by Bishop Thomas L. Holsey, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

Mr. Hutchison moved for approval of the agenda, seconded by Mr. Dixon and unanimously carried.

Mr. Lynn requested that Item #4C - Future Use of Dover Park Recreation Center be removed from the consent agenda.

Mr. Hare moved for approval of the consent agenda, as amended, seconded by Mrs. Williams and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF NOVEMBER 12, 2013

The Minutes of the Regular Council Meeting of November 12, 2013 were approved by motion of Mr. Hare, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

PROCLAMATION - PANCREATIC CANCER AWARENESS MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, in 2013 an estimated 45,000 people will be diagnosed with pancreatic cancer in the United States and approximately 38,000 people will die from the disease, with at least 120 pancreatic cancer related deaths occurring in Delaware; and

WHEREAS, the incidence and death rate for pancreatic cancer are increasing and it is anticipated to move from the fourth to the second leading cause of cancer death in the United States by 2020; and

WHEREAS, the Pancreatic Cancer Action Network is the first and only national patient advocacy organization that serves the pancreatic cancer community in the City of Dover and nationwide by focusing its efforts on public policy, research funding, patient services, and public awareness and education related to developing effective treatments and a cure for pancreatic cancer; and

WHEREAS, the Pancreatic Cancer Action Network and its affiliates in the City of Dover support those patients currently battling pancreatic cancer, as well as to those who have lost their lives to the disease, and are committed to nothing less than a cure; and

WHEREAS, the good health and well-being of the residents of the City of Dover are enhanced as a direct result of increased awareness about pancreatic cancer and research into early detection, causes, and effective treatments.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim November 2013 as Pancreatic Cancer Awareness Month in the City of Dover and encourage all citizens to help increase public awareness and support for the individuals and families who are affected by cancer.

PUBLIC HEARING - REQUEST FOR ABANDONMENT OF STREET (IMPROVED) - HARMONY LANE/PROPOSED RESOLUTION NO. 2013-26 APPROVING ABANDONMENT

A public hearing was duly advertised for this time and place to consider the abandonment of Harmony Lane, which is an improved public street.

Mr. Scott Koenig, City Manager, reminded members that a petition had been received from Milford Housing Development Corporation (MHDC) proposing to consolidate parcels within the Walker Woods subdivision and renovate this development. The letter included a request for the abandonment of Harmony Lane for a number of reasons, many beneficial to the developer but some beneficial to the City. He referred to a table provided for information regarding the existing infrastructure and the easements associated with the property. Mr. Koenig advised members that the request was reviewed by the Development Advisory Committee (D.A.C.), Planning Commission, and the Utility Committee.

Mr. Koenig assured members that staff, along with all committees and commissions, had recommended approval of the abandonment of Harmony Lane with conveyance of sixty feet (60') of said right-of-way to Milford Housing Development Corporation, with the following stipulations: 1) abandonment shall be conditioned upon the completion of the Site Development Plan and parcel consolidation plan. Cross-access and public utility easements will be required for the existing wastewater pump station and associated force main infrastructure located therein. Ownership shall not be relinquished until such time as the parcel consolidation plan is recorded; and 2) abandonment of all stormwater, street, wastewater, and water infrastructure to Milford Housing Development Corporation in conjunction with the abandonment of Harmony Lane. The City shall retain ownership of the existing pump station and associated force main only.

Council President Bonar declared the public hearing open.

Mr. Russell Huxtable, Vice President of the Milford Housing Development Corporation (MHDC) - 977 East Madison Circle, Milford, Delaware, thanked the City for their consideration of the request and stated that there were no objections regarding the stipulations as presented by City staff.

There being no one else wishing to speak, Mr. Bonar declared the public hearing closed.

Mr. Hare moved for approval of the request to abandon Harmony Lane, seconded by Mrs. Williams and, by a unanimous roll call vote (Anderson absent), Council adopted Resolution No. 2013-26 ***(Exhibit #1).***

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - NOVEMBER 12, 2013

The Parks, Recreation, and Community Enhancement Committee met on November 12, 2013 with Chairman Dixon presiding.

Benchmarks Established for the Economic Development Office

Mr. Bill Neaton, Economic Development Director, reviewed the benchmarks and results for the Economic Development Office, including information regarding the Downtown Dover Partnership (DDP), Downtown Dover Business Growth, and City-Wide Economic Development.

In reviewing the strategic objectives for Fiscal Year 2013-2014, Mr. Neaton advised members that the site development master plan for Garrison Tract had been completed. He stated that the Garrison Tract currently consisted of 15 parcels, with two (2) parcels either under construction or completed (SunPark and Calpine Energy), and a third parcel recently sold to Uzin Utz for a manufacturing facility. He stated that as a result of a recent meeting with Secretary Alan Levin, Delaware Economic Development Office, a secured commitment was made to market the Garrison Tract. He assured members that staff continued to assist Calpine and Kvaerner, the contractor, during the construction phase, noting that conference calls were being held every Monday morning to discuss any outstanding issues that needed to be resolved.

Regarding the infrastructure improvements at the Garrison Tract, Mr. Neaton indicated that the selection process for the water tower had been completed and that negotiations continued with Chesapeake Utilities to provide a four (4) inch gas line service to the remaining 13 parcels. He advised members that a proposal from Chesapeake Utilities was received last week, after several weeks of negotiations, and would be forwarded for legal review. Once reviewed, he planned to present it to City Council for approval. Mr. Neaton stated that staff was working with Becker Morgan Group to complete the construction documents and, once completed, bids would be solicited for the infrastructure, which would include the roadway, sewer line, water line, and storm water system. It was hoped that bids would be solicited by the end of the month with a due date in December for presentation to City Council in January. This would allow for the contracts to be awarded in February and construction to begin soon after.

Mr. Neaton stated that, in an effort to promote City-wide economic development initiatives, a commitment had been made by Uzin Utz to purchase Lot 12 at the Garrison Tract and that discussions were currently taking place with two (2) other prospects for parcels at the Garrison Tract, one (1) a very large utility user and the other a smaller utility user but major employer.

Mr. Neaton assured members that he continued to work with Mr. Jim Waddington, Kent County Economic Development Office and Executive Director of the Kent Economic Partnership. With regard to the Kent County AeroPark, he stated that there was a potential tenant for 150,000 square feet of the SunRoc building. He reminded members that an update of the Job Growth Report for the City's 12 largest employers was being provided to City Council on a regular basis.

Mr. Neaton advised members that a breakfast meeting was held with the City's top employers in May 2013 and that an initial meeting of the Plant Managers Association was held in September 2013 with subsequent meetings to be held quarterly. Regarding the objective to partner with the Kent Economic Partnership to develop a strategy for a Food Innovation District in Dover, he stated that this project was continuing to move forward and that the Executive Director from a Food Innovation District in upstate New York would participate in the next meeting via conference call to explain how they established their Food Innovation District and what their successes and challenges were.

Responding to Mr. Hutchison regarding whether Calpine had adequate acreage to move to Phase II under their current "footprint", Mr. Neaton confirmed that Calpine had enough acreage on Lot 7 to progress to Phase II and had been permitted to proceed to this phase. He noted that Eastern Shore Natural Gas also had all permits and that all related studies had been completed.

In response to Mr. Hutchison regarding whether the Economic Development Office was informed on the Kent County Economic Development Board's activities related to the air cargo project, Mr. Neaton stated that he met with Secretary Levin to discuss the progress this project. He stated that all studies had been completed and that once a joint use agreement is finalized, bids would be solicited and the project would begin to move forward.

Responding to Mrs. Horsey regarding the concept of a Food Innovation District, Mr. Neaton explained that this would be a partnership with Delaware State University and that attempts were being made to establish an area where companies that process food or conduct innovative studies on food use could be located.

Noting that several of the economic benchmarks related to the DDP, Mr. Neaton requested that Mr. Lou Colón, Executive Director, present the advance initiatives of the Partnership.

Mr. Colón advised members that he had been serving as the Executive Director for only eight (8) months and distributed an event calendar for the year, including DDP-sponsored events (indicated by bold font) and other partnerships with non-profit organizations. He stated that the DDP was in the process of redoing marketing media in an effort to attract new businesses to the downtown area, as well as updating their marketing brochure and website. He noted that these were ongoing projects.

Mr. Colón indicated that 238 Railroad Street was under demolition and the final inspection was scheduled for Friday, November 15, 2013. He stated that since the City paid for the demolition, there would be a lien on the property for the balance of the costs. With reference to 22-24 West Loockerman Street, he stated that the EZ pass lease had been received, was being reviewed by legal counsel, and would be routed for required signatures. Mr. Colón indicated that renovations for EZ Pass were underway, with an expected completion date of February 2014. He advised members that the DDP continued to share site information developed by the listing agent for the Acme site, explaining that a partnership was being developed with an architect and a group performing construction work in Middletown, Delaware.

Referring to vacancies in the downtown area, Mr. Colón stated that several conversations had been held with individuals interested in the Loockerman Exchange building for a possible restaurant and that he continued to have discussions with representatives of Starbucks, as well as individuals interested in bringing a Jazz Club and Yoga Studio to the downtown area.

In response to Mr. Hutchison regarding the EZ Pass Project, Mr. Colón stated that the project was approximately $50,000 under budget and 60% complete. The initial lease agreement was for three (3) years with a renewal for an additional three (3) years.

Mr. Colón indicated that the signage in the parking lots would be replaced with blue and white signs to match other signage and provide uniformity throughout the City.

The Committee took no action.

Update - CDBG Program

Members were provided an Update of the Community Development Block Grant (CDBG) Program, including the status of FY-2013 CDBG Projects - October 2013. In addition, members were provided an update on the Neighborhood Stabilization Program (NSP).

The Committee took no action.

Future Use of the Dover Park Recreation Center

During their Regular Meeting of October 28, 2013, members of City Council considered the Parks, Recreation, and Community Enhancement Committee Report of October 14, 2013. After much discussion regarding the Committee's recommendations for the future use of the Dover Park Recreation Center, City Council postponed the demolition of the Center and referred the item back to the Committee to consider programming a new building and its possible configuration, whether it be a splash park, gym, or other proposal, for a recommendation to Council, employing special meetings and experts in the community, within 60 days.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that after the last City Council Meeting, she met with Mr. George Krupanski, President and CEO of the Boys & Girls Clubs of Delaware, and a "walk through" of the building was done. In addition, she stated that a "walk through" was scheduled with Mr. Darrell Tingle from the Greater Dover Boys and Girls Club. Mr. Krupanski felt that there could be a possibility for partnership; however, he felt

that a needs assessment would be necessary to determine if there was a need for programming to be offered at the facility and if the building would meet those needs. She explained that all discussions led back to a needs assessment. She felt that similar discussions could be held with representatives of the YMCA, who had utilized the facility for their camp this past summer and liked the facility; however, they were aware that the building was in need of a lot of work. It was her opinion that any organization, before investing any significant funds into renovating the facility, would require a needs assessment.

At this time, Mrs. Townshend felt that a City-wide needs assessment for recreation should be conducted and should include a lot of public involvement. Considering that the building was beyond its functional life, if a need for indoor recreation at this location was identified, she questioned if the current building could be utilized. By the time these needs are determined, she noted that the building would have deteriorated further. She advised members that the building was recently broken into and that it was currently serving as a nuisance attraction.

Responding to Mr. Hutchison, Mrs. Townshend stated that the YMCA enjoyed using the center as a temporary facility for their summer camp; however, she indicated that the YMCA recently completed a major capital project on State Street and had acquired the Kent Swim Club, which was now considered a major capital project. She stated that the new Executive Director had not visited the Dover Park site and that she would invite her and other members of the Board to visit the Center for a "walk through"; however, she advised members that the YMCA was aware of this issue and had not approached staff with any interest.

Understanding staff's position and recommendations regarding the Center, Mr. Caldwell explained his concerns regarding the public's objections to demolishing the building due to their concerns regarding a specific area of the community. He indicated assurance that the children were of great concern for members but that consideration must be given to the entire City and not just a particular area of the community. He felt that the Center could not be used as a recreation center and, although the numbers dictated that the building should be demolished, if the City should choose to keep the building in operation, he suggested that it be utilized as a learning center or small library. It was his feeling that children were not in need of additional recreation programs but rather more learning activities, such as learning to read, write, and do math, and that volunteers could be used so that there would not be any costs to the City. Although he understood the objections to demolishing the building, he also understood the safety issues and suggested the use of cameras to monitor the activities around the building.

Since this matter had been discussed at length and considering all issues and public testimony, Mr. Perza relayed his support for staff's recommendation for the demolition of the building. It was his opinion that the building represented the "wants" of the community rather than the "needs." He explained that the City was in the process of determining how to best spend the resources available to develop the park systems City-wide. He indicated that investing in the White Oak Park area would be a good idea, reflecting the needs of the community and helping the youth; however, his concern was that the expenditures required to renovate the building ($110,000) would not be the best

use of City funds. He supported the $30,000 expense to demolish the building and suggested that the City earmark the $80,000 that would have otherwise been spent to repair the building, to be committed to Dover Park and addressing the needs of the community. He noted that there had been various ideas, such as a splash park, soccer fields, etc.

Concurring with Mr. Perza, Mrs. Horsey relayed support for investing in Dover Park, but not necessarily the building. She suggested that staff conduct a survey of those that had attended the last Committee meeting and relayed objections to the demolition of the building to determine if they would use the building versus just wanting it to be kept. She indicated that demolition of the building would go against her support for preservation; however, she relayed support for staff's original recommendation for the demolition of the building.

Mrs. Townshend reminded members that there were several other ideas for improvements at Dover Park, such as providing electricity at the pavilions, installing public restrooms, etc. In addition, she felt that it would be important to develop a strong vegetative management plan that would promote visibility in order to address safety issues and concerns. She stated that limiting the number of concealed areas in the park would allow users of the park to feel safer.

Mr. Dixon suggested that the City establish a task force to consist of volunteers from the community and allow them to develop a recommendation for Dover Park.

The committee recommended acceptance of staff's recommendation to demolish the Dover Park Recreation Center and that the City Manager be authorized to earmark the balance of the construction/demolition project up to $80,000 for future capital improvements, in the City's future budgets, to Dover Park after a needs assessment is accomplished.

For clarification, Mr. Perza stated that since the costs for the minimal renovations to the building were estimated at $110,000 and demolition would cost approximately $30,000, there would be a balance of $80,000 which would be committed to Dover Park once it is determined how that money would be best spent. He stated that this expenditure would not have to be done in any specific fiscal year; however, these funds would be reserved and earmarked to improve Dover Park once the needs were determined.

Mr. Dixon encouraged staff to include the community in determining the needs.

During the Council Meeting, Mr. Lynn reiterated his objections, explaining his feeling that the eastern side of Dover is not well served in regards to recreation needs. He relayed concerns regarding the possibility of individuals having to ride bicycles or walk across the highway to Schutte Park and concerns of the resultant effect that demolition of this property would have on that area of the community. He indicated his belief that setting aside money to build a new facility was a good idea; however, he stated his concerns with setting aside $80,000 with no concrete idea as to what would occur next. He felt that the recommendation was a disservice to his constituents, specifically those in the east side of Dover and, as such, he stated that he could not and would not support the recommendation.

Mr. Dixon explained that the intent of the Committee was to assure that another building would be erected and that his support for the demolition was due to his concerns with criminal activities associated with vacant buildings and the excessive costs to repair the building. Therefore, the Committee recommended approval of its demolition, with the understanding that another building would be erected to provide some type of recreation.

Mr. Perza moved for approval of the Committee's recommendation to demolish the Dover Park Recreation Center and that the City Manager be authorized to earmark the balance of the construction/demolition project up to $80,000 for future capital improvements, in the City's future budgets, to Dover Park after a needs assessment is accomplished. The motion was seconded by Mr. Hutchison and carried by a roll call vote of five (5) yes (Dixon, Perza, Williams, Hare, and Hutchison), three (3) no (Lynn, Slavin, and Bonar), and one (1) absent (Anderson). *(City Clerk's Office Note: Subsequent to the meeting, official notification was received of Mayor Carey's veto of this motion.)*

Mr. Dixon moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Hutchison and unanimously carried (Anderson absent).

UTILITY COMMITTEE REPORT - NOVEMBER 12, 2013

The Utility Committee met on November 12, 2013 with Chairwoman Williams presiding.

Engineering Design and Projects - Engineering Design of Water and Wastewater Upgrades - West Dover Connector

Mr. Scott Koenig, City Manager, stated that the Delaware Department of Transportation (DelDOT) was planning to construct a new bypass road, the West Dover Connector, from the Rodney Village subdivision to the intersection of Saulsbury Road and North Street. He reviewed a request from staff regarding the engineering design of water and wastewater upgrades related to this project. Mr. Koenig noted that DelDOT had approached the City regarding the City's existing infrastructure within the project boundary as it relates to Rodney Village. He explained that Rodney Village was constructed in the late 1950s or early 1960s and the original water and sewer lines remained in place. Mr. Koenig indicated that this project would provide an opportunity for the City to upgrade the undersized water line and replace the aging sewer line in the area and that DelDOT recommended that the City perform this work prior to the road construction entering this project area.

Staff recommended acceptance of the proposal from URS Corporation to perform the engineering design work necessary for water and wastewater upgrades associated with the West Dover Connector in the amount of $44,100. Mr. Koenig stated that if Council favored this proposal, construction would begin next year as part of the water and sewer system upgrades that are routinely included in the City's budget.

In response to Mr. Perza, Mr. Koenig explained that the improvements in the Rodney Village area would be outside the City boundaries but were in the southern portion of the City's water and sewer system. In addition, he confirmed that design standards inside and outside City limits were the same and the project and related improvements would allow connection to the existing water system.

Responding to Mr. Perza, Mr. Koenig confirmed that the $44,100 proposal would provide only design work, not construction, and that he did not anticipate cost overages.

In response to Mr. Perza regarding whether the project had been budgeted, Mr. Koenig stated that water quality upgrades, including pipe replacement and Inflow & Infiltration (I&I) upgrades, were included in the five (5) year Capital Improvement Plan (CIP). He stated that the project would technically qualify as an I & I upgrade because the old terra cotta sewer system has roots infiltrating many of the joints and problems are constantly being reported in the Rodney Village area. He noted that infiltration had not been quantified but that staff would try to quantify it as part of this engineering study.

Responding to Mr. Slavin regarding the statement in the associated Committee Action Form (CAF) that "Preliminary work has begun due to time constraints," Mr. Koenig noted that preliminary work had been done on the project for approximately one (1) week under an existing blanket contract with URS Corporation and that this work would have to be halted if Council decided not to go forward. He indicated that consulting services were included in the line item budget for the Operating Fund and that the current request was being presented to Council because the amount would exceed $25,000. Mr. Koenig stated that the expenses would be charged to the Capital Fund if the proposal were to move forward as a capital project.

Mr. Slavin expressed concern that the City was obligated to the vendor for work that was already performed before the matter was brought before Council and questioned if this was a violation of policy. Responding, Mrs. Donna Mitchell, Controller/Treasurer, explained that fees under $25,000 could be charged to a consultant budget. Preliminary design work could be performed within that budget; however, expenses toward the construction of the project could not be charged to a consultant budget because it would technically be a violation of the policy to begin work before the matter was approved. If the work were stopped, the portion of the work already completed would be charged to the consulting budget. She explained that there are times when staff must address matters that arise in an emergency. Mrs. Mitchell stated that she was uncertain if this project was such an emergency.

Responding to Mrs. Williams, Mr. Koenig stated that the project was not currently budgeted. He indicated that the request was for authorization for the engineering services agreement and the project would be brought back as part of the CIP in the future. He noted that funds for the project would come from water quality improvements and I & I improvements that are part of the City's five (5) year CIP.

In response to Mrs. Williams regarding the funding for the project, Mrs. Mitchell stated that funds would be allocated from a carry-forward of approximately $867,000 for I & I from the previous year. She noted that there was no carry-forward from water quality funds.

In response to Mr. Perza, Mrs. Mitchell stated that no other projects would be re-prioritized or "bumped" as a result of approving this proposal since specific projects had not yet been identified for the $867,000 carry-forward.

Mr. Slavin questioned the City's policy on maintaining a carry-forward balance. Mrs. Mitchell explained that staff typically continues to move forward with projects from the previous year and she tracks the figures to ensure that the carry-forward balance is not being exceeded. A budget ordinance is subsequently brought forward that places the carry-forwards for all of the projects in the current year's budget.

In response to Mrs. Williams regarding the $867,000 carry-forward amount, Mrs. Mitchell stated that this was a normal amount. She indicated that the City's I & I and water quality projects had been running slightly behind but were now "catching up" and she did not expect this amount of carry-forward to continue.

The Committee recommend acceptance of the proposal from URS Corporation to perform engineering design work necessary for water and wastewater upgrades associated with the West Dover Connector in the amount of $44,100.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

Engineering Design - Miscellaneous Stormwater Projects

Mr. Scott Koenig, City Manager, reviewed a request for Engineering Design - Miscellaneous Stormwater Projects. He advised members that a series of storm sewer and flooding issues had been identified recently at Buttner Place, Susan Place, and Lakeview Drive. Mr. Koenig noted that, in some cases, legislators were interested in contributing money to these projects once engineering costs were developed. He noted that Buttner Place, leading to the City's power plant and Electric Administration Building, had been flooding for a number of years, which was causing traffic flow problems, especially during the winter months when icing occurs. Susan Place, in the Persimmon Park Place development, had flooding on the edge of the road adjacent to some of the lots because of failing pipe that was believed to be privately owned and maintained. He indicated that legislators were interested in possibly securing public easements so that these pipes could become public pipes, which could be more easily maintained and brought up to current design standards. In addition, constant complaints of flooding at the end of Lakeview Drive adjacent to Luther Towers had been received. Mr. Koenig indicated that there was a connection to the existing storm drain system at that location, but it was not working correctly and staff was looking for an alternative outfall, possibly between two (2) houses and through Silver Lake Park.

Mr. Koenig indicated that the request for engineering design would provide the design parameters as well as some construction estimates and that, as project specifications are developed, staff intended to ask State legislators for funding for each of the projects. He noted that each project would qualify for Community Transportation Funds (CTF) because they were drainage-related. Mr. Koenig stated that if the legislators choose not to approve the projects, they may be included in the General Fund budget or may be delayed until additional legislative interest could be obtained.

Staff recommended the acceptance of three (3) proposals from URS Corporation to perform engineering design work necessary for flooding issues at Buttner Place, Susan Place and Lakeview Drive in the amounts of $9,450, $9,300 and $24,400 respectively ($43,200 total rounded to the nearest $100).

Mr. Perza questioned if the design cost would be reimbursable if the legislature adopted these projects. Responding, Mr. Koenig stated that if Council were to authorize the agreements, staff would ask for the design costs to be rolled into potential construction costs to determine the numbers for CTF funds. If there were a need to delay, some of the design costs may not qualify for reimbursement, but the construction costs would definitely qualify. Mr. Koenig stated that a consultant was being sought because, although the City had engineering staff in the budget and was very close to hiring these employees, they would not be ready to get these projects underway in a timely manner. He indicated that it was planned to move funds from the salary budget into consulting, in accordance with financial policies.

In reference to the failing pipe at Susan Place that was privately owned, Mr. Perza inquired if it was customary for the City to intercede in private matters rather than asking the property owner to make these types of corrections. Responding, Mr. Koenig stated that it was not customary for the City to review privately owned pipes; however, in this case the legislators were asking staff to evaluate whether this was a project that would potentially alleviate the flooding. He explained that the City owned the infrastructure within the right-of-way in Susan Place and that the storm drain systems behind the properties in Persimmon Park Place were specifically excluded when the City dedicated the roads in Persimmon Park Place because it was difficult to obtain easements and there were no apparent problems at that time. Since there were now failing pipes in this area, Mr. Koenig stated that it would be much easier for the City to get easements from property owners in order to resolve the problem.

Mrs. Williams inquired why this matter would not be handled directly by the legislator involved and why the City would be involved in a situation where the City's expenses might not be reimbursed.

Responding, Mr. Koenig explained that when the City does road rehabilitation and paving, the City acts as the designer and prepares construction contracts and estimates. In years past, the City had not requested the legislators to reimburse for staff time because it was desired to maximize dollars for construction. In this case, the City does not have the in-house staff to perform the project and, because there would be actual out-of-pocket expenses, the City would try to have the design costs encumbered into the project.

Responding to Mr. Perza regarding the replacement of staff engineers, Mr. Koenig stated that there were three (3) positions open and three (3) final candidates who would be interviewed in the next couple of weeks. It was his hope that the positions would be filled within the next 30 days. In response to Mr. Perza's inquiry as to whether these projects could be held for the new engineers to handle, Mr. Koenig stated that he was unsure if new staff could be "up to speed" quickly enough and it was necessary to put the funding in place for these projects. He indicated that the preference would be to enter into the engineering services agreement associated with the projects.

The Committee recommended acceptance of three (3) proposals from URS Corporation to perform engineering design work necessary for flooding issues at Buttner Place, Susan Place and Lakeview Drive in the amounts of $9,450, $9,300 and $24,400 respectively ($43,200), as recommended by staff.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

Rate Classification/Tariff Amendment for Churches

During the Utility Committee meeting held on September 23, 2013, members reviewed a request from the Presbyterian Church of Dover (the Church) to consider a change in tariff language to have the wording "or have instrument rated metering" removed from the C/C1 (Small Commercial) classification description. Members recommended that this matter be referred back to staff to determine, if the requested change were granted, based on a possible amendment to the tariff that would eliminate the phrase "or have instrument rated metering," what impact it would have on the City in terms of revenue or other unforeseen possibilities; how many customers would be impacted (including other non-profits, churches, commercial customers, etc.); and, historically, how similar changes had been made in the past, for a report back to the Utility Committee by no later than their meeting scheduled for October 28, 2013. Council accepted the Committee's recommendation during their meeting held on October 14, 2013.

The matter was tabled by members during the Utility Committee meeting held on October 28, 2013.

Mr. Scott Koenig, City Manager, advised members that staff had been working with the Presbyterian Church of Dover regarding their request to amend the tariff language. He noted that staff had examined the billing system and estimated that making this amendment could change the City's tariff revenue estimates by $75,000 - $125,000 per year, based on the type of classification and amount of usage. He indicated that staff did not recommend amending the tariff since it was believed that there would be unintended consequences and there was concern in regard to the revenue projection in the five (5) year plan. Staff had been trying to work with the Green Energy Grant application and steering the Church toward filing an application under energy efficiency that would allow them to replace their electric service and metering, reduce the size of the service, and be placed in a classification that does not have the demand charge since their load profile would allow them to fit into a smaller classification if the metering were changed. Mr. Koenig stated that the last estimate he received from Mr. Gary Patterson, Secretary of the Trustees of the Presbyterian Church of Dover, regarding changing the meter ranged from roughly $900 to $4,000. Staff estimated that it could cost as much as $5,000 to make this change; however, staff believed that this would be a more viable alternative for meeting the need of the Church to reduce its overall energy budget and costs, while still maintaining the integrity of the tariffs.

Staff recommended that no action be taken on amending the current electric rate tariffs and that staff be directed to assist the Presbyterian Church of Dover with a Green Energy Grant Application to facilitate energy efficiency within the City's electric system.

Mr. Slavin noted that the matter had been tabled two (2) weeks ago to allow additional communication with the Church and inquired if this had taken place. Mr. Koenig stated that he had been attempting to get a copy of the application for the Church to fill out or for the City to fill out on their behalf, but there had been no additional conversation.

Mr. Slavin noted that the Committee's recommendation was to have communication before returning to this item.

In response to Mr. Hutchison, Mr. Koenig stated that no other similar requests had been received.

Mr. Perza stated his recollection that the Committee had considered this matter two (2) months ago, the Church was represented at that time, and the matter was tabled. He recalled that a Church representative was unable to attend the previous meeting; therefore, the matter was tabled. It was his feeling that the burden should be on the applicant to come to the City to work out the arrangements rather than on the City to reach out to them. He noted that if the Church needed assistance in applying for the Green Energy grant, this matter could be approved and the application process could commence.

Mr. Koenig stated that staff had committed to working with the Church to provide assistance with a grant application.

The Committee made no recommendation on this matter.

During the Council Meeting, Mr. Koenig advised members that he met with representatives of the Presbyterian Church and reviewed the draft Energy Efficiency Grant for the replacement of the metering at their location. He stated that the Church had obtained a local contractor to conduct the work and were in the process of preparing an application to submit to the City. He indicated that staff would review the application once it is received and it was anticipated that the application would be approved in the next few weeks. Mr. Koenig noted that the Church would be able to proceed with the metering replacement and accomplish the same goals without amending the tariff. Based on further discussions with staff, he stated that they continue to feel that the tariff is appropriate and that any amendment may have unintended consequences. Staff maintained their recommendation that no action be taken on the tariff amendment. Mr. Koenig explained that the Church was interested in reducing their electric bill and that they seemed to have been pleased with the application since it would accomplish the goal they were originally seeking.

Council took no further action.

Temporary Suspension of Acceptance of Solar Applications - Green Energy Fund

Mr. Scott Koenig, City Manager, advised members that the City had been contacted by Mr. Scott Lynch, the Energy Services Manager for the Delaware Municipal Electric Corporation (DEMEC), which administers the Green Energy Fund Program for the City of Dover. He noted that this program offers incentives and grants to applicants for photovoltaic systems, solar water heaters, solar water heating integrated into radiant heating, small wind turbines, fuel cells, and geothermal heat pump systems. He stated that the solar photovoltaic systems were one (1) of the

most common grant requests for the City's program. Mr. Koenig stated that, due to proposed changes in the incentives offered by the State of Delaware and at Mr. Lynch's request, staff recommended a temporary suspension of applications to the Green Energy Fund Program for solar photovoltaic systems until the impact of proposed changes could be determined. Suspension of the program would be a preemptive action to prevent a mass of applications being received due to concerns about the potential changes. Staff, with the assistance of DEMEC, would be evaluating the potential impact of the changes and would bring forth recommendations in the future.

Mr. Koenig noted that Mr. Lynch had not articulated the exact changes being proposed; however, his concern was that if this measure were not taken, a flood of applications could be received because the City's program could be considered "rich" compared to the State. Mr. Koenig expected that this matter would be brought back to the Committee within the next three (3) months and noted that not many applications had been received recently.

The Committee recommended acceptance of staff's recommendation to temporarily suspend solar photovoltaic applications to the City and Green Energy fund.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

TEA/NAES Report (*August and September*)

The TEA/NAES Monthly Reports for August and September were provided to members to enable them to monitor electric sales and revenues received, which will provide a better understanding of any fluctuations that occur and allow the opportunity to make improvements if deemed necessary.

Mr. Scott Koenig, City Manager, advised members that the margins had tightened up considerably with the new budget figures and that the numbers were being monitored closely month to month. Referring to Page 10 of the August report, under Power Supply, PJM - ARR, Transmission, and Fees, he noted that this number was not running in the City's favor and that staff was concerned about PJM charges. He informed members that some funds had been reallocated as the City moved into the current budget year and this was impacting the City's variances. Mr. Koenig stated that The Energy Authority (TEA), the City's energy provider, was trying to understand all the changes in order to communicate them effectively to staff. Mr. Koenig anticipated that staff would return to the Committee to articulate these charges and it was likely that someone from TEA would be present to explain in detail how they were being assessed and how they would impact the City. He noted that all other budget items seemed to be tracking appropriately; however, these charges were higher than anticipated and were a "red flag" to staff.

Responding to Mrs. Williams regarding whether TEA had attempted to explain this to staff already, Mr. Koenig stated that TEA had been working with PJM to understand what the charges were and that this was being discussed during monthly meetings. TEA indicated their belief that they had found an error of approximately $11,000 in the charges; however, the City was hoping for an error in the magnitude of approximately ten times this amount. He explained that this was not an easy formula to understand; therefore, it was his opinion that the professionals that handle these matters regularly should come to brief Council on the charges.

Mrs. Williams stated her understanding that it was unknown whether the problem was with PJM or the formula. Mr. Koenig responded that costs that were previously assigned to power producers had been reassigned to those who purchase power; therefore, the City was bearing larger costs than originally anticipated when the budget was developed last year.

Responding to Mrs. Williams regarding whether PJM had provided notification of these changes, Mrs. Donna Mitchell, Controller/Treasurer stated that neither TEA nor City staff were aware of the changes. Mr. Koenig explained that PJM had made a change in the method of calculating cost allocations during the last six (6) months that was now affecting the City.

Mrs. Mitchell explained that the Delaware Municipal Electric Corporation (DEMEC) was experiencing the same issue and was attempting to get answers from PJM.

UPDATES

Green Energy Funding and Programming
Members were provided information on this item.

National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit
No update was provided for this item.

Calpine Energy Center
No update was provided for this item.

Dover Sun Park
Members were provided information on this item.

Garrison Oak Technical Park Project
No update was provided for this item.

The Committee recommended acceptance of the updates as presented.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

Mrs. Williams moved for acceptance of the Utility Committee Report, seconded by Mr. Slavin and unanimously carried (Anderson absent).

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - NOVEMBER 12, 2013
The Legislative, Finance, and Administration Committee met on November 12, 2013 with Chairman Lynn presiding.

"Safe Whistles" - National Recreation and Park Association Recommended Guidelines for Credentialing Volunteers (Background Screening for Youth Coaches and Sports Officials for All City Recreation Offerings) ***(Lynn and Slavin)***

During the Legislative, Finance, and Administration Committee meeting held on September 9, 2013, members discussed the issue of background checks for Parks and Recreation volunteers working with youth and members recommended that staff, specifically Mrs. Ann Marie Townshend, Director of Planning and Community Development, and Mrs. Kim Hawkins, Human Resources Director, be directed to review the National Recreation and Park Association Recommended Guidelines to conduct an analysis and formulate a recommendation regarding the scope and depth of the background checks that should be required, the cost and how it would be addressed, the period of time the background check would remain valid, and some type of roll-out implementation strategy to be brought back to the Committee within one (1) month for their review and recommendation to City Council. City Council approved the Committee's recommendation during their meeting held on September 23, 2013.

During the Committee meeting held on November 12, 2013, Mrs. Townshend advised members that the Parks and Recreation staff surveyed other recreation providers in Delaware to find out how they address the issue of background checks for youth coaches and other volunteers for youth activities. She reviewed the "Background Check Comparison Results" table previously provided to members and noted that all of the organizations contacted require background checks for youth coaches and other volunteers who work in youth activities. The costs for these background checks vary depending on the entity that performs the checks. In all cases, the organization providing the recreation program pays the cost of the background check.

Mrs. Townshend indicated that the Human Resources Department also performed some research and contacted the City's insurance carrier for their input. She reviewed the "Parks and Recreation Sports Programs – Coaching and Youth Protection" information from Travelers Insurance which was previously provided to members. She explained that Travelers had provided this information to the City in the past and recommended implementation; however, it was deferred for budgetary reasons. Travelers also included contact information for IntelliCorp, a nationwide provider of background checks with whom Travelers has a relationship. Mrs. Townshend stated that the Criminal Search Bundle provided by IntelliCorp includes: 1) Social Security Number Verification/Address History Trace; 2) Multistate (*Nationwide)* Criminal SuperSearch; 3) Nationwide Sex Offender Registry; 4) Government Sanctions; and 5) Single County Search Recommendations. The cost per subject for the background check ranges from $9.95 to $29.95, depending on the number of single county search recommendations (ranges from one (1) to unlimited).

Mrs. Townshend explained that, using the assumption that the Parks and Recreation Department has 50 youth volunteers per year and the most costly of the background check options provided by IntelliCorp is selected, the cost would be approximately $1,500 per year. If this were extended to contractors, such as fitness instructors or arts and craft contractors, this cost may be a little higher. She expressed her opinion that the service provided by IntelliCorp seemed very thorough and was comparable to the costs paid by the organizations that were surveyed.

Mrs. Townshend explained that the IntelliCorp system would allow City staff access to enter the search information and, subsequently, receive the search results. She stated that she had begun working with staff to implement the background checks for volunteers, since they were in the process of recruiting for coaches for the upcoming basketball season.

Mrs. Townshend noted the budget estimate provided did not include extending the requirement of background checks to sports officials. Of the organizations surveyed who contract with outside organizations for sports officials, only the City of Harrington indicated that officials are required to have background checks, and these are provided under a national organization that oversees their youth soccer and football programs. She stated that officials are typically not alone with the youth and do not spend as much time with them; therefore, staff did not believe that the need for background check was as strong in this area. If City Council wished to extend the requirement to sports officials, it could be done; however, she noted that it would take more time to implement, since staff would need to work with the organizations that provide the officials, and would also increase the cost of providing background checks. If Council wished to do so, staff would work with the officiating organizations to build the requirement into the City's contracts with them.

Staff recommended that background checks be performed for all Parks and Recreation volunteers and contractors who will be working directly with youth.

Responding to Mr. Lynn, Mrs. Townshend confirmed that $29.95 was the cap for unlimited county searches, and explained that staff used the cap to calculate the cost estimate at $30 per person for 50 people.

In response to Mr. Hare, Mrs. Townshend stated that the City pays the organization that provides the officials and would probably not be able to obtain a letter from the organization because they do not currently require background checks.

Mr. Hare questioned if the City would request a nationwide background check on each individual or whether the City of Dover Police Department could perform a search in Delaware. Responding, Mrs. Townshend explained that it would be best to use a consistent method for all individuals. She also stated that some of the organizations surveyed who utilize local police departments indicated that this becomes a burden on the police department and a diversion of their staff time, especially at times during the year when there is an influx of volunteers. She expressed her opinion that the price and service provided by IntelliCorp was a good deal.

Mr. Slavin noted that people often move from the locations where they commit crimes, especially when there is a stigma attached to the crime (i.e., sex offenders and child predators); therefore, nationwide background checks should be performed for City-related programs. In response, Mrs. Townshend stated that the City of Newark only performs State level background checks but that IntelliCorp background checks would be nationwide.

Mr. Slavin shared that he is an official for two (2) different sports and, although officials may not spend as much time off the field or court with the youth, they serve in an authority position. He stated that the City has an obligation as a provider of recreation opportunities to ensure that the entire environment is safe, including everyone involved in providing services to constituents. He indicated

that if the City establishes this requirement, it would be incumbent upon the officiating groups to then do the background check. He stated that all of the officiating groups are aware that this is becoming a nationwide trend but are waiting for a mandatory requirement before proceeding. He expressed his hope that the Committee would recommend a requirement for background checks for all volunteers as well as contractors, meaning the officials.

Mrs. Townshend explained that adult sports would not be included in this requirement and softball leagues would be excluded because softball is considered to be an adult sport and participants between the ages of 16 and 18 are required to obtain a parent signature.

Responding to Mr. Hare, Mrs. Townshend confirmed that the City would either charge the officiating organizations for each background check completed by the City or require the organizations to complete a nationwide search for each official. She stated that the results of each background check would be reviewed by staff, and that she and the Human Resources Department would make final determinations.

Mrs. Williams reminded members that all childcare workers in the State of Delaware are vigorously screened and are provided a letter by the State Secretary as to whether they can or cannot work with children. She stated that some of these individuals will subcontract with the City of Dover, and suggested that the City accept the letter provided by the State Secretary in lieu of performing an additional background check.

In addressing some of the concerns relayed by Mr. Hare, Mr. Slavin stated that the National Recreation and Park Association recommendations include structured guidelines for specific waiting periods related to offenses and suggested that staff review and adopt these guidelines.

In response to Mr. Slavin, Mrs. Townshend stated that the survey results indicated that most organizations perform the checks every three (3) years.

Mr. Slavin stated that while the City may select a certain provider to perform the background checks, staff may also want to consider reciprocity of checks performed by other organizations which are comparable to those performed by the City. He noted that the officiating organizations would pass the cost on to the officials and, since many officials may be screened for their jobs, a reciprocity agreement would save the officials $29.95.

Responding to Mr. Slavin, Mrs. Townshend confirmed that the City would use a third party to perform the background check and that there would be no record keeping of the content of the check by the City of Dover, except for documentation related to searches which result in an individual being prohibited from participating in a City program. Mr. Slavin suggested that an appeal process be established. In addition, he wished to ensure that individuals understand that the City would not be collecting files on people.

Mr. Lynn suggested that, in drafting the language that would include crimes that would exclude individuals from employment and volunteering, staff review the Delaware Code pertaining to the offenses which preclude an individual from becoming a teacher.

The Committee recommended that background checks be performed for all Parks and Recreation volunteers and contractors, including officials, who will be working directly with youth, every three (3) years, and that staff implement a staggered approach that would require compliance by officials by a certain date in 2014.

By consent agenda, Mr. Hare moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

Request for Economic Inclusion Study (*Clayton Hammond*)

Mr. Clayton Hammond II, 505 Troon Road, Delmarva Black Chamber of Commerce Chairman, reviewed a request for funding for the Delaware State University Center for Economic Development and Trade to conduct an economic inclusion study for the City of Dover. He explained that he had been an economic development professional for approximately 30 years, working in various public sector, non-profit sector, and private sector positions, and that during that time, it has become clear that the economic development activities in the City of Dover are very limited. Mr. Hammond stated that historically, economic development throughout the country has been used to address a myriad of issues; however, the current economic activities in the City of Dover were limited to infrastructure development, the Garrison Tract, and commercial revitalization related to the Downtown Dover Partnership (DDP). He stated that there are certain parts of the Dover community which have historically been detached from the economy and expressed his opinion that an economic inclusion study, similar to the "Inclusion in the Workforce" study conducted by the City of Pittsburgh, would examine the issues and impediments and provide recommendations for increasing the involvement of parts of the Dover community, specifically the African American community, in the economy. Mr. Hammond emphasized that participation from all sectors of the community, whether through entrepreneurship, workforce development, or jobs, is important for the long-term viability of a vibrant economy.

Mr. Hammond noted that he had lived in Dover during several different periods throughout his life and noticed that the area around Queen, Kirkwood, and New Streets had never changed. It was his understanding that there had been different entities addressing economic development downtown; however, this specific area had been neglected in terms of economic development activity. He explained that the lack of economic activity in this area has social costs, including public safety related issues and the detachment of residents. He felt that an economic inclusion study would provide recommendations for involving all sectors of the community in the economic vitality and long-term economic development of the City of Dover.

Referencing the request for funding detailed in the email previously provided to members, Mr. Hammond explained that he had recently spoken to Dr. Michael Casson, Director for the Delaware State University Center for Economic Development and Trade, and the City's cost for the study had increased to $6,000 because an additional graduate assistant would be required. He reiterated that this would be a simple study to examine issues that relate to impediments, opportunities, and resources that relate to the historic African American community in the City of Dover becoming more economically viable.

Mr. Hare expressed his agreement for the need to address the problems noted but recommended that this may be a good project for the staff of the City's Economic Development Office. Responding, Mr. Hammond stated that, based on conversations with Mr. William Neaton, Economic Development Manager, and Mr. Ed Perez, Downtown Coordinator, this matter did not seem to be part of the City's short or long-term economic development strategy.

In response to Mr. Slavin, Mr. Hammond confirmed that the request was for funding in the amount of $6,000 for the Delaware State University Center for Economic Development and Trade to facilitate the study.

Responding to Mr. Lynn, Mr. Hammond stated that Dr. Casson had indicated that the Center for Economic Development and Trade would be willing to participate in the study and the initial cost would be approximately $24,000. Delaware State University has a grant from the U.S. Economic Development Administration which will cover the majority of the cost and that the $6,000 would pay for two (2) graduate interns to work on the project. Mr. Hammond was uncertain why the cost had increased from $4,000 to $6,000 and had anticipated that Dr. Casson would be present to answer questions.

Mr. Lynn questioned whether the Center for Economic Development and Trade had experience conducting studies of this type. Mr. Hammond stated that the Center had conducted a study for the City of Dover regarding Garrison Tract projections and that Dr. Casson and Mr. Neaton were discussing the possibility of conducting a future study as well. He was uncertain whether the Center had any experience with economic inclusion studies but indicated that it was involved in studies regarding manufacturing in the State of Delaware and had conducted significant research in different areas. He confirmed that Dr. Casson would be the faculty member responsible for the study.

Mr. Lynn noted that members had received email correspondence from Ms. Deb Brown, dated November 12, 2013, *(as on file in the City Clerk's Office)* regarding this matter.

In response to Mr. Slavin, Mr. Hammond stated that Dr. Casson had indicated being able to begin the study within the next 60 days but was uncertain how long it would take to complete the study.

The Committee recommended approval of the request to fund the economic inclusion study in the amount of $6,000.

Mr. Lynn requested Mr. Hammond to arrange for Dr. Casson to attend the City Council meeting scheduled for November 25, 2013 when this matter was scheduled for consideration.

In response to Mr. Hare, Mr. Lynn requested that the City Clerk's Office arrange for the staff of the City's Economic Development Office to attend.

During the Council Meeting, Mr. Hare questioned what action the City had taken thus far to review the economic development in the area mentioned. Mr. Bill Neaton, Director of Economic Development, introduced Mr. Ed Perez, Downtown Coordinator, and referred to the letter received by Mr. Lynn from Mr. Hammond. He noted that several of the issues included in the inclusion study conducted by Pittsburgh had been addressed by the City of Dover Economic Development Office.

Although he was not opposed to an economic inclusion study, he wanted members to be aware that staff was already in the process of implementing several of those suggestions. Referring to the "infrastructure spending" that was mentioned in the inclusion study, Mr. Neaton explained the importance of infrastructure spending. He advised members that the infrastructure spending being done in the City, specifically at the Garrison Tract, would impact all segments of the economy and all peoples within the City of Dover. As the City improves its infrastructure (specifically at the Garrison Tract), he stated that people in the City would be employed to work on the infrastructure improvement, regardless of race.

In addition, Mr. Neaton referred to the item included in the inclusion study for "Generating Demand of Diverse Employees" and advised members that the Economic Development Office had been working on workforce development and engaging in all the activities. He explained that the City had partnered with Delaware Technical and Community College, the Service Core of Retired Executives (SCORE), the YWCA, Small Business Administration, Delaware Economic Development Office, Chamber of Commerce, and the Kent County Economic Development Office to improve the job opportunities for all of the people in Kent County.

Mr. Neaton noted that another recommendation included in the Pittsburgh Study was to help African Americans overcome systemic barriers to employment by investing in youth workforce internship programs. At Mr. Neaton's request, Mr. Perez advised members that within the last year alone, in an effort to support both existing and potential businesses throughout the downtown district, there were nine (9) business development workshops held that provided information on marketing, social media, business planning, economic e-commerce, access to funding, and credit awareness. He stated that during 2012 there were 16 businesses within the downtown area, three (3) of which were African American owned and, in 2013 there were nine (9) new businesses, seven (7) of which were owned by minorities and four (4) of which were African American owned businesses. In addition, he stated that there were 43 referrals made from 2011 through 2012 for minorities needing assistance with business plan development. He explained that these were just a few of the initiatives instituted as a result of the USDA Grant to assist the community and the downtown district. Mr. Perez stated that a Request for Proposals (RFP) was submitted to the Community Development Office for economic development and a grant was received to provide part-time employment for the youth of the community. There were 20 youth employed for approximately nine (9) months, all of whom were African American students.

Mr. Neaton referred to the recommendation included in the Pittsburgh Study to generate demand for diverse employees by supporting entrepreneurship programs and capacity building programs for minority and women business enterprises. He stated that the City works closely with the YWCA to provide business development plans for a cross-section of all potential entrepreneurs, regardless of race. He assured members that the YWCA had done a great job in counseling several diverse people who wish to open businesses.

Mr. Neaton explained that the letter indicated that the City never develops initiatives that target issues other than New, Kirkwood, and Queen Streets. He reminded members that the Downtown Dover Partnership (DDP) and Dover Economic Development Office partnered with the National Council on Agricultural Life and Labor Research (NCALL), United Way, City of Dover Police Department, Greater Kent Committee, Interfaith Mission, Interdenominational Alliance, Bayhealth,

and Wesley College and were awarded a $90,000 planning grant from Wells Fargo. This planning grant was for an area that includes South Street (south of Bayhealth) to Walker Road and State Street to Salisbury Road. He stated that the study is designed for the following reasons: to discuss land use, home ownership, security and safety, community building, crime data, and the economic development issues that are important to the area. Although he was not suggesting that the economic inclusion study would be a duplication, Mr. Neaton wanted members to know that the City's Economic Development Office was already doing many of the actions included in the inclusion study; therefore, members should decide if there were a need for additional studies at the cost of $6,000.

Responding to Mr. Hare, Mr. Hammond explained that although there had been some efforts to address some of the issues in a larger perspective, the African American community had discovered that if the specific needs of the community are not targeted, they tend to get "lost." Mr. Hammond stated that their concern was, and always has been, how their needs are addressed. He noted that there were approximately 28 members serving on the DDP and only two (2) are African Americans. He requested that there be a process and study to review what those desperate needs are for the African American community.

With regard to the grants and initiatives, Mr. Hammond stated that the DDP's target area had not always been the historic black community in the City and they had not been focused on work force development or other issues related to the economic viability of the African American community. Referring to the Pittsburgh Study, he suggested that the study proposed for the City would be specific and tailored to address the issues that relate to what is important to the African American community in the City of Dover. Mr. Hammond advised members that the black unemployment rate was almost double the unemployment rate of others. He felt sure that there were issues that are germane just to the African American community that need the City's attention and consideration. Mr. Hammond stated that there were very significant factors needed to be addressed.

Dr. Casson felt that the issue involved identifying some of the economic development challenges that affect the African American community and stated that the Center for Economic Development at Delaware State University had the capacity to conduct such a study. He suggested that the question before City Council was to determine if they felt the study was necessary and to determine what economic development opportunities exist in the African American community and what actions could be taken to provide improvements.

Responding to Mr. Lynn, Dr. Casson confirmed that he originally estimated a cost of $4,000 to conduct the study, estimating the use of only one graduate student to support the project, and that it was increased to $6,000 to acquire additional support since the project could go beyond the six (6) to eight (8) month time frame for completion. Considering the importance of completing the study, he felt that the additional graduate student would be necessary, for a total expense of $6,000.

Mr. Slavin moved for approval of the Committee's recommendation to approve the request to fund the Economic Inclusion Study in the amount of $6,000. The motion was seconded by Mr. Hare and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

Request for Property Revaluation - Wild Meadows

Mr. Fred Neil, 521 Weaver Drive, President of the Wild Meadows Home Owners Association, read the following statement into the record:

I wish to thank you for permitting me to testify on this subject. I have written to each member of the City Council listing the reasons why our community should either be reevaluated prior to the 2015 evaluation period designated by law or permitted to have a reassessment based on conditions not previously in evidence.

According to City Assessor Cheryl Russell, "All property shall be valued as to its status; as of its ownership; as of its current market value as of the January 1 assessment date and ***shall reflect fair market value***."

I am very sensitive to the tax base the city needs to properly provide services and protection to its citizens because of my role as Press Officer for a Baltimore Mayor. I can rightfully brag on the impact of the 55 Plus Wild Meadows Residents on the quality of life in Dover and Kent County. Most of the City Council has seen those efforts in the email and printed news letters we provide. However, that does not pay the city's Bills.

As Miss Russell pointed out, "The City as a whole was reassessed in 2010 and sale/income/cost information from 2007; 2008; and 2009 was used to determine values for ALL of the properties within the City limits." ... and there is the hub of my request for new assessments before 2015. Reassessment requests in April 2014 of our current assessment should be based on changed conditions, or apply a community wide decrease in current assessments.

The evidence to do so is based on:

- Fair Market value - currently it is no longer fair.
- Evidence readily available to you is the original purchase price of the homes versus the sale prices of the homes in the period from 2010-2012. Not reported is the long, long time period to sell a home. I was recently informed by Mr. Paul McDonald, Vice President of the Wild Meadows Home Owners Association, and Mr. Bob Schmidt, Wild Meadows Home Owners Association Board Member and responsible for the Associations email newsletter, that the home that he originally paid $130,000 for and added $20,000 worth of improvements to, is assessed for $119,000 and a home with the same identical space/model recently sold for $84,000.
- Conditions that did not exist in the 2007- 2009 time period, the Calpine Plant and The Fire Fly Festival.

Calpine and Firefly are unique to a very specific area of homes including the Wild Meadows Community.

While it is easy to say, "Let us wait until 2015", but the law says Fair Market value. Wild Meadows a 55 Plus community is carrying an extra and unfair burden because this is not 2010.

I would also like to point out the Calpine Power plant and the Fire Fly Festival will add money to the City coffers which may more than off-set the drop in a lower tax and fairer assessment of our properties.

I will also point out, while the proposed power plant on the old Chrysler property in Newark drew many protestors and negative publicity, the City of Dover was not subjected to that. Please do not take the lack of a protest movement as lack of discontent with having the power plant literally in our back yard or the accepting the inconvenience of The Fire Fly Festival. Let's just say, the residents of the Wild Meadows Community are responsible citizens.

I hope we are not punished for being so.

Mr. Neil also complimented the City of Dover, members of Council, Red Frog Productions, and Dover Downs in regard to the amenable relationship regarding the Firefly Music Festival. He expressed his opinion that the festival is an essential benefit to the health of the community, explaining that he had shared his views with his community and believes that this is one (1) of the reasons that there had not been more protest from the residents.

Members were provided information from Ms. Cheryl Russell, Tax Assessor, regarding the early reassessment request from Wild Meadows, including a memo from Ms. Russell dated November 12, 2013, Section 102-1 of the Dover Code, and an opinion from Mr. William Pepper, Deputy City Solicitor. Ms. Russell reviewed the memo and stated that, in accordance with the opinion provided by Mr. Pepper, staff recommended denial of the request for early reassessment as submitted by Wild Meadows.

Ms. Russell stated that the City receives numerous appeals every year on the basis that the property is not currently worth the assessed value. She explained that each appeal is considered by the Board of Assessment Appeals, which confirms for each appellant that the City has to use 2007 - 2009 sales information for residential properties and 2007 - 2009 income and expense information for commercial properties to maintain uniformity and fairness throughout the City. The City's reassessments are revenue neutral; therefore, if the values increased as a result of reassessment, the tax rate would be rolled back down to keep the tax revenue amount the same. She was uncertain how the City could maintain tax revenue neutrality if portions of the City were reassessed at different times. She stated that the Tax Office was currently preparing for the 2015 revaluation.

Mr. Hare questioned why the City funds a reassessment if the tax rate does not change as a result. Responding, Ms. Russell explained that the information is valuable to ensure that the tax burden is placed on the appropriate properties when the fair market value changes and that values are viable for homeowners in the event of catastrophe.

In response to Mr. Hare, Ms. Russell clarified that a retrospective appraisal is required for an assessment appeal.

Ms. Russell stated that the cost for the previous assessment was approximately $785,000; however, staff would not need to conduct a comprehensive revaluation in 2015 since they had been diligent in reviewing the properties to verify that the characteristics have not changed, so the cost will be approximately $100,000. The consultant will only need to do sales ratio studies, changes to the land tables, and ensure that the neighborhoods are aligned.

Responding to Mr. Slavin, Ms. Russell stated that if the reassessment appeal were approved, staff would need to draft legislation for consideration and approval by the Delaware General Assembly to change the City's Charter. She noted that many municipalities do not include language regarding the scheduling of tax valuation and assessment within their Charters, with the exception of Milford, which she believed was on a ten-year cyclical schedule. She explained that changing the schedule to every two (2) or (3) years may not address the problem because it depends on the market. She reminded members that the current assessments are below the current market value; however, that situation could reverse, and valuations require a great deal of time and money.

Mr. Slavin noted that the appeal process is time consuming for staff and questioned whether it would be advantageous to allow for a class action type of appeal to be filed by property owners from a particular neighborhood, since individual assessments can be adjusted based on appeals and the revenue neutrality would be waived. Responding, Ms. Russell reminded members that the information considered during an appeal must be based on retroactive, not current market values.

Mr. Lynn noted that the five (5) year increment was reasonable to account for normal economic turbulence; however, did not account for the novel situations that Wild Meadows has been affected by, including the construction of the City-sponsored Calpine power plant. He felt that there were no other neighborhoods facing the same types of issues as Wild Meadows. Concurring with Mr. Slavin, he suggested addressing all of the properties in Wild Meadows as one (1) appeal. He stated that the owners probably should have appealed in 2010; however, the Calpine plant had not fully come to fruition as it did in 2011 and 2012. He expressed his support for the request and stated that a Charter change would be required in order to provide an early reassessment for Wild Meadows.

Mr. Hare stated his support for the filing of a community-wide appeal within the current guidelines; however, he expressed concern with fairness to other communities and questioned if there would be certain circumstances which would allow for this type of appeal.

Ms. Russell stated that the only appeals filed by property owners from Wild Meadows were four (4) which were filed in 2010. In response to Mr. Lynn, she explained that appeals can be submitted every April with documentation for the 2010 value. She relayed her concern with allowing the revaluation of communities which would lead to communities submitting appeals every year and the possibility of revaluing the City in pieces.

In response to Mr. Lynn, Ms. Russell stated that she would need to consult the City Solicitor's Office to ensure that an appeal could be filed by a community as a group. She confirmed that appeal hearings were typically scheduled for the end of May and beginning of June each year, to have them complete prior to approval of the final budget for the following fiscal year.

Mr. Lynn stated that the time frame may be the same for a Charter change to be enacted as it would take for an appeal hearing next year. He stated that the sticking point could be how viable Calpine was in 2007, 2008 and 2009.

Ms. Russell stated that the current sales would be reflected in the 2015 revaluation. The sales history for homes in Wild Meadows showed that from 2007 - 2009 sale prices ranged from $96,000 to $187,000, which may have been first time purchases from the developer. She expressed her understanding that the sales prices since 2010 have decreased, as they have in other parts of the City, as a result of the status of the market and economy.

Mr. Shevock expressed concern that other communities may request revaluation if it is allowed for Wild Meadows. Responding, Ms. Russell stated that this would cause a fluctuation in the values across the City and a loss of uniformity in the timing of the revaluations.

Mr. Hare noted that when an appeal is granted and a property assessment is reduced, it is not revenue neutral.

Ms. Russell stated that there has been discussion regarding State legislation which will require all municipalities and counties to perform valuations on a cyclical basis.

Mr. Slavin stated that the assumption seemed to be that this would result in many communities filing appeals but reminded members that not all would be successful since there would have to be a compelling reason for a community to come forward, such as the construction of the Calpine plant. He indicated that the revenue neutral provision was a preventative against City Council "sneaking" a tax increase through. If the City wants to adjust the tax rate, it must be done separately from the revaluation.

In response to Mr. Slavin, Ms. Russell confirmed that when an individual is reassessed based on an appeal, the City does not establish a new tax rate for them, so there is no revenue neutrality on appeals.

Responding to Mrs. Williams, Mrs. McDowell, City Clerk, confirmed that a request for a Charter change requires approval by two-thirds of all members elected to each House of the General Assembly.

Mr. Neil stated that the current prima facie evidence is what the houses are currently selling for versus what they were purchased for in 2002.

Mr. Hare questioned the type of Charter change that would be required. He suggested that Section 102-1 of the Code be changed to reflect that the assessment 'may' be conducted every five (5) years, to eliminate the cost of revaluation when it is not necessary.

Clarifying, Mr. Lynn stated that the necessary change would be the extraction of the word "all" from "true, just, and impartial valuation and assessment of all real property within the city" in Section 47 of the Charter; however, he recommended making an ambiguous motion to pursue the Charter change necessary to effectuate the intent of the motion and requesting Mr. Pepper to address the exact change required.

The Committee recommended that the Wild Meadows neighborhood be permitted this request for reassessment and that the City pursue this change in two (2) ways: 1) by allowing a group appeal on behalf of the community in April 2014; and 2) by pursuing the Charter change necessary to effectuate the Committee's intent and requesting Deputy City Solicitor Pepper to address the required change.

During the Council meeting, in response to Mr. Perza, Ms. Cheryl Russell, City Assessor, explained that in April of each year, every property owner in Dover is allowed to go before the Board of Assessment Appeals and, if not successful at that level, they are afforded the right to go to Superior Court, which is the next level in the appeal process. It was her understanding that the proposed amendment (Item #2 of the Committee's recommendation), would provide a Charter change to allow evaluations of communities if they came forward. She explained that the Committee included Item #1 in their recommendation since it was felt that the Charter change, if approved, would not be finalized in time for the next tax cycle.

Mr. Lynn moved for approval of the Committee's recommendation, seconded by Mr. Slavin.

Mr. Hutchison reminded members of the memorandum dated November 12, 2013 indicating staff's recommendation to deny the request for early reassessment for Wild Meadows. It was also noted that an additional memorandum dated November 25, 2013 from the City Assessor was provided ***(Exhibit #2)*** indicating staff's recommendation that the Wild Meadows Community come in as a whole to appeal to the Board of Assessment Appeals (maybe with a few spokesmen for the community). If they are not satisfied or successful at this level of appeal, then they could move forward to Superior Court. It also indicated that staff did not recommend any changes be made to the City Ordinance or Charter.

In response to Mrs. Williams, Ms. Russell stated that implementation of the Committee recommendation could become chaotic and result in staff performing piecemeal revaluations multiple times between prescribed revaluation cycles, depending on whether a community appealed their valuation on either current conditions or a factor that would cause a change in their value before the next valuation. Mrs. Williams questioned the need to change a system that had been used for several years and relayed concern that the possible changes were unknown and that the City would

be making such a change just to satisfy a few. Ms. Russell stated that the current level of staffing would not be able to handle the results of such a change and that there would be a need for additional staff to conduct the necessary research.

Mr. Hare explained his understanding that the recommendation would have no effect on City staff since the burden of proof would be on the property owner, who would then be presenting their findings to the Appeals Board. Responding, Ms. Russell advised members that, as a member of the International Association of Assessing Officers (IAAO) and being State certified, she is required by law to conduct the same research that the appellants are conducting. When the issue is brought before the Appeals Board, although the burden of proof is on the property owner, the City Assessor must conduct research and provide information, as well a recommendation, for the Board's review and consideration of the appeal. She assured members that a lot of work that would be required by her, as well as the residential technician, to prove that the values are correct.

Regardless of Council's decision regarding this matter, Mr. Lynn noted that property owners would be well within their rights to submit 300 appeals to the City. Therefore, he stated that Mrs. Williams' concerns regarding the need for additional staffing could be required regardless of the action taken by City Council on this matter. Responding, Ms. Russell stated that there was sales information that supports the City's property values that would be provided to the Appeals Board. She stated that property owners would be permitted to present whatever information they may want. Although it would provide a better opportunity for a few property owners to represent the whole community, they would still be required to go through the correct process and prove the value as of 2010 and, if they were not successful or satisfied at the Appeals Board level, they would have the right to go before the Superior Court and present the same facts to a judge. To her knowledge, there was no consideration given to the property currently owned by Calpine in making a determination of property values for Wild Meadows; however, they used sales information during the analyzed years that supported the values, as well as other properties within the City limits.

Responding to Mr. Lynn, Ms. Russell stated that if a few individuals came in representing all 300 property owners for the entire Wild Meadows neighborhood, staff would be reviewing the community as a whole and not individually; however, if there were 18 communities submitting an appeal, it would become a "nightmare" for staff.

Mrs. Williams stated that although the Calpine project may have been an unknown factor at the time, those purchasing or leasing property in Wild Meadows would have been advised that their property would be located adjacent to an industrial and manufacturing production site. Confirming, Ms. Russell stated that they would have also been made aware of the Dover Downs property.

In response to Mrs. Williams, Ms. Russell stated that the memorandum submitted was as strong as it was due to fairness and equity issues and was based on their professional organization's requirements and rules, as well as the City Charter.

The motion to approve the Committee's recommendation that the Wild Meadows neighborhood be permitted their request for reassessment and that the City pursue this change in two (2) ways: 1) by allowing a group appeal on behalf of the community in April 2014; and 2) by pursuing the Charter change necessary to effectuate the Committee's intent and requesting Deputy City Solicitor Pepper

to address the required change, failed by a roll call vote of five (5) no (Perza, Williams, Hare, Hutchison, and Bonar), three (3) yes (Dixon, Lynn, and Slavin), and one (1) absent (Anderson).

Mr. Lynn moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Hare and unanimously carried (Anderson absent).

EVALUATION OF BIDS - TREE TRIMMING CONTRACT

Mr. Scott Koenig, City Manager, advised members that the Electric Department maintains blanket contracts with potential contractors to ensure that the bidding rules are adhered to for contractors that are hired to perform work for the Department, which are priced as a "time and material" contract and may exceed $25,000 annually. He explained that this proposal is for a tree trimming contract used to maintain clearance around the city's overhead electric lines. This is the single most important maintenance project as it relates to the reliability of the City's overhead system. Typically, there are two (2) full-time crews working throughout the system to perform this maintenance. Additionally, this company has crews available to assist during storm events and the proposal provided included pricing for these potential events.

Staff recommended awarding a three (3) year (2014, 2015, 2016) Tree Trimming Contract to the low bidder, Asplundh Tree Experts, with a City option to extend for an additional two (2) years (2017, 2018), for a total of five (5) years. The contract work would be adjusted to stay within the budget each year (the current budget year was estimated at an expense of $350,000).

Mr. Hare moved for approval of staff's recommendation, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Anderson absent).

AMENDMENT TO INTENDED PURCHASES - FUND TO COMBAT VIOLENT CRIME - FY14 GRANT APPROVED ON SEPTEMBER 23, 2013

Members were reminded that the fund to Combat Violent Crime Program is a new grant program managed by the Department of Safety and Homeland Security for use by local law enforcement agencies in connection with initiatives to combat violent felonies pursuant to Section 4201(c) of Title 11 of the Delaware Code. The first increment of funding was released during FY13; however, it was uncertain at that point whether the program would be recurring. During the last quarter of FY13, staff learned that an FY14 grant was anticipated and the amount appropriated ($75,523.53) was much higher than the previous year's amount ($46,785.34). As a result, there were not enough funds budgeted in FY14 for the total amount of the grant, so a budget adjustment would also be needed to cover the unbudgeted portion.

Police Chief Hosfelt explained that the Police Department was requesting approval to use its grant allocation from this program, as follows: 1) a portion of the funds will be used to upgrade the duty weapons for all police officers in the amount of $17,649 and to purchase rifles for supervisors' vehicles in the amount of $16,067.94; and 2) for the remaining portion, in the amount of $41,806.59, to be used to target violent crime throughout the city with extra duty overtime patrols and to provide education to citizens on measures they can take to avoid or cope with violent crime related activities.

Chief Hosfelt reminded members that in the original request, the Police Department programed a portion of the funding for a technology upgrade to provide wireless connectivity for Police vehicles to the station's computer systems; however, the State committee that met to review and approve all of the grant applications for this program did not approve of this intended purchase. As a result, the funds were diverted on the spot for additional extra duty overtime patrols.

Staff recommended approval of the grant and intended purchases.

Mr. Slavin moved for approval of staff's recommendation, seconded by Mr. Dixon and carried by a unanimous roll call vote (Anderson absent).

ELECTION OF OFFICERS - ROBBINS HOSE COMPANY - YEAR 2014 FIRE LINE OFFICERS

The Fire Line Officers of the Robbins Hose Company are elected annually on the third Monday of November. Members were provided the results from the November 18, 2013 Robbins Hose Company Election for consideration as follows:

Fire Chief	-	Matthew Carey
Deputy Fire Chief	-	Jack Fortney *(unopposed)*
First Assistant Fire Chief	-	David Carey
Second Assistant Fire Chief	-	Mark Hall *(unopposed)*
Third Assistant Fire Chief	-	Carl Troubetaris, Sr. *(unopposed)*
Fourth Assistant Fire Chief	-	Duane Reeder *(unopposed)*
First Fire Line Captain	-	Ben Smetana *(unopposed)*
Second Fire Line Captain	-	William Kelly II

By consent agenda, Mr. Hare moved for acceptance of the Fire Line Officers for Robbins Hose Company No. 1 for the Year 2014, as submitted. The motion was seconded by Mrs. Williams and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Perza), and one (1) absent (Anderson).

COUNCIL MEMBERS' ANNOUNCEMENTS

Mr. Hare wished Council President Bonar a happy birthday (December 1st).

Mrs. Williams advised members that she visited the online site for crime detection and felt that it was very well developed and would be helpful to those concerned about safety. She thanked Police Chief Hosfelt for making the information available.

Council President Bonar announced that the Tree Lighting Ceremony was scheduled for December 4th and would be held at Loockerman Way.

Council President Bonar noted his involvement with a couple of complaints to the Police Department and stated that officers responded promptly and efficiently. He stated that there were some significant problems in Dover and requested that everyone lock their doors, lock their vehicles, do not keep packages in vehicles, and be alert to surroundings at all times.

Mayor Carey announced that on December 7th there would a "Home for the Holiday" parade down Loockerman Street at 12:00 noon and invited all to attend the Lighting of the Tree, as previously mentioned by Council President Bonar. He wished everyone a happy thanksgiving.

Mayor Carey also congratulated the Central Delaware Chamber of Commerce for being designated as a five (5) star accredited Chamber of Commerce, one of only 79.

By unanimous consent, the meeting adjourned at 8:33 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of November 25, 2013, are hereby approved *(with the exception of the following motion: Approval of the Parks, Recreation, and Community Enhancement Committee's recommendation to demolish the Dover Park Recreation Center and that the City Manager be authorized to earmark the balance of the construction/demolition project up to $80,000 for future capital improvements, in the City's future budgets, to Dover Park after a needs assessment is accomplished).*

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
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Exhibits
Exhibit #1 - Resolution No. 2013-26, Abandonment of Street - Harmony Lane
Exhibit #2 - City Assessor Memorandum Dated November 25, 2013

City of Dover

MAYOR AND COUNCIL

COUNCIL RESOLUTION NO. 2013-26

A RESOLUTION VACATING AND ABANDONING A CERTAIN IMPROVED STREET SITUATED IN THE CITY OF DOVER.

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

Section 1. The Council of the City of Dover hereby vacates and abandons the following street:

Harmony Lane, as specified in Exhibits A and B to this resolution, being all that tract or parcel of land situate, lying and being in East Dover Hundred, Kent County, State of Delaware, and located on the north side of Walker Road and being more particularly described as follows: Beginning for the same at a point at the south easterly corner of the property hereon described; thence running by/with the north side of Walker Road, South 82 degrees 51 minutes 50 seconds West a distance of 110.14' to a point, thence running by/with the east side of "Tract A" an arc to the left with a radius of 25.00' and a length of 40.55' with a chord bearing of North 36 degrees 23 minutes 49 seconds East and a chord distance of 36.25' to a point, thence running by/with the east side of "Tract A" North 10 degrees 04 minutes 00 seconds West a distance of 160.78' to a point, thence running by/with the east side of Lots 1 through 7 an arc to the right with a radius of 199.43' and a length of 135.75' with a chord bearing of North 09 degrees 26 minutes 02 seconds East and a chord distance of 133.15' to a point, thence running by/with the east side of Lots 7 through 9, North 28 degrees 56 minutes 00 seconds East a distance of 40.00' to a point, thence running by/with the east side of Lots 9 and 10 an arc to the left with a radius of 107.99' and a distance of 88.58' with a chord bearing of North 05 degrees 26 minutes 04 seconds and a chord distance of 86.12' to a point, thence running by/with the east side of Lots 10 through 14, North 18 degrees 04 minutes 00 seconds West a distance of 66.35' to a point, thence running by/with east side of Lots 14 through 21 an arc to the right with a radius of 120.19' and a distance of 141.11' with a chord bearing of North 15 degrees 34 minutes 05 seconds East and a chord distance of 133.15' to a point, thence running by/with the south easterly side of Lots 21 through 27, North 49 degrees 12 minutes 00 seconds East a distance of 153.27' to a point, thence running by/with the Lots 27 through 35, an arc to the right with a radius of 50.00' and a distance of 203.44' with a chord bearing of South 14 degrees 14 minutes 06 seconds East and a chord distance of 89.44' to a point, thence running by/with the north side of Lot 35, an arc to the left with a radius of 50.00' and a distance of 46.36' with a chord bearing of South 75 degrees 45 minutes 54 seconds West and a chord distance of 44.72' to a point, thence running by/with north westerly side of Lots 35 through 39, South 49 degrees 12 minutes 00 seconds West and a distance of 73.27' to a point, thence running by/with the west side of Lot 39 an arc to the left with a radius of 60.19' and a distance of 70.67' with a chord bearing of South 15 degrees 34 minutes 05 seconds West with a chord distance of 66.68' to a point, thence running by/with the west side of Lots 39 and 40, South 18 degrees 04 minutes 00 seconds East a distance of 66.35' to a point, thence running by/with the west side of Lots 40 through 46, an arc to the right with a radius of 167.99' and a distance of 137.80' with a chord bearing of South 05 degrees 26 minutes 03 seconds West with a chord distance of 133.97' to a point, thence running by/with the west side of Lots 46 through 48, South 28 degrees 56 minutes 00 seconds West a distance of 40.00' to a point, thence running by/with the west side of Lots 48 through 52 an arc to the left with a radius of 139.43' and a distance of 94.91' with a chord bearing of South 09 degrees 26 minutes 02 seconds West

and a chord distance of 93.09' to a point, thence running by/with the west side of Lot 52 and "Tract B", South 10 degrees 04 minutes 00 seconds East a distance of 166.41' to a point, thence running by/with the south side of "Tract B" an arc to the left with a radius of 25.00' and a distance of 37.99' with a chord bearing of South 53 degrees 36 minutes 05 seconds East and a chord distance of 34.44' to the place of beginning, containing 52,756.46 sq. ft. ($1.21^{+/-}$ acres).

Section 2. Since no person has been deprived of property by the vacating and abandoning of the aforesaid street, no compensation is awarded.

Section 3. All costs of conveyance shall be borne by the property owners.

Section 4. Sixty feet (60') of the subject right of way will be conveyed to the properties specified herein. Abandonment shall be conditional upon completion of the site development plan and parcel consolidation plan. The proposed abandonment shall be void and of no effect if the site development plan and parcel consolidation plan are not approved and recorded on or before November 25, 2014. Ownership shall not be relinquished until such time as the parcel consolidation plan is recorded. Cross-access and public utility easements will be required for the existing wastewater pump station and associated force main infrastructure located therein. All stormwater, street, wastewater, and water infrastructure will be abandoned in conjunction with the abandonment of Harmony Lane. The City shall retain ownership of the existing pump station and associated force main only.

ADOPTED: NOVEMBER 25, 2013

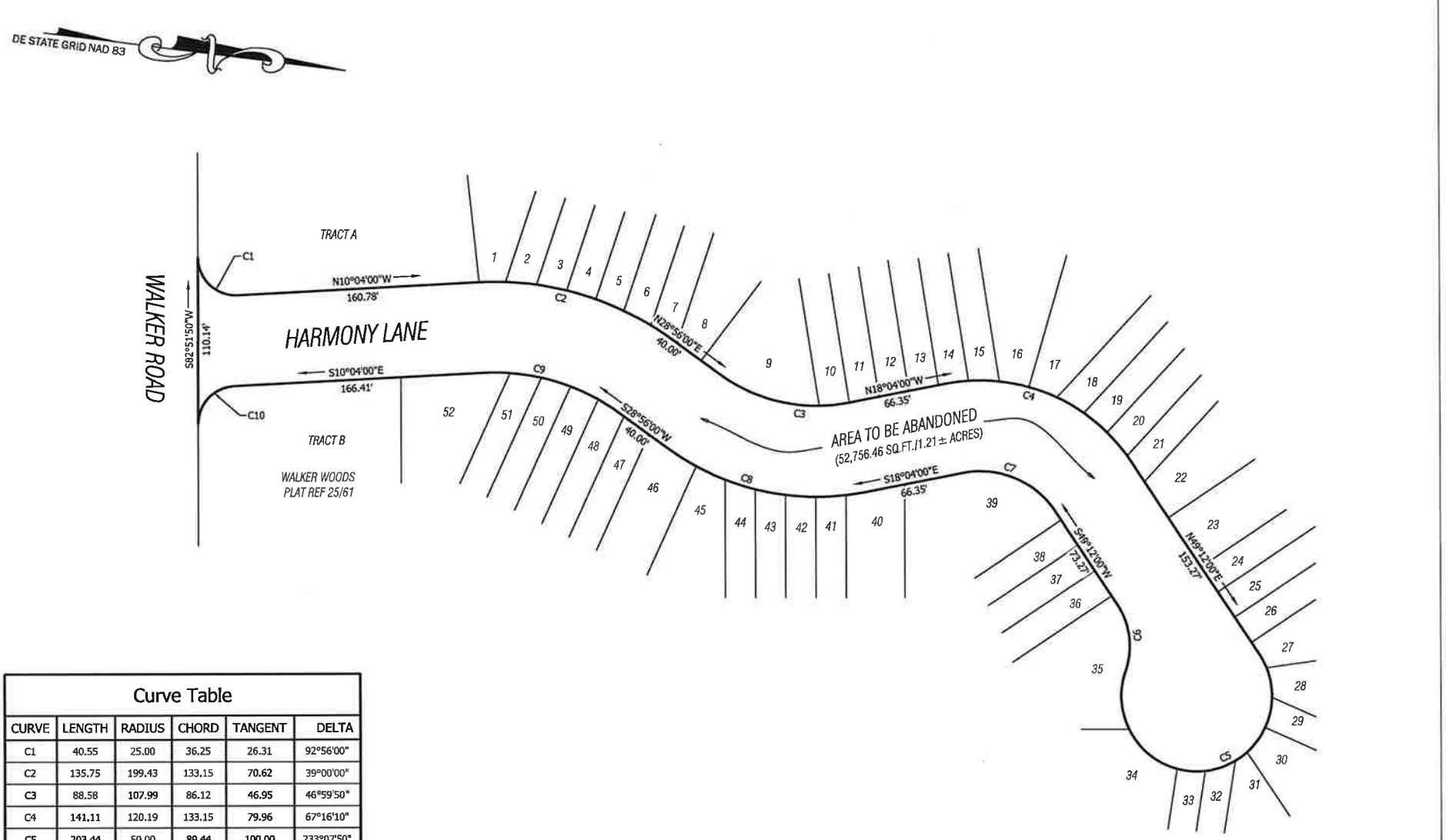
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Carleton E. Carey Sr.

CARLETON E. CAREY, SR.
MAYOR

DAVID L. BONAR
COUNCIL PRESIDENT

Actions History:
November 25, 2013 - Introduced at City Council



Curve Table

CURVE	LENGTH	RADIUS	CHORD	TANGENT	DELTA
C1	40.55	25.00	36.25	26.31	92°56'00"
C2	135.75	199.43	133.15	70.62	39°00'00"
C3	88.58	107.99	86.12	46.95	46°59'50"
C4	141.11	120.19	133.15	79.96	67°16'10"
C5	203.44	50.00	89.44	100.00	233°07'50"
C6	46.36	50.00	44.72	25.00	53°07'50"
C7	70.67	60.19	66.68	40.04	67°16'10"
C8	137.80	167.99	133.97	73.04	46°59'50"
C9	94.91	139.43	93.09	49.38	39°00'00"
C10	37.99	25.00	34.44	23.75	87°04'10"

0 60 90 120

GRAPHIC SCALE
1 Inch = 60 feet

EXHIBIT A

CITY OF DOVER
EAST DOVER HUNDRED ELECTION DISTRICT, KENT COUNTY, DELAWARE

52018_EXHIBIT A	1" = 60'	10/21/13	3-05	08715-01
	52018	EDR	N/A	

PARKER ASSOCIATES
CIVIL ENGINEERING SITE PLANNING

EXHIBIT B

Harmony Lane Abandonment

Parcel ID	Parcel Address
ED05-067.18-01-12.00	135 HARMONY LN
ED05-067.18-01-47.00	1361 WALKER RD
ED05-067.18-01-41.00	52 HARMONY LN
ED05-067.18-01-52.00	55 HARMONY LN
ED05-067.18-01-42.00	48 HARMONY LN
ED05-067.18-01-38.00	64 HARMONY LN
ED05-067.18-01-54.00	63 HARMONY LN
ED05-067.18-01-39.00	60 HARMONY LN
ED05-067.18-01-40.00	56 HARMONY LN
ED05-067.18-01-53.00	59 HARMONY LN
ED05-067.18-01-51.00	51 HARMONY LN
ED05-067.18-01-28.00	104 HARMONY LN
ED05-067.18-01-26.00	112 HARMONY LN
ED05-067.18-01-24.00	120 HARMONY LN
ED05-067.18-01-63.00	123 HARMONY LN
ED05-067.18-01-22.00	128 HARMONY LN
ED05-067.18-01-13.00	139 HARMONY LN
ED05-067.18-01-66.01	1357 WALKER RD
ED05-067.18-01-65.00	131 HARMONY LN
ED05-067.18-01-25.00	116 HARMONY LN
ED05-067.18-01-61.00	115 HARMONY LN
ED05-067.18-01-44.00	40 HARMONY LN
ED05-067.18-01-49.00	43 HARMONY LN
ED05-067.18-01-45.00	36 HARMONY LN
ED05-067.18-01-33.00	84 HARMONY LN
ED05-067.18-01-55.00	67 HARMONY LN
ED05-067.18-01-37.00	68 HARMONY LN
ED05-067.18-01-23.00	124 HARMONY LN
ED05-067.18-01-27.00	108 HARMONY LN
ED05-067.18-01-64.00	127 HARMONY LN
ED05-067.18-01-30.00	96 HARMONY LN
ED05-067.18-01-60.00	87 HARMONY LN
ED05-067.18-01-31.00	92 HARMONY LN
ED05-067.18-01-18.00	144 HARMONY LN
ED05-067.18-01-17.00	148 HARMONY LN
ED05-067.18-01-19.00	140 HARMONY LN
ED05-067.18-01-16.00	152 HARMONY LN
ED05-067.18-01-15.00	147 HARMONY LN
ED05-067.18-01-20.00	136 HARMONY LN
ED05-067.18-01-21.00	132 HARMONY LN
ED05-067.18-01-14.00	143 HARMONY LN
ED05-067.18-01-58.00	79 HARMONY LN
ED05-067.18-01-34.00	80 HARMONY LN
ED05-067.18-01-57.00	75 HARMONY LN
ED05-067.18-01-35.00	76 HARMONY LN
ED05-067.18-01-43.00	44 HARMONY LN
ED05-067.18-01-50.00	47 HARMONY LN
ED05-067.18-01-32.00	88 HARMONY LN
ED05-067.18-01-59.00	83 HARMONY LN
ED05-067.18-01-29.00	100 HARMONY LN
ED05-067.18-01-62.00	119 HARMONY LN
ED05-067.18-01-48.00	39 HARMONY LN
ED05-067.18-01-56.00	71 HARMONY LN
ED05-067.18-01-36.00	72 HARMONY LN

MEMO

TO: City Council

FROM: Cheryl A. Russell, AAS City Assessor

DATE: November 25, 2013

RE: Early Reassessment Request – Wild Meadows

To allow a partial re-valuation of a portion of the City would create inconsistency in how properties are valued related to how other properties are valued within the City limits.

At this time, all assessments are based on the 2010 base year. Any economic changes (positive or negative) after January 1 of the base year cannot be used to adjust the assessment. Only clerical errors; information obtained by building permit or changes in property characteristics that were missed by the revaluation or done without a permit can cause an assessment change. However, these changes still must be consistent with the base year. An example is a new construction built in 2013 would have to be treated as being built within the time period analyzed for 2010 using the same sales information.

The Charter and Reassessment process works because it defines the valuations of the properties throughout the City as a whole, so the Roll Back tax can be determined. Determining the Roll Back Tax Rate, allows us to spread the burden of taxes equitably throughout the City based on the values as of the base year. If a partial revaluation is done, the tax burden would not be spread equitably, as some properties would be based on current factors that were not analyzed during the time period allowed for the base year. If an appellant is successful at any of the appeal levels, it would need to be based on the 2010 year and adjustments could be made without a Roll Back Tax being determined, because essentially, these new numbers should reflect the base year.

The City Ordinance and Charter protect all property owners in the City so that there is fairness in all areas of the City as to how their values were calculated....as of a given date. Potentially, could these proposed changes to the Charter positively impact the City if the Market begins to rise after the next revaluation but before the next cyclical revaluation? Could someone from one area of the City that is aware of rising market values from another area of the City come into an appeal hearing requesting that that particular area be revalued because of either the

market, or some compelling information that positively affects their value? This would cause a shift of burden that can be directed to another area of the City?

It is staff's belief that the current guidelines for appeal with the unbiased board members of the Assessment Appeals Board is working adequately. The process for Appeal is: first, Informal (with the Assessor); second, Formal (with the Board of Appeals); and then Superior Court. If changes are made at these levels, it is because there is enough evidence to make the change without a partial revaluation and the adjustments to the values would be made. To begin partial valuations within the City, would require different base years being utilized for different areas of the City.

Staff has looked back at some of the sales in Wild Meadows, from May 2007 through May 2009. All properties, with the exception of one, were a resale. The sales ranged from 96,000 to 187,000. Our values for these sales currently range from 90,200 to 126,400. Also, there have been comments from the property owners of a sale that occurred later in 2009, for around $70,000. Our office receives notification from Wild Meadows of the sale, and they provide the new owner. (Ownership changes are done by title and not deed) We have to contact local real estate agencies for the sale prices, since they are no longer provided to us and the State will not provide this information to us. There was also a period of time, when we did not receive any notification of ownership change, but we were able to get Wild Meadows to change this policy so that the new property owners could receive their tax documentation in a timely fashion. For this particular sale, we have the ownership change, but it was noted that this change was made per Kent County PRIDE system information.

Again, we believe that the status quo is working, and as stated at the Legislative and Finance Committee Meeting on November, 12th, four (4) property owners from Wild Meadows have formally appealed their value since the 2010 revaluation, and all were in 2010. To this date, we have not received further appeal requests.

Staff recommends that the Wild Meadows Community come in as a whole to the Board of Assessment Appeals (maybe with a few spokesmen for the community) and appeal to the Board. If they are not satisfied or successful at this level of appeal, then they could move forward to Superior Court. (per the First Recommendation of the Legislative Finance and Administrative Committee)

Staff does not recommend any changes be made to the City Ordinance or Charter.

CERTIFICATE OF APPRECIATION

presented to

Albert W. Holmes, Jr.

for more than 20 years of volunteerism and service during numerous holiday events held throughout the City of Dover, including serving as the "face" of Santa for the community. His energy and spirit have added to the success of each event and have helped to make each holiday memorable.

In grateful appreciation from the Mayor, Council, staff, and citizens of the City of Dover.

December 9, 2013

Carleton E. Carey Sr.

CARLETON E. CAREY, SR.
MAYOR

DAVID L. BONAR
COUNCIL PRESIDENT

PETITION TO AMEND AND ZONING DISTRICT
Public Hearing before the City Council
December 9, 2013

Applicants/Owners:	Raul Juarez
Property Address:	508 Acorn Lane
Tax Parcel ID #:	ED-00-068.15-01-10.00-0001
Size:	1.315 acres
Present Use:	Residential
Proposed Use:	Residential

Comprehensive Plan Designation: Category 1 – High Priority Annexation Areas

Comprehensive Plan Land Use Designation: Residential Low Density

Present Zoning:	RS-1 (Single Family Residential)
Proposed Zoning:	R-8 (One Family Residence Zone)
Planning Commission Recommendation:	Following a public hearing on November 18, 2013, during which no members of the public spoke regarding the application, the Planning Commission unanimously recommended in favor of the annexation and zoning.
File Number:	AX-13-02

This application is for the annexation and rezoning of property located at 508 Acorn Lane. The property is owned by Raul Juarez. The Tax Parcel Identification Number is ED-00-068.15-01-10.00-0001.

Existing Property:
The property is located on Acorn Lane and is bisected by Acorn Lane. The east side of the property includes a house. The west side of the property is undeveloped. It is located in an enclave area that is in Kent County but surrounded by the City of Dover. The residential portion of the property needs to connect to the City's water and sanitary sewer system, and annexation is required to be eligible to receive City services.

Surrounding Land Uses:
The surrounding uses are residential properties. The property to the west is Manchester Square, which is zoned RG-2. To the southeast is the undeveloped portion of Patriot Village, which is zoned RM-1. The remaining lots are one-family residential lots, zoned R-15 and R-20 (One Family Residence Zones) and RS-1 (Single Family Residential) in Kent County.

Comprehensive Plan:
In the *2008 Comprehensive Plan*, this property is identified as a Category 1 (High Priority) Annexation Area with a land use classification of Residential Low Density.

Request for R-8 (One Family Residence Zone)
The types of permitted uses in the R-8 (One Family Residence) zone include primarily one family detached residences, but also agricultural uses and public uses. A series of conditional uses and accessory uses, generally deemed compatible with the residential uses, are also permitted in the One Family Residence Zones.

Recommendation of the Planning Staff and Planning Commission:
Staff recommended that annexation of the property and the rezoning to R-8 (One Family Residence Zone) be approved as submitted. This recommendation was made without that benefit of hearing the comments of surrounding landowners and residents. Following a public hearing on November 18, 2013, the Planning Commission voted unanimously to recommend approval of the annexation and rezoning as submitted.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: October 30, 2013

CITY OF DOVER FIRE MARSHAL

APPLICATION: Lands of Raul Juarez at 508 Acorn Lane

FILE #: AX-13-02 REVIEWING AGENCY: City of Dover, Office of the Fire Marshal

CONTACT PERSON: Jason Osika, Deputy Fire Marshal PHONE #: (302) 736-4457

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY, AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESS BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

Currently the address number is 508 for the parcels on the East and West side of Acorn Lane. One of the parcels needs to be assigned a new address number.

Address numbers of at least 6 inches in height must be placed on the street side of the building visible from the street.

Project to be completed per approved Site Plan.

ADVISORY COMMENTS TO THE APPLICANT:

After any application has been approved by the Planning Commission, the applicant has a maximum of thirty (30) days to appeal to the Code Board of Appeals Committee.

All comments from this office, approved by the Planning Commission are at the expense of the owner/applicant.

The City of Dover uses the 2012 NFPA Life Safety Code, 2009 IBC, latest editions of all other NFPA Codes and the 2012 Delaware State Fire Prevention Regulations.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the Planning Department as soon as possible.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: OCTOBER 30, 2013

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **LANDS OF RAUL JUAREZ, 508 ACORN LANE**

FILE #: **AX-13-02**

REVIEWING AGENCY: **City of Dover Electric and Public Works Departments**

CONTACT PERSON: **Steve Enss - Electric**
Jason A. Lyon, P.E. – Public Works

CONTACT PHONE #: **Electric - 302-736-7070 Public Works – 302-736-7025**

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. Our office has no objections to the proposed annexation of tax parcel ED-00-068.15-01-10.00-0001.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. None

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. None.

WATER

1. As per the Petition to Annex and Rezone Property, as heard by the City of Dover Utility Committee, October 28, 2013, please find the following:
    a. There is no water service to the property; however, a water main runs in Acorn Lane in front of the property. The property owner would be responsible for the costs associated with tapping the water main, payment of impact fees, and obtaining permits associated with such improvements. Water infrastructure must be installed in accordance with the requirements of the City of Dover Water / Wastewater Handbook and DelDOT.
    b. The owner / developer is responsible for submitting a plan to the Department of Public Works that depicts the required information for a DelDOT State Utility Permit.

WASTEWATER

1. As per the Petition to Annex and Rezone Property, as heard by the City of Dover Utility Committee, October 28, 2013, please find the following:
    a. There is no sewer service to the property; however, a sanitary sewer main runs in Acorn Lane in front of the property. The property owner would be responsible for the costs associated with connecting to the sanitary sewer main, payment of impact fees, and obtaining permits associated with such improvements. Wastewater infrastructure must be installed in accordance with the requirements of the City of Dover Water / Wastewater Handbook and DelDOT.
    b. Additionally, per a special assessment for a sewer line along Acorn Lane, dated January 13, 1992, "All property owners outside the City limits whose property adjoins said sewer line shall pay the equivalent assessment of $40.00 per front foot adjoining the said sewer line at such time as the property is connected to the City's sewer system." The owner / developer is responsible for paying the special assessment fee.
    c. The owner / developer is responsible for submitting a plan to the Department of Public Works that depicts the required information for a DelDOT State Utility Permit.

SANITATION

1. The City of Dover will only provide sanitation service to residential properties.

STORMWATER / STREETS / GROUNDS

1. None.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

KENT CONSERVATION DISTRICT
800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
November 2013

APPLICATION: Lands of Raul Juarez 508 Acorn lane

FILE #: AX-13-02

REVIEWING AGENCY: *Kent Conservation District*

CONTACT PERSON: *David C. Cahill* **PHONE #:** *741-2600 ext.3*

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. *Kent Conservation District has no objection to the annexation of the above referenced site.*

ADVISORY COMMENTS TO THE APPLICANT:
The Following comments are advisory and apply to the development of a detailed site plan for this project.

1. *If at any time expansion or earth disturbing activity (clearing, grubbing tree clearing etc.) takes place and exceeds 5000 square feet; a detailed Sediment and Stormwater Management Plan must be submitted and approved to the Kent Conversation District.*

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: October 29, 2013

D E L D O T

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APPLICATION: Lands of Raul Juarez at 508 Acorn Lane
FILE#: X-13-02 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Julio F. Seneus PHONE#: 760-2145

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THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY & STATE CODE REQUIREMENTS:

1. The Department has no comments on the proposed annexation and/or rezoning.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

- In order to be issued a Letter of No Objection (LONO), the department will require the applicant to provide the proper forms, fees, and plans.
- A Traffic Impact Study (TIS) will be required if the proposed business exceeds 50 VPH (vehicle per Peak Hour) or 400 VPD (vehicle per day). When the study is completed, DelDOT will review it and send recommendations of the improvements to Kent County. The improvements contained in the study will be implemented by the developer per DelDOT's discretion. Please, contact Mr. Troy Brestel at (302) 760-2167 or via e-mail at Troy.Brestel@state.de.us to set up a scoping meeting for this project.
- A pre-submittal meeting with the applicant will be required, if the proposed development generates 200 vehicles per day (VPD).
- The applicant is required to obtain a utility permit from the DelDOT Central District for this project prior to performing any construction works within the right-of-way.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the planning department as soon as possible.

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

November 20, 2013

Ms. Ann Marie Townshend, AICP
City of Dover
P.O. Box 475
Dover, DE 19903-0475

RE: Plan of Services 2013-07, Juarez Annexation
Tax Parcels # ED-00-068.15-01-10.00, ED00-068.15-01-12.00

Dear Ms. Townshend,

This letter is to confirm that we have received and accepted the Plan of Services for the above-referenced annexation. The City has completed all relevant annexation requirements of Title 22, Section 101, Subsection (3) of the Delaware Code.

After the property has been annexed please notify our office in writing so that we may update our records and maps. A copy of the official annexation resolution should accompany this notification. Please do not hesitate to contact me if I can be of any further assistance.

Sincerely,

David L. Edgell, AICP
Principal Planner

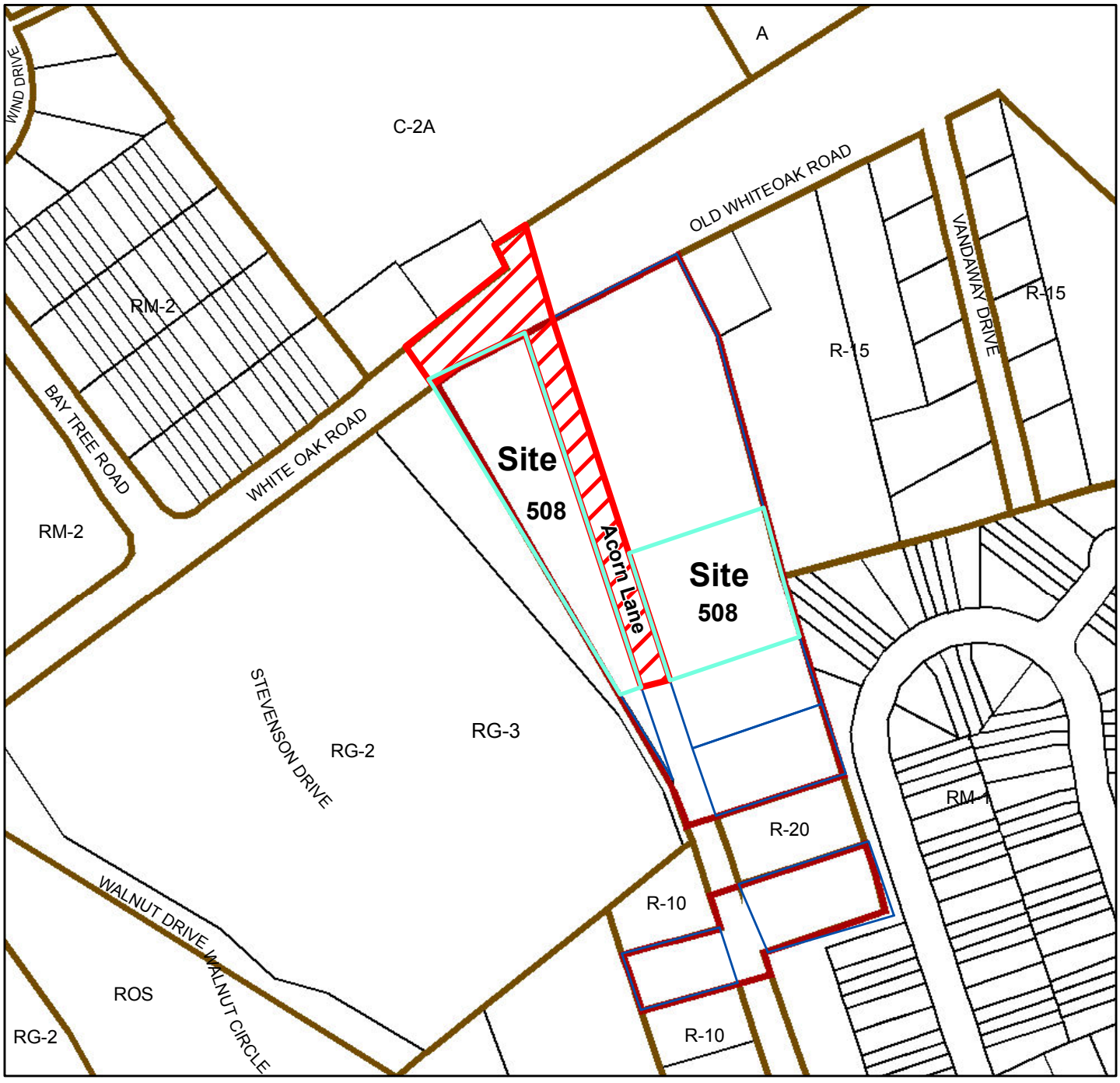
cc: Connie Holland
Laura Simmons

122 Martin Luther King Jr. Blvd. South – Haslet Armory · Third Floor · Dover, DE 19901
Phone (302)739-3090 · Fax (302) 739-5661 · www. stateplanning.delaware.gov

City of Dover

Department of Planning & Inspections

Application No.: AX-13-02



Plan Title: Lands of Juarèz
Location: 508 Acorn Lane
Plan Type: Annexation
Tax Parcel: ED00-068.15-01-10.00-000
Proposed Zoning: R-8
Proposed Land Use Classification: Residential Low Density
Annexation Classification: Catergory 1 Priority
Owners: Raul Juarèz
Date: 10-1-13

Legend

- Zoning
- Dover Parcels
- Kent County Parcels
- Adjacent Right-of-Way
- Dover Boundary

N
W
E
S

0 150 300 600 Feet

PREPARED BY:
City of Dover
PO Box 475
Dover, DE 19903-0475

TAX MAP PARCEL NO.
ED-00-068.15-01-10.00-000

MAYOR AND COUNCIL

COUNCIL RESOLUTION NO. 2013-28

APPROVING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City in accordance with Title 22, Chapter 1, Section 101 of the Delaware Code (22 Del.C.§ 101); and

WHEREAS, the Mayor and Council deem it to be in the best interest of the City of Dover to include an area contiguous to the present City limits, and hereinafter more particularly described, within the limits of the City of Dover; and

WHEREAS, the Charter of the City of Dover provides that if an annexation is petitioned by all owners of all property considered for annexation, no election shall be required. For an annexation petition not requiring an election, such petition shall be processed in accordance with procedures established for amendments to the zoning map, specified in Dover Code, Appendix B - Zoning. All annexation petitions shall be processed concurrently with the rezoning of the property considered for annexation and shall be subject to public hearing before City Council. Public notice shall be completed in accordance with the provisions of the Dover Code relating to amendment of the zoning map.

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

1. That the following described area, situated in East Dover Hundred, Kent County, State of Delaware, along with all adjacent paths, sidewalks, roadways, and rights-of-way in their entirety, shall be annexed to and included within the limits of the City of Dover:

PARCEL NO. 1 (Westerly Parcel)
Beginning at an iron pipe situate on the westerly side of Acorn Lane (50' wide), said pipe being further located 644' $^{+/-}$ southerly of the centerline of White Oak Road and being a corner for these lands and lands of the City of Dover; thence by and with said City of Dover lands the following three (3) courses and distances: S 83° 24' 00" W, 35.05' to an iron pipe; thence N 19° 51' 00" W, 123.17' to an iron pipe; thence N 20° 33' 00" W, 478.80' to an iron pipe on the southerly side of White Oak Road (50' wide), said pipes being corners for these lands and said City of Dover lands; thence by and with the southerly side of White Oak Road N 70° 55' 00" E, 155.56' to an iron pipe located at the intersection of the southerly side of White Oak Road with the westerly side of Acorn Lane, said pipe being a corner for these lands; thence by and with the westerly side of Acorn Lane S 09° 05' 00" E, 618.76' to an iron pipe, said pipe being the point and place of beginning.

The above-described parcel contains 1.315 acres of land, more or less.

Draft

PARCEL NO. 2 (Easterly Parcel)

Beginning at an iron pipe situate on the easterly side of Acorn Lane (50' wide), said pipe being located 644' $^{+/-}$ southerly of the centerline of White Oak Road and being further located N 83° 24' 00" E, 50.05' from the Point of Beginning of PARCEL NO.1 and being a corner for these lands and lands of C. Robert Probst; thence by and with the easterly side of Acorn Lane N 09° 05' 00" W, 220.00' to an iron pipe, said pipe being a corner for these lands and lands of Florence Garrison; thence by and with said Florence Garrison lands N 83° 24' 00" E, 225.00' to an iron pipe on line of lands of Bangalore T. Laksham, said pipe being a corner for these lands and said Florence Garrison lands; thence by and with said Bangalore T. Laksham lands S 09° 05' 00" E, 220.00' to an iron pipe, said pipe being a corner for these lands and lands of C. Robert Probst; thence by and with said C. Robert Probst lands S 83° 24' 00" W, 225.00' to an iron pipe on the easterly side of Acorn Lane, said pipe being the point and place of beginning.

The above-described parcel contains 1.135 acres of land, more or less.

Being the same lands and premises which were conveyed unto Gamaliel E. Garrison and Mary R. Garrison, by deed of Trailer Village, Inc. dated February 15, 1979, and recorded in the Office of the Recorder of Deeds in and for Kent County, Delaware, on February 23, 1979, in Deed Book P, Volume 33, Page 137.

2. That the above described property shall be annexed into the City of Dover with a zoning classification as set by City Council and in accordance with the zoning map and environs then in force, effective upon such lands being included within the limits of the City of Dover.

3. That the certified copy of this resolution of annexation, together with a plot of the area annexed, shall be filed for record with the Recorder of Deeds of Kent County.

4. That the effective date of this resolution shall be the 10th day of December, 2013 at 12:01 a.m.

ADOPTED: *

S:\ANNEXATIONS\Annex-2013\508 Acorn Lane\Approval Resolution 2013-28 for Packet - 508 Acorn Lane - No Referendum.wpd

CARLETON E. CAREY
MAYOR

DAVID L. BONAR
COUNCIL PRESIDENT

Draft

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2013-16

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 508 ACORN LANE

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification) on that property located at 508 Acorn Lane, consisting of two (2) parcels totaling 2.45+/- acres (Parcel No. 1: located on the westerly side of Acorn Lane, containing 1.315+/- acres; and Parcel No. 2: located on the easterly side of Acorn Lane, containing 1.135+/- acres), owned by Raul M. Juarez.
(TAX PARCEL: ED-00-068.15-01-10.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-13-02)

ADOPTED: *

S:\ORDINANCES\2013\Draft\2013-16 Rezoning-Annexation-508 Acorn Lane-FINAL RDG.wpd

ACTIONS HISTORY

December 9, 2013 - Scheduled for Final Reading/Adoption
October 14, 2013 - First Reading/Referral

Draft

PETITION TO AMEND AND ZONING DISTRICT
Public Hearing before the Planning Commission
November 18, 2013

Applicants/Owners:	City of Dover
Property Address:	West side of Acorn Lane
Tax Parcel ID #:	ED-00-068.15-01-12.00-0001
Size:	0.075 acres (3,264 SF)
Present Use:	Vacant
Proposed Use:	Vacant

Comprehensive Plan Designation: Category 1 – High Priority Annexation Areas

Comprehensive Plan Land Use Designation: Residential Low Density

Present Zoning:	RS-1 (Single Family Residential)
Proposed Zoning:	R-8 (One Family Residence Zone)
Planning Commission Recommendation:	Following a public hearing on November 18, 2013, during which no members of the public spoke regarding the application, the Planning Commission unanimously recommended in favor of the annexation and zoning.
File Number:	AX-13-03

This application is for the annexation and rezoning of property located on Acorn Lane. The property is owned by the City of Dover. The Tax Parcel Identification Number is ED-00-068.15-01-12.00-0001.

Existing Property:
The property is located on Acorn Lane and is directly south of the western portion of the property located at 508 Acorn Lane.

Surrounding Land Uses:
The surrounding uses are residential properties. The property to the west is Manchester Square, which is zoned RG-2. To the southeast is the undeveloped portion of Patriot Village, which is zoned RM-1. The remaining lots are one-family residential lots, zoned R-15 and R-20 (One Family Residence Zones) and RS-1 (Single Family Residential) in Kent County.

Comprehensive Plan:
In the *2008 Comprehensive Plan*, this property is identified as a Category 1 (High Priority) Annexation Area with a land use classification of Residential Low Density.

Request for R-8 (One Family Residence Zone)
The types of permitted uses in the R-8 (One Family Residence) zone include primarily one family detached residences, but also agricultural uses and public uses. A series of conditional uses and accessory uses, generally deemed compatible with the residential uses, are also permitted in the One Family Residence Zones.

Recommendation of the Planning Staff and Planning Commission:
Staff recommended that annexation of the property and the rezoning to R-8 (One Family Residence Zone) be approved as submitted. This recommendation was made without that benefit of hearing the comments of surrounding landowners and residents. Following a public hearing on November 18, 2013, the Planning Commission voted unanimously to recommend approval of the annexation and rezoning as submitted.

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

STAFF D.A.C. MEETING DATE: OCTOBER 30, 2013

CITY OF DOVER
Electric &
Public Works
Departments

APPLICATION: **LANDS OF CITY OF DOVER, ACORN LANE**

FILE #: **AX-13-03**

REVIEWING AGENCY: **City of Dover Electric and Public Works Departments**

CONTACT PERSON: **Steve Enss - Electric**
Jason A. Lyon, P.E. – Public Works

CONTACT PHONE #: **Electric - 302-736-7070 Public Works – 302-736-7025**

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS

ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. Our office has no objections to the proposed annexation of tax parcel ED-00-068.15-01-12.00-000.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES

ELECTRIC / WATER / WASTEWATER / STORMWATER / SANITATION / STREETS / GROUNDS

1. None

ADVISORY COMMENTS TO THE APPLICANT

ELECTRIC

1. None.

WATER

1. As per the Petition to Annex and Rezone Property, as heard by the City of Dover Utility Committee, October 28, 2013, please find the following:
    a. There is no water service to the property; however, a water main runs in Acorn Lane in front of the property. The property owner would be responsible for the costs associated with tapping the water main, payment of impact fees, and obtaining permits associated with such improvements. Water infrastructure must be installed in accordance with the requirements of the City of Dover Water / Wastewater Handbook and DelDOT.
    b. The owner / developer is responsible for submitting a plan to the Department of Public Works that depicts the required information for a DelDOT State Utility Permit.

WASTEWATER

1. As per the Petition to Annex and Rezone Property, as heard by the City of Dover Utility Committee, October 28, 2013, please find the following:
    a. There is no sewer service to the property; however, a sanitary sewer main runs in Acorn Lane in front of the property. The property owner would be responsible for the costs associated with connecting to the sanitary sewer main, payment of impact fees, and obtaining permits associated with such improvements. Wastewater infrastructure must be installed in accordance with the requirements of the City of Dover Water / Wastewater Handbook and DelDOT.
    b. Additionally, per a special assessment for a sewer line along Acorn Lane, dated January 13, 1992, "All property owners outside the City limits whose property adjoins said sewer line shall pay the equivalent assessment of $40.00 per front foot adjoining the said sewer line at such time as the property is connected to the City's sewer system." The owner / developer is responsible for paying the special assessment fee.
    c. The owner / developer is responsible for submitting a plan to the Department of Public Works that depicts the required information for a DelDOT State Utility Permit.

SANITATION

1. The City of Dover will only provide sanitation service to residential properties.

STORMWATER / STREETS / GROUNDS

1. None.

IF YOU HAVE ANY QUESTIONS OR NEED TO DISCUSS ANY OF THE ABOVE COMMENTS, PLEASE CALL THE ABOVE CONTACT PERSON AND THE PLANNING DEPARTMENT AS SOON AS POSSIBLE.

KENT CONSERVATION DISTRICT
800 BAY ROAD SUITE 2 • DOVER, DELAWARE • 19901 (302) 741-2600 EXT. 3 • FAX (302) 741-0347

CITY OF DOVER
DEVELOPMENT ADVISORY COMMITTEE
APPLICATION REVIEW COMMENTARY
November 2013

APPLICATION: Lands of the City of Dover Acorn Lane

FILE #: AX-13-03

REVIEWING AGENCY: *Kent Conservation District*

CONTACT PERSON: *David C. Cahill* **PHONE #:** *741-2600 ext.3*

THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE. THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY AND STATE CODE REQUIREMENTS:

1. *Kent Conservation District has no objection to the annexation of the above referenced site.*

ADVISORY COMMENTS TO THE APPLICANT:
The Following comments are advisory and apply to the development of a detailed site plan for this project.

1. *If at any time expansion or earth disturbing activity (clearing, grubbing tree clearing etc.) takes place and exceeds 5000 square feet; a detailed Sediment and Stormwater Management Plan must be submitted and approved to the Kent Conversation District.*

CITY OF DOVER

DEVELOPMENT ADVISORY COMMITTEE

APPLICATION REVIEW COMMENTARY

D.A.C. MEETING DATE: October 29, 2013

D E L D O T

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APPLICATION: Lands of City of Dover on Acorn Lane
FILE#: AX-13-03 REVIEWING AGENCY: DelDOT

CONTACT PERSON: Julio F. Seneus PHONE#: 760-2145

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THE SUBJECT PROPOSAL HAS BEEN REVIEWED FOR CODE COMPLIANCE, PLAN CONFORMITY AND COMPLETENESS IN ACCORDANCE WITH THIS AGENCY'S AUTHORITY AND AREA OF EXPERTISE.

THE FOLLOWING ITEMS HAVE BEEN IDENTIFIED AS ELEMENTS WHICH NEED TO BE ADDRESSED BY THE APPLICANT:

CITY & STATE CODE REQUIREMENTS:

1. The Department has no comments on the proposed annexation and/or rezoning.

RECOMMENDATIONS SUGGESTED AS CONDITIONS OF APPROVAL TO MEET CODE OBJECTIVES:

ADVISORY COMMENTS TO THE APPLICANT:

- In order to be issued a Letter of No Objection (LONO), the department will require the applicant to provide the proper forms, fees, and plans.
- A Traffic Impact Study (TIS) will be required if the proposed business exceeds 50 VPH (vehicle per Peak Hour) or 400 VPD (vehicle per day). When the study is completed, DelDOT will review it and send recommendations of the improvements to Kent County. The improvements contained in the study will be implemented by the developer per DelDOT's discretion. Please, contact Mr. Troy Brestel at (302) 760-2167 or via e-mail at Troy.Brestel@state.de.us to set up a scoping meeting for this project.
- A pre-submittal meeting with the applicant will be required, if the proposed development generates 200 vehicles per day (VPD).
- The applicant is required to obtain a utility permit from the DelDOT Central District for this project prior to performing any construction works within the right-of-way.

If you have any questions or need to discuss any of the above comments, please call the above contact person and the planning department as soon as possible.

STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF STATE PLANNING COORDINATION

November 20, 2013

Ms. Ann Marie Townshend, AICP
City of Dover
P.O. Box 475
Dover, DE 19903-0475

RE: Plan of Services 2013-07, Juarez Annexation
Tax Parcels # ED-00-068.15-01-10.00, ED00-068.15-01-12.00

Dear Ms. Townshend,

This letter is to confirm that we have received and accepted the Plan of Services for the above-referenced annexation. The City has completed all relevant annexation requirements of Title 22, Section 101, Subsection (3) of the Delaware Code.

After the property has been annexed please notify our office in writing so that we may update our records and maps. A copy of the official annexation resolution should accompany this notification. Please do not hesitate to contact me if I can be of any further assistance.

Sincerely,

David L. Edgell, AICP
Principal Planner

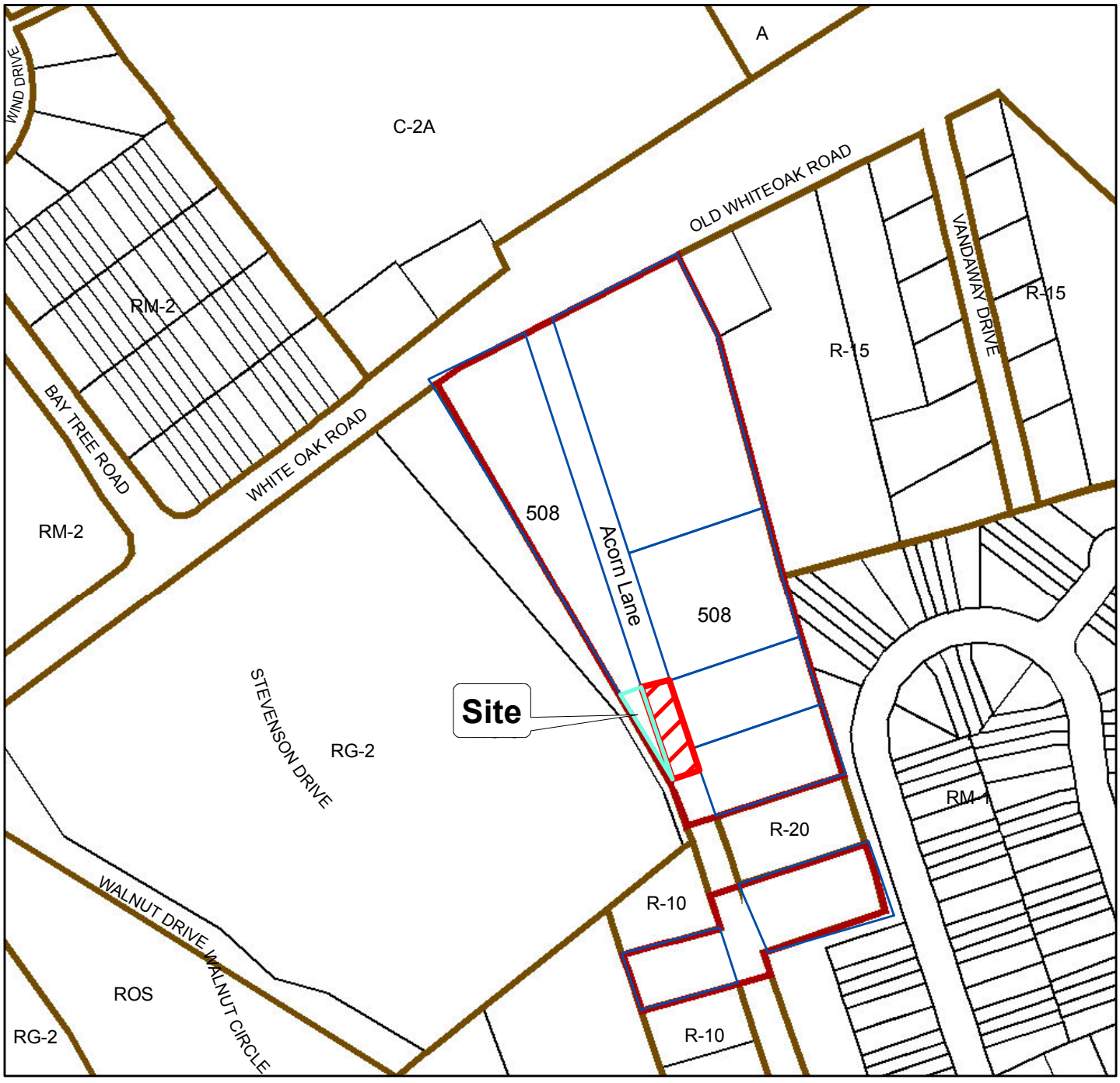
cc: Connie Holland
Laura Simmons

122 Martin Luther King Jr. Blvd. South – Haslet Armory · Third Floor · Dover, DE 19901
Phone (302)739-3090 · Fax (302) 739-5661 · www. stateplanning.delaware.gov

City of Dover

Department of Planning & Inspections

Application No.: AX-13-03



Plan Title: City of Dover
Location: West Side of Acorn Lane
Plan Type: Annexation
Tax Parcel: ED00-068.15-01-12.00-000
Proposed Zoning: R-8
Proposed Land Use Classification: Residential Low Density
Annexation Classification: Catergory 1 Priority
Owners: City of Dover
Date: 10-1-13

Legend

- Zoning
- Dover Parcels
- Kent County Parcels
- Adjacent Right-of-Way
- Dover Boundary

N W E S

0 150 300 600 Feet

PREPARED BY:
City of Dover
PO Box 475
Dover, DE 19903-0475

TAX MAP PARCEL NO.
ED-00-68.15-01-12.00-000

MAYOR AND COUNCIL

COUNCIL RESOLUTION NO. 2013-29

APPROVING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City in accordance with Title 22, Chapter 1, Section 101 of the Delaware Code (22 Del.C.§ 101); and

WHEREAS, the Mayor and Council deem it to be in the best interest of the City of Dover to include an area contiguous to the present City limits, and hereinafter more particularly described, within the limits of the City of Dover; and

WHEREAS, the Charter of the City of Dover provides that if an annexation is petitioned by all owners of all property considered for annexation, no election shall be required. For an annexation petition not requiring an election, such petition shall be processed in accordance with procedures established for amendments to the zoning map, specified in Dover Code, Appendix B - Zoning. All annexation petitions shall be processed concurrently with the rezoning of the property considered for annexation and shall be subject to public hearing before City Council. Public notice shall be completed in accordance with the provisions of the Dover Code relating to amendment of the zoning map.

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

1. That the following described area, situated in East Dover Hundred, Kent County, State of Delaware, along with all adjacent paths, sidewalks, roadways, and rights-of-way in their entirety, shall be annexed to and included within the limits of the City of Dover:

> All that certain piece and parcel of land situated on the west side of Acorn Lane just south of White Oak Road, bounded on the east by Acorn Lane, on the north by lands now or late of Gamaliel Garrison, and on the west by other lands of the City of Dover, more particularly described as follows, to-wit:
>
> Beginning at a point on the east side of Acorn Lane (a 50 foot street) at a corner for this parcel and other lands of the City of Dover; thence and binding with City of Dover land North nineteen (19) degrees fifty-one (51) minutes West 194.99 feet to a corner for this parcel and lands now or late of Gamaliel Garrison; thence and binding with Garrison land in an easterly direction 34 feet to a point on the west side of Acorn Lane; thence and binding with the west side of Acorn Lane, South nine (9) degrees five (5) minutes East 192 feet to the place of beginning, and containing approximately .075 acres of land, be the same more or less.

2. That the above described property shall be annexed into the City of Dover with a zoning classification as set by City Council and in accordance with the zoning map and environs then in force, effective upon such lands being included within the limits of the City of Dover.

3. That the certified copy of this resolution of annexation, together with a plot of the area annexed, shall be filed for record with the Recorder of Deeds of Kent County.

4. That the effective date of this resolution shall be the 10th day of December, 2013 at 12:01 a.m.

ADOPTED: *

S:\ANNEXATIONS\Annex-2013\Westerly Side of Acorn Lane - City of Dover\Approval Resolution No. 2013-29 for Packets.wpd

CARLETON E. CAREY
MAYOR

DAVID L. BONAR
COUNCIL PRESIDENT

FINAL READING

CITY OF DOVER PROPOSED ORDINANCE #2013-17

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED ON THE WEST SIDE OF ACORN LANE

WHEREAS, the City of Dover has enacted a zoning ordinance regulating the use of property within the limits of the City of Dover; and

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover have been amended by changing the zoning designation from RS-1 - Single Family Residence (Kent County zoning classification) to R-8 - One-Family Residence (City of Dover zoning classification) on that property located on the westerly side of Acorn Lane, consisting of 0.075+/- acres (3,264 s.f.), owned by the City of Dover.
(TAX PARCEL: ED-00-068.15-01-12.00-000; COUNCIL DISTRICT: 3; PLANNING REFERENCE: AX-13-03)

ADOPTED: *

S:\ORDINANCES\2013\Draft\2013-17 Rezoning-Annexation-Acorn Lane-City of Dover-FINAL RDG.wpd

ACTIONS HISTORY

December 9, 2013 - Scheduled for Final Reading/Adoption
October 14, 2013 - First Reading/Referral

Draft

2013 Annual Report

Downtown Dover Partnership

developing the economic, cultural and historic resources of downtown







Mission Statement

The purpose of the Downtown Dover Partnership is to develop the economic, cultural and historic resources of downtown Dover, to increase business/job opportunities and to develop the commercial and residential potential of the Central Dover area. The DDP strives to protect and enhance the historic architectural and community qualities of the downtown consistent with the guiding principles of the National Main Street Program.

Dover DELAWARE

Board Members

Gregory V. Moore, P.E., President
Gerald I.H. Street, Esq., Vice President
Timothy Slavin, Secretary
Cynthia Small, Treasurer
Councilman David Anderson
Councilman David Bonar
Senator Brian Bushweller
Councilman Wallace Dixon
Anita Evans
Lucy Findlay
Michael Harrington, Sr.
Dr. William Johnston
Scott Koenig
Diane Laird
Paul E. Lakeman
Maxine Lewis
Joseph McDaniel
Gary Patterson
Representative Darryl Scott
Laura Simmons
Ann Marie Townshend
Mayor Carleton Carey, Ex Officio

Design Committee

Laura Simmons, Chairperson
Carrie Hart
Ann Baker Horsey
Susan Johnston
Dawn Melson-Williams
Kristin Pleasanton
Elena Stewart

Economic Development & Restructuring Committee

Gerald I. H. Street, Esq., Chairperson
Robert Berglund
Councilman David Bonar
Gary Cecchett
Anthony DePrima
Councilwoman Wallace Dixon
Michael Harrington, Sr.
Dr. William Johnston
Scott Koenig
Paul E. Lakeman
Joseph McDaniel
Kevin Mitten
Gregory V. Moore, P.E.
William Neaton
Ted Nutter
Gary Patterson
Charlie Rodriguez
Laura Simmons
Jonathan Street
Ann Marie Townshend

Director's Note…

As we report on the Downtown Dover Partnership's financial and operational performance of fiscal year 2013, I want to take this opportunity to reflect on our strategy, our progress and our future as we continue to focus on the original purpose and mission of the DDP.

In 2012, we reported that the DDP created two First Class retail spaces at 22-24 W. Loockerman Street. What a difference a year makes! This same building has been selected as the next home for Delaware EZ Pass and is currently undergoing a $1.3 million state of the art renovation with its new occupants arriving in the first quarter of 2014.

On March 27, 2013, Governor Jack Markell cut the ribbon to celebrate the completion of the $3 Million North Street Area and Loockerman Way Improvements, which included burial of utility lines, the redesign of the North Street parking lots and the completion of the public space and metered parking lot on Loockerman Way with funding provided by the Delaware Legislature. Spring 2013 bore witness to the opening of the Bayard Pharmacy, downtown Dover's first pharmacy in fifteen years; approval for the construction of a new Family Dollar; and much more. It's clear that the DDP's performance continues to be solid.

As the DDP enters its sixth year, our Board and Committees will continue their planning and hard work to help Downtown Dover grow and become a destination. We also want to extend our appreciation to William G. Neaton for his leadership and commitment to the DDP's mission and goals as the Executive Director from October 2008 through February 2013.



Sincerely, Louis Colón, Executive Director

Committee Accomplishments

Design Committee
- Implemented Annual Community Art Project
- Completed Two Facade Projects

Economic Development & Restructuring Committee
- Renovations of 22-24 W. Loockerman St. completed. Currently under consideration as future home of Delaware EZ Pass.
- 238 Railroad Ave pre-demolition asbestos abatement completed; fall demolition pending
- North Street Improvements completed
- Loockerman Way and Parking lot completed
- Construction of new Family Dollar approved

Organization Committee
- Held Fundraising Workshop
- Created Fundraising Plan
- Coordinated Volunteer Recognition & Annual Report

Parking & Safety Committee
- Installed New Parking Meters
- Offered Free Metered Parking in the Bradford Street Lot during Holidays
- Completed Phase II of "Historically Happening" Banner Project
- Installed "Way Finding" Banners
- Installed Phase I of "Farmer's Market" Banners
- Installed Five (5) Additional Surveillance Cameras
- Striped\Stenciled Bradford St and Governors Avenue parking lots
- Installed new Parking Banners

Promotions Committee
- Held committee work plan development workshops
- Held Shop Talk seminar courtesy of DEDO
- 4th Annual Safe, Spooky Halloween Parade
- Capital Holiday Celebration
- 5th Annual Home for the Holidays Parade
- Supported First Fridays
- Established Farmer's Market on Loockerman Way
- Distributed 60+ media releases and generated significant positive press for downtown Dover
- Created "Winter Wonderland" on Loockerman Way
- St. Patrick's Day Parade
- First Friday Gives Back Program
- Implemented Social Media Campaign

FY 2013
Downtown Dover Partnership
Economic Impact Highlights



$30,625,965 Dollars Invested in FY 2013
Facade Grants Awarded - $2,960
Total value of Facade Improvements - $5,420
Building Renovations $126,114
North Street Improvements $1,791,471
Dover Public Library $20,800,000
Wesley College $2,100,000
Bayard Plaza $5,800,000

1500 + Volunteer Hours
1669 hours valued at $22.02/hr = $36,751

Nine New Businesses Opened
Tea for Two
Many Things
A Touch of Glass
Bayard Pharmacy
Pure Luxury Salon
Tresses Salon
Rouge Women's Apparel
Cheveux Salon
Amore Bridal

A total of nine (9) new Woman/Minority owned businesses opened during this reporting period yielding eighteen(18) FTE.

Increasing Competitiveness of Downtown Businesses
In our efforts to support both existing and potential businesses in the downtown, the DDP hosted nine (9) Business Development Workshops that provided information on marketing techniques, developing a business plan, loan seminars, social media, e-commerce, and other topics that were attended by 163 individuals.

Business Assistance Provided
Two businesses received loans through our technical assistance loan referral program. These loans totaled $230,000 and created 7FTE's and sustained 3 FTE's.

Partnership Real Estate Holdings

120 S. Governors Avenue – Acme site	$ 1,239,345
22-24 W. Loockerman Street	278,809
133-135 S. Governors Avenue	248,745
139-143 S. Governors Avenue	295,184
222 Railroad Avenue	56,746
238 Railroad Avenue	151,091
East side of N. West Street parcel #1	243,000
680 & 684 Forest Street	674,267
114-128 W Loockerman Street	412,857
Total Buildings & Land	**$ 3,600,044**

Organization Committee

Jocelyn McBride, Chairperson
Valerie A. Christ
Marjorie Cyr
Georgeanna Windley
Chris Wood

Parking Committee

Anita Evans, Chairperson
David Affholder
Michael Ambruso
Jed Hatfield
Christopher Hayes
Ted Nutter
Michael Riemann
Ron Poliquin, Esq.

Promotions Committee

Tonda Parks, Chairperson
Kim Aigle
Jennifer Bailey
Elaine Brenchley
Gary Chaffee
Helen Downing
Maxine Lewis
Lucy Findlay
Andy Ryan
Nancy Pikulik
Jan Crumpley
Christy Rawlins
Jennifer Bailey
Kathy Jo Robbins
Katrina Sullivan
Clarissa Williams
Tammy Miller

Downtown Support System











Board Members

Special thanks to
the Dover City Council, Mayor Carleton E. Carey, Sr., and City Manager Scott Koenig for their support of the Downtown Dover Partnership.

Thanks to Diane Laird, State Coordinator, Delaware Main Street, for technical assistance provided throughout the year.

A very Special Thanks to our friends at Becker Morgan Group. A team of professionals that define dedication, expertise and talent . A team that made many of these accomplishments possible.

And to Gary Patterson, Sen. Brian Bushweller and Rep. Darryl Scott, whose unwavering support and dedication to Dover knows no bounds.

Partnership Staff
Louis Colón, Executive Director
C. Edwin Perez
Beverly Latimer Jackson

Special Thanks to the following Individuals and Organizations who contributed time, talent and resources to make our fifth year a great success:

First Friday
Jean Francis
Susan Johnston
Jeremy Gibb
Friends of Folk
Lucy Findlay
Valla Rogers
Downtown Dover Merchants

Capital Holiday Celebration
Central Delaware Chamber of Commerce
Bayhealth Medical Center
Heritage at Dover
Dover Kiwanis
Wesley Pre-School
The Little School
Dover High Select Ensemble
St John's Lutheran School
Delaware State News
Rev. Dr. Norman Hutchins
Frontline Ministries Choir
Mary Borger
Cristal Brenneman
Sherwanda Rachal-Speaks
Becky Norton
Michelle Hughes

Home for the Holidays
Gary Chaffee, Parade Coordinator
Santa & Mrs. Claus: Rev. William and Marty Downing
Tami Wilson

2012 Winter Wonderland Committee
Dawne Nickerson-Banez
Benhje Benton
Darin Dell
Judy Diogo
Dover Interfaith Mission for Housing, Inc.
Michael Harrington, Sr., Harrington ERA Realty
Joe Parks
Tonda Parks
Mary Ressler, Quality Builders
Justin Strickland
Steph Berkich-Ryan
Kristin Coker Stonesifer

2012 Winter Wonderland Contributors
Amore Bridal
Axia Management
BayHealth
Bel Boutique
Crystal Carey
Lucy & George Findlay
George & Lynch
Harrington Foundation
Donna Josefowski
Joe McDaniel
Mitten & Winters
Pettinaro Management, LLC
Louie Phillips
PNC Bank
Street & Ellis
Rosemary Twilley
Quality Builders

Support for Multiple Activities
Alex Vaughan Mobile Entertainment
Bayhealth Medical Center
City of Dover
DE Economic Development Office
DE Technical & Community College
Dover City Council
Dover Community Partnership
Dover Fire Department
Dover Housing Authority
Dover Parks & Recreation
Dover Police Department
Downtown Dover Businesses
First State Community Loan Fund
First State Heritage Park
Friends of Folk
Friends of Old Dover
Greater Dover Committee
CenDel Foundation
Kent County Amateur Radio Club
Kent County Tourism
SCORE
Small Business Development Center
STACKS Entertainment
U.S. Small Business Administration
USDA Rural Development
Wesley College
YWCA Delaware

About the Downtown Dover Partnership
Downtown Dover Partnership is a non-profit organization dedicated to revitalizing the Downtown District. DDP works hand in hand with the National Trust for Historic Preservation's National Main Street Center and the Downtown Delaware initiative to create a variety of programs that serve to improve our downtown district.

101 W Loockerman St, Suite 1A – Dover DE 19904
302.678.2940 (p) - 302.678.2132 (f) www.**downtowndoverpartnership.com**

UTILITY COMMITTEE

The Utility Committee Meeting was held on November 25, 2013 at 5:00 p.m. with Mr. Slavin presiding until the arrival of Chairwoman Williams (5:03 p.m.). Members present were Mr. Perza (arrived at 5:07 p.m.), Mr. Blakeman, and Mr. Snaman. Members of Council present were Mr. Dixon (arrived at 5:09 p.m.) and Mr. Hutchison. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Electric Supply & Generation

Members were provided information regarding Electric Supply and Generation, as follows:

McKee Run Units 1 & 2 - Cost/Benefit Analysis

Mr. Scott Koenig, City Manager, reviewed a Presentation - Cost/Benefit Analysis for City of Dover for McKee Run Units 1 & 2, as prepared by Mr. Robert Trinnear, The Energy Authority (TEA).

Referring to Slide 13, Mr. Blakeman questioned if there were a means of quantifying the risk of operational failure. Responding, Mr. Koenig stated that he would contact representatives of both TEA and North American Energy Services (NAES) to obtain this information.

In response to Mr. Blakeman with reference to Slide 14, Mr. Koenig stated that borescope inspection logs did not indicate any required repairs and/or improvements that were not already included in the City's Capital Improvement Plan (CIP). Based on current knowledge, he assured members that the only repairs and/or improvements anticipated were those listed in the CIP.

Responding to Mrs. Williams regarding the cost of "mothballing" these Units, Mr. Koenig stated that TEA and NAES had been requested to provide a price; however, staff anticipated that this amount would be costly (in the high six to low seven figure range) due to asbestos and other issues associated with the Units.

Mr. Snaman questioned if the new power plant (Calpine) could affect the details regarding Units 1 and 2. Responding, Mr. Koenig explained that if the City entered into a purchase power agreement with Calpine, the City could replace the capacity of Units 1 and 2 with capacity from the Calpine Project, which would be a negotiated item and was scheduled for discussion later in the meeting, under Item #1C.

Mrs. Williams relayed concern with proceeding since there were so many uncertainties.

Mr. Kirk Betts, Betts & Holt LLP, the City's Energy Attorney, stated that there was not as much uncertainty as there appeared to be but there were several risks. He explained that some life extensions were previously done to Units 1 and 2 to keep them "alive;" however, prior to the Calpine project, the lease arrangement at the Garrison Tract included the opportunity to purchase 50 MW of capacity based on the belief that Units 1 and 2 would not survive. He stated that the Units are not as reliable as needed, which poses a risk. When the Units are supposed to come up and they do not, the City is penalized financially as well as with regard to reserve requirements and does not get the capacity credits needed. While these costs have not yet been quantified, they exist. He advised

members that another risk was the capacity price of $119 per megawatt day (MWd) which was expected to be in the range of $150, $180, and $200 per MWd, but noted that this was not fully quantified because the PJM market only extends out three (3) years. He explained that this type of spread reduces the value of the plant and, with the addition of the costs for operating those Units including the NAES costs and the capital costs indicated in the CIP, there is a very low margin. With a low margin area of approximately $250,000, for example, the City would be totally at risk and one (1) or more operational failure or forced outage could result in the City being "in the hole." While these numbers had not been quantified, he explained that they appear more and more threatening in terms of the value of the plant.

Mr. Betts explained that another issue with old units such as these is that spare parts are not available and must be manufactured. He explained that manufacturing parts for an antique piece of equipment costs more and the value is not recovered; therefore, the cost just to repair Units 1 and 2 would be extraordinarily high. He reminded members that Units 1 and 2 were being kept for capacity plays, and when the capacity market goes down, the value disappears. Although the City does not need the Units for energy, they must be able to operate. He noted that the heat rate for these Units is very high, at least 13,000 btu's per kilowatt hour, whereas the competing Calpine unit is approximately half of that. Therefore, the Units are a non-competitive resource that the City pays a lot of money for in order to have capacity and the value is continuously decreasing. While not fully quantified, these are the real risks involved with these two (2) Units.

Responding to Mrs. Williams, Mr. Betts explained that maintenance for Units 1 and 2 should have been done gradually over time but was deferred in previous years to avoid the additional capital cost, which is the reason for the major $2.4M "hit" in budget for Fiscal Year 2018. He stated that the capacity market has dropped significantly, and the PJM capacity market has many components. He advised members that Converge, an Arrow Electronic Company, has been working, primarily with refrigeration, to find ways to replace capacity in the marketplace by allowing customers to go offline for a couple of minutes at a time. In the past, customers had generation in reserve or brought up generation to meet the voltage requirements; however, since customers are able to meter the load precisely and changes are computerized, they are able to go offline and reduce load instead of bringing capacity on. He stated that last summer in this region, more than 1,000 MW(the amount of a nuclear plant) were taken offline voluntarily by customers who received a notice the day before indicating if they went offline the next day between certain hours, they would be compensated a certain amount per kilowatt hour not used, which had a huge impact on the marketplace. The current market is very different and continuously changing; therefore, the way in which customers invest and adapt to the changes are also different. Mr. Betts expressed his opinion that the market is not fixed but in some areas it is very tight; for example, in New Jersey the current capacity price is almost $300 per MWd, whereas in Dover it has dropped. He explained that the Garrison Plant's 300 MW has a huge impact on costs on the Delmarva Peninsula because it is gas operated, fast, has relatively low personnel costs, and can bid into the market very aggressively.

In regard to transmission costs, Mr. Betts explained that there has been a huge amount of transmission expansion in PJM, which has resulted in a reduction of the number of power plants constructed. It is a very dynamic market and, with 13,000 heat rate units, the City must consider whether, even if investment were made in Units 1 and 2, there would be value going forward and how much value that investment would have in the next five (5) to 10 years.

Mrs. Donna Mitchell, Controller/Treasurer, advised members that the 2016/2017 forecast was completed last May and, at that time, the capacity price was $193 per MWd. The price was now at $119 per MWd; therefore, she stated that the capacity revenue would change accordingly. She noted that a leak on a gasket on Unit 1 had to be repaired last year and the costs were over budget. In addition, she expressed concern regarding costs involving Unit 3. She stated that it had been borescoped and will be opened up for repair. This was scheduled as a three (3) year project which started with a $1.21M budget for the turbine repair and generator; however, the bids received for the turbine were excessive, so the generator was done separately at a cost of $276,000. The costs for the turbine repairs for Unit 3 were currently up to $1.6M, and she noted that when it is opened, additional repairs may be required which would increase the costs.

In response to Mr. Perza, Mrs. Mitchell stated that staff's recommendation would not include bidding Units 1 and 2 in the PJM market beyond Fiscal Year 2017 since staff anticipated a joint agreement with Calpine or another capacity agreement to pick up 34 MW. She confirmed that it was staff's recommendation not to fund capital improvements to bring the Units up to current standards and not to fund these Units beyond the next three (3) years. If the Units began to fail in the next year or two (2), she stated that the City would have the option to pull the Units out of the PJM market instead of investing capital into them; however, the City would have to pay for the capacity and pay a forced outage penalty if the Units went down when scheduled to run. In order to meet the December 1, 2013 deadline, it was staff's plan to bid the Units into the capacity auction for the 2017/2018 planning year at $311per MWd to ensure they do not get called on and the City recoups the money, as recommended by TEA.

Noting that the City was obligated to keep Units 1 and 2 operating since they have been included in the auction for the next couple of years, Mr. Slavin questioned if the Units would be revenue positive to the City based on the assumption that the market does not completely bottom out on the capacity side. Responding, Mrs. Mitchell confirmed that they would be revenue positive through Fiscal Year 2017 based on the analysis. She indicated that if the Units were unavailable to run when required, the City would be able to decide whether or not to pay for repairs at that time.

Mr. Slavin questioned the net effect on the City's revenue if it was decided not to keep Units 1 and 2 online beyond 2018. In response, Mrs. Mitchell stated that staff had only forecasted out to the 2018 PJM year; however, according to Mr. Betts, the replacement capacity costs would define whether the City was "in the money or not" for those Units.

Responding to Mr. Blakeman, Mrs. Mitchell referred to the projected incremental operating costs indicated on Page 19 of the presentation and indicated her opinion that the $1M amount could decrease more since staff was currently negotiating contracts.

Staff recommended, for the short term, that Units 1 and 2 not be offered into PJM's capacity auction for the 2017/18 delivery year; that a comprehensive analysis be performed that lays out all the decision options for the City of Dover; that a similar analysis on other parts of the generation portfolio be completed; and that all supply options be surveyed, including new generation projects in and around Dover and Power Purchase Agreement (PPA) opportunities.

Mr. Perza questioned the future impact on revenues if these Units are shut down, irrespective of how much it would cost to get the turbines up and running, and how members could make an assessment and final decision regarding this matter if staff had not planned beyond 2017. Responding, Mrs. Mitchell stated that one (1) of the factors to consider in determining whether the Units should be shut down or not would be the capacity auction, as well as the figures received from TEA. She noted that if the City can obtain the capacity cheaper from Calpine, it may not be advantageous to keep Units 1 and 2 running. Elaborating, Mr. Betts indicated that there were a lot of "moving pieces," one (1) of which was the renegotiation of the NAES Agreement, which may lower operating costs. The other was whether the City would be able to have Garrison or some other entity buy replacement capacity, noting that if the City were able to obtain a longer-term offer, it would provide a benchmark price to compare with the cost to operate the Units. Both of these were on a relatively "fast track," which would allow for a longer-term budget analysis for members to review.

Mr. Betts stated that it is an imperfect system. In a dynamic market, no one knows what the energy prices will be in four (4) years, but the hope is that energy will still be consumed at a consistent rate. It is known that the capacity market is changing, so staff, including himself, must consider the best case, examine the alternatives of keeping the Units running, and make projections based on historic costs versus replacement capacity. It was his opinion that this would be the basis for the estimate built into the City's overall operating budget for the utility.

Mrs. Williams questioned whether Mr. Betts had any concern regarding negotiating an agreement with Calpine since the City incurred great expense and gave land to them. Responding, Mr. Betts stated that he and staff would do their best to hold Calpine to the terms of the contract, which provided for at least 50 MW at a cost that was established as the actual construction costs less the development costs. If Calpine is willing to abide by the contract terms, he believed there could be an opportunity for negotiation that may be favorable for the City. As a competitive strategy, he stated that the City should also consider other available capacity. He stated that the City not only offered the benefit of the land provided to Calpine but can also provide constant cash flow, which they cannot necessarily get from PJM. He also suggested that the City use its monopoly power as a water supplier to encourage negotiation.

In response to Mrs. Williams, Mr. Betts confirmed that Calpine does not have internal "inside the fence" capacity, which could also effect negotiations. Mr. Betts advised members to consider the cost and value of the City's reliability to "island" the City, notwithstanding occurrences in the region. He stressed the importance of the comprehensive analysis proposed by TEA, and that consideration be given to the reasons the City is in the municipal utility business, including reliability, costs, and the attractiveness of the City to outside potential buyers. He stressed that reliability is critical and if it were desired to bring in a data center, as was discussed in previous years, reliability must be at 99.9%. He stated that, with PJM, there had been huge investments in transmission that was not in existence 10 years ago. He noted that there are many rules that apply to the City, in regard to reliability under requirements with PJM and this zone, that have federal implications. The current environment for reliability is very different than it was 10 - 15 years ago, which should be taken into account when considering pricing and value for internal versus external generation.

In response to Mr. Perza, Mr. Koenig stated that, to his knowledge, the City had not had a negative cash flow similar to what was projected for Fiscal Year 2017/2018 since contracting with PACE, approximately 15 years ago.

Responding to Mr. Perza, Mr. Koenig stated that the Units would last as long as the City would be willing to invest in maintenance, which would depend upon economic feasibility. It was staff's opinion that, at this point, maintaining the Units would probably not be in the City's best interest financially. Mr. Blakeman stated that prior to his retirement from the City of Dover, approximately 10 years ago, all similar units that were built in 1962 had been retired.

Mr. Betts suggested that a comparison of the costs to operate the Units (capital, operating, and gas) with the amount purchased through the PJM power grid or TEA, would provide an indication as to whether the Units should be maintained or not. He suggested that TEA be requested to provide this information to members for their consideration in making a determination.

Mr. Blakeman moved to recommend approval of staff's recommendations that, for the short term, Units 1 and 2 not be offered into PJM's capacity auction for the 2017/18 delivery year; that a comprehensive analysis be performed that lays out all the decision options for the City of Dover; that a similar analysis on other parts of the generation portfolio be completed; and that all supply options be surveyed, including new generation projects in and around Dover and Power Purchase Agreement (PPA) opportunities. The motion was seconded by Mr. Snaman and unanimously carried.

[City Clerk's Office Note: Subsequent to the meeting, members were provided a memorandum dated December 4, 2013, from Donna Mitchell, Controller Treasurer - Response to Questions, Utility Committee Meeting November 25, 2013, relating to this matter, as well as an Outage Status Report - Week 9, dated November 27, 2013 ***(Attachment #1)****.]*

VanSant Generating Station Capacity Increase - Cost/Benefit Analysis

Mr. Scott Koenig, City Manager, reviewed a Presentation - Cost/Benefit Analysis for City of Dover - Update on VanSant Generating Station Capacity Increase.

Staff recommended that staff be authorized to continue to proceed with project implementation and reassess economics after bids for project installation are received and before submitting an offer into PJM for the 2017/18 capacity auction on May 12, 2014, noting that PJM must be notified of intent to bid in Units 1 & 2 by March 1, 2014.

Mr. Blakeman questioned whether staff had considered installing a waste heat recovery boiler to create a combined cycle unit. Responding, Mr. Koenig stated that it had been discussed previously; however, it was not included in the most recent reviews. He speculated that there must have been a technical or regulatory issue associated with it.

Responding to Mrs. Williams regarding the Indian River Coal Plant, Mr. Koenig stated that it will have an effect on the market, which may have an indirect effect on the City; however, he was not aware of the time frame.

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

[City Clerk's Office Note: Subsequent to the meeting, members were provided a memorandum dated December 4, 2013, from Donna Mitchell, Controller Treasurer - Response to Questions, Utility Committee Meeting November 25, 2013, relating to this matter, as well as an Outage Status Report - Week 9, dated November 27, 2013 ***(Attachment #1)****.]*

Purchase Power Agreement - Calpine

Mr. Scott Koenig, City Manager, advised members that staff intends to seek the assistance of Mr. Kirk Betts, Betts & Holt LLP, the City's Energy Attorney, for discussions regarding a mutually beneficial contract arrangement for the potential Power Purchase Agreement (PPA) with Calpine. He stated that this information was provided for informational purposes only and that no further action was required at this time.

Discussion - Joint Agreement with the Delaware Municipal Electric Corporation (DEMEC) for New Generation

Mr. Scott Koenig, City Manager, explained that as a part of staff's due diligence to examine the possibilities for replacing the capacity of Units 1 and 2, should they be taken out of service, staff intends to meet with the Delaware Municipal Electric Corporation (DEMEC) and/or another partner they may have, to discuss the potential for joint projects, such as capacity improvements, provided a Purchase Power Agreement (PPA) with Calpine cannot be arranged. He stated his preference for keeping the City's options open moving forward and that he will keep Council updated in regard to all discussions.

In response to Mr. Blakeman, Mr. Koenig stated that staff would complete financial analyses on all of the available options, and the potential for DEMEC to own part of the City's units would be open for discussion.

Mr. Koenig stated that this information was provided for informational purposes only and that no further action was required at this time.

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

Meeting adjourned at 5:57 p.m.

Beverly C. Williams
Chairwoman

BCW/TM/dd/js
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Attachment

Attachment #1 - Memorandum dated December 4, 2013, from Donna Mitchell, Controller Treasurer - "Response to Questions, Utility Committee Meeting November 25, 2013" and Outage Status Report - Week 9 - November 27, 2013

City of Dover
Finance Department
PO Box 475
Dover DE 19903-0475
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E-Mail: dmitchell @dover.de.us

MEMORANDUM

To: Members of City Council & Utility Committee

From: Donna Mitchell, Controller/Treasurer

Copy: Mayor, City Manager, & City Clerk

Date: December 4, 2013

Subject: Response to Questions – Utility Committee Meeting November 25, 2013

Please note the responses to the questions asked during the Utility Committee Meeting of November 25, 2013 regarding McKee Run Units 1 & 2 and the VanSant Capacity increase project.

McKee Run Units 1 & 2

1. Referring to Slide 13, Mr. Blakeman questioned if there were a means of quantifying the risk of operational failure.
   In speaking with Mr. Vince Scire, it would be very difficult to quantify the risk of operational failure. There is a lot of unknowns. You could hire consultants to try and determine the dollar amount; however it would be from a 50,000 foot level.

2. In response to Mr. Blakeman with reference to Slide 14, Mr. Koenig stated that bore scope inspection logs did not indicate any required repairs and/or improvements that were not already included in the City's Capital Improvement Plan (CIP).
   All Units have been bore scoped. Units 1 & 2 were completed two years ago. At that time the bore scope showed significant damage in the 1st stage blades of the turbine. The bore scope only goes to the 1st stage. Mr. Scire does not know what to expect if we open up the units in the other sections. Another bore scope is scheduled for this fiscal year and $105,000 has been budgeted for Units 1 & 2 maintenance of which $80,000 is for the bore scope. (See project EG1415 Units 1 & 2 component repairs in the approved CIP) Mr. Scire has held off starting the project waiting on the City's decision on Units 1 & 2. Major overhauls were moved out to FY18 awaiting the updated analysis. Mr. Scire agreed to send us a copy of the consultant's last report.

   I asked Mr. Scire about the asbestos in the units, and he explained there is a lot of asbestos in the boiler and piping. He also explained the instruments contain mercury. The stacks would need to come down if we no longer maintain them, to keep them from becoming a hazard. As indicated during the meeting we have asked TEA to provide us with decommissioning cost. Mr. Scire has several ideas of how this can be done in stages over several years or as a major project. The first method would probably mean keeping a greater number of staff on board than would be needed if this was done as a major project. However, the alternatives can be considered by TEA in their analysis to determine which would be the best approach.

Mr. Scire also mentioned there is value in the permit for the emissions on the 34 megawatts of these two units and that could be used in contract negotiations with other suppliers. These suggestions have been communicated to Mr. Betts and TEA.

VanSant Capacity Increase

3. Mr. Blakeman questioned whether staff had considered installing a waste heat recovery boiler to create a combined cycle unit. Responding, Mr. Koenig stated that it had been discussed previously; however, it was not included in the most recent reviews.
This concept was analyzed during our contract with PACE Global. We reviewed upgrading the back end of the unit versus the front end, which is the wet compression proposal we are costing out now. The reason the waste heat recovery boiler was not considered was due to economics. The unit is so small, that the capital cost per megawatt would be very high. Our current permit would also limit our output on this unit and therefore we would not be able to take advantage of some of the additional output. It would most likely be more economic per megawatt to build new generation than to invest major capital in this unit.

Attached for your reference is a copy of past years projects as completed by NAES per the City of Dover capital investment plans. (This data is maintained in the forecast model) Please note, that during the contract period for Duke Energy we paid a monthly contract fee and did not have any details of what maintenance or replacement projects were conducted at the plant. (Upon the takeover of the plant I did request this information so I could record the assets. If I recall the major project was the replacement of the oil tank.) The NAES contract allows for more transparency and provides for operational and capital budgets that we review together and approve. The City pays the vendors directly. NAES started developing the CIP budget after the becoming familiar with the plant in 2007. Also keep in mind, while the projects may be budgeted in one particular year they don't always get completed in that year. We revise the following year budgets for carry forward balances. From FY07 through FY13 we have invested $8.0 million dollars in capital improvements. Projects directly related to Units 1 & 2 projects are shaded. Some of the plant projects are also related to Units 1 & 2 indirectly. There are also projects related to federal or state regulatory requirements such as the pollution remediation project that was completed using bond financing.

Two additional items attached are as follows:

The latest project report that Mr. Scire submits to City management during his planned outage period (PJM coordinated). These reports are sent to us every week and have been since NAES took over the plant.

The Net Electric Generation Benefit that was presented to City Council during the budget presentation last fiscal year along with an updated analysis that TEA completed for us with the assumptions for the retirement of Units 1 & 2 and the addition of 6 MW to the VanSant unit.

Hopefully, you will find this information helpful. Please feel free to contact myself or the City Manager if you have any questions.

Electric Forecast Model

CAPITAL PROJECTS	2008	2009	2010	2011	2012	2013	6 Year History FY08 - FY13	Budget 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018	5 Year Projection FY14 - FY18
Electric Generation Projects													
McKee Run Pollution Remediation - SNCR - Bonded	$199,445	$2,414,885	$ 209,735	$ -	$ -	$ -	$ 2,824,065	$ -	$ -	$ -	$ -	$ -	$ -
Plant Tank Inspection & Cleaning	291,910	-	-	-	-	-	291,910	-	-	-	-	-	-
Department of Energy Grant - Photovoltaic panels	-	-	-	65,065	-	-	65,065	-	-	-	-	-	-
McKee Run & Van Sant Arc Flash	-	-	15,000	3,522	-	-	18,522	-	-	-	-	-	-
McKee Warehouse/Admin Smoke & Heat Detection System	-	-	21,200	-	-	-	21,200	-	-	-	-	-	-
McKee Run Driveway Repaving (Bond Financing)	-	-	478	154,244	-	-	154,722	-	-	-	-	-	-
McKee Run Switchyard Blastwalls	-	-	-	-	43,196	-	43,196	-	-	-	-	-	-
Industrial Wastewater Discharge System	-	-	-	-	-	253,768	253,768	-	-	-	-	-	-
McKee Run Preservation of Structures	-	-	25,390	38,715	32,461	-	96,566	42,000	47,000	165,000	142,000	140,000	536,000
McKee Run Demineralizer Replacement	-	-	-	-	9,364	-	9,364	-	-	-	-	-	-
McKee Run Building Equipment Replacements	-	-	-	-	-	-	-	-	-	110,000	50,000	90,000	250,000
McKee Run Hot Water Boilers	-	-	-	-	-	-	-	-	-	-	-	80,000	80,000
McKee Run Turbine Level Window Modification	-	-	-	-	-	-	-	-	-	-	-	-	-
McKee Run High Energy Piping	-	-	-	-	-	-	-	80,000	-	-	-	-	80,000
McKee Run Natural Gas System Block/Bleed Valves	-	-	-	-	-	-	-	65,000	-	-	-	-	65,000
McKee Run Fuel Oil System Refurbishment	-	-	-	-	-	-	-	-	-	-	-	49,500	49,500
Industrial WW Discharge system	-	-	-	-	20,581	-	20,581	-	-	-	-	-	-
Unit 3 Fire Protection System	-	-	-	44,720	-	-	44,720	-	-	-	-	-	-
Unit 3 Software & Compupter Upgrades - CEMS	-	48,970	-	-	-	-	48,970	-	-	-	-	-	-
Unit 3 Software & Compupter Upgrades - COMS	-	28,236	-	-	-	-	28,236	-	-	-	-	-	-
Unit 3 - Stack Repairs	-	-	-	-	10,417	3,496	13,913	-	325,000	-	-	-	325,000
Unit 3 Boiler Air Heater	-	-	-	-	368,760	-	368,760	-	-	-	-	-	-
Unit 3 Boiler Systems	-	-	-	-	-	95,686	95,686	-	185,000	-	319,000	-	504,000
Unit 3 - Remove Cyclone Separators	-	-	51,265	-	-	-	51,265	-	-	-	-	-	-
Unit 3 - Gas Line Modification	-	-	-	23,794	15,723	-	39,517	-	-	-	-	-	-
Unit 3 FD & ID Fan Controller Upgrade	-	-	-	-	71,134	-	71,134	-	-	-	-	-	-
Unit 3 DCS Computers & Software Upgrades	-	-	-	-	58,156	3,075	61,231	-	-	-	-	-	-
Unit 3 Auxillary System Components	-	-	-	-	47,682	50,724	98,406	116,000	135,000	6,000	34,000	306,000	597,000
Unit 3 Turbine Outage - Inspections & Repairs	-	-	-	-	396,823	106,913	503,736	1,149,800	-	-	10,000	426,000	1,585,800
Unit 3 Cooling Water Line Replacement	-	-	-	-	-	-	-	-	-	250,000	-	-	250,000
Unit 3 Air Heater Expansion Joint	-	-	-	67,193	76,315	47,894	191,402	-	-	-	-	-	-
Unit 3 Cooling Tower Life Extension	-	-	-	371,513	-	-	371,513	42,000	571,000	52,000	138,000	-	803,000
Unit 3 Generator Repairs	-	-	-	-	-	250,822	250,822	-	-	-	-	-	-
Units 1 & 2 Life Extension	-	-	-	212,669	100,799	-	313,468	-	-	-	-	-	-
Units 1 & 2 Cooling Tower Life Extension	-	-	-	136,294	400	-	136,694	-	-	-	-	140,000	140,000
Units 1 & 2 Control Modifications	-	-	-	124,300	16,732	-	141,032	-	-	-	-	-	-
Units 1 & 2 Stack Repairs	-	-	-	-	-	14,000	14,000	-	-	285,000	-		285,000
Units 1 & 2 Boiler Repairs (see below for Unit 2 - FY11/12)	-	-	-	-	-	-	-	-	-	-	-	342,000	342,000
Units 1 & 2 Component Repairs	-	-	-	-	-	14,564	14,564	105,000	52,000	246,000	234,000	2,450,500	3,087,500
Unit 1 Gasket Leak Repair - Emergency Repair	-	-	-	-		88,086	88,086						-
Unit 1 Emergency Repair - Outage FY11	-	-	-	424,747	-	-	424,747	-	-	-	-	-	-
Unit 1 - Remove Cyclone Separators	-	-	9,534	-	-	-	9,534	-	-	-	-	-	-
Unit 2 - Remove Cyclone Separators	-	-	13,996	-	-	-	13,996	-	-	-	-	-	-
Unit 2 - Boiler Inspection & Repair	-	-	-	111,523	82,652	-	194,175	-	-	-	-	-	-
Units 1, 2 & 3 Hydrogen Purity Analyzers	-	-	-	-	-	-	-	-	-	180,000			180,000

Electric Forecast Model

CAPITAL PROJECTS	2008	2009	2010	2011	2012	2013	6 Year History FY08 - FY13	Budget 2014	Projected 2015	Projected 2016	Projected 2017	Projected 2018	5 Year Projection FY14 - FY18
VanSant Capacity Increase	-	-	-	-	-	-	-	250,000	750,000	500,000			1,500,000
VanSant Software & Compupter Upgrades - COMS	30,407	-	-	-	-	-	30,407	-	-	-	-	-	-
VanSant Software & Compupter Upgrades - CEMS	-	42,675	-	-	-	-	42,675	-	-	-	-	-	-
VanSant CT Mark IV Upgrades (Bond Financing)	-	-	286,637	152,050	-	-	438,687	-	-	-	-	-	-
VanSant Major Overhaul & Inspection	-	-	-	-	-	-	-	-	-	-	900,000	1,048,000	1,948,000
VanSant component replacements	-	-	-	-	51,418	-	51,418	32,000	75,000	178,000	58,000	150,000	493,000
Metering System Upgrades	-	-	-	-	-	-	-	25,000	125,000	-	-	-	150,000
Work Management Replacement System (Software)	-	-	16,718	9,859	-	-	26,577	-	-	-	-	-	-
Safety & Compliance Improvements	-	-	-	-	-	-	-	86,000	36,000	28,000	35,000	-	185,000
Vehicles, Trucks & Equipment	-	-	-	27,336	52,763	-	80,099	125,000	-	-	-	-	125,000
Total Electric Generation Division	$521,762	$2,534,766	$ 649,953	$1,967,544	$1,455,376	$ 929,028	$ 8,058,429	$2,117,800	$2,301,000	$2,000,000	$1,920,000	$5,222,000	$13,560,800
Original Budget	$377,000	$2,690,000	$1,254,000	$1,480,068	$1,810,410	$1,441,300							
Revised Budget	$777,000	$3,370,555	$1,401,645	$2,106,427	$1,897,455	$1,236,600							

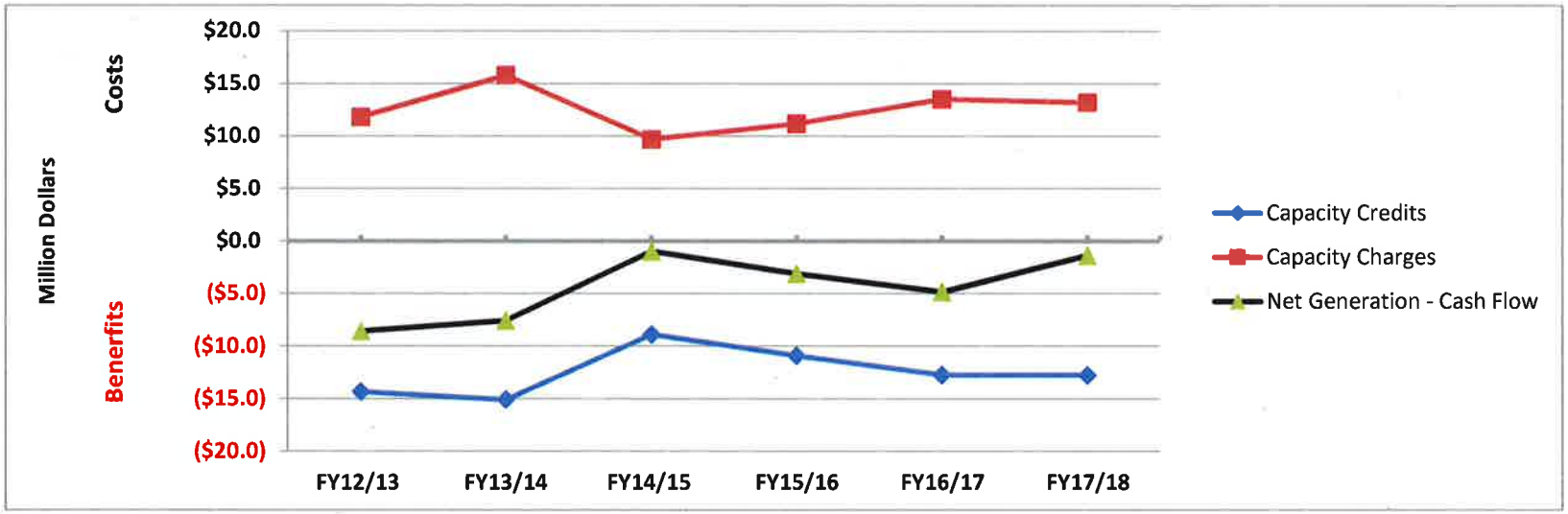
City of Dover

Net Electric Generation Benefit (as presented to City Council in the Electric Forecast 5/29/13)

	FY13 Budget	FY13 Revised	FY14 Proposed	FY15 Forecast	FY16 Forecast	FY17 Forecast	FY18 Forecast	FY14 thru FY18
Plant Operations	$ 5,914,900	$ 5,914,900	$ 6,015,800	$ 6,196,300	$ 6,382,200	$ 6,573,700	$ 6,770,900	$ 31,938,900
Capacity Credits	(14,318,600)	(14,318,600)	(15,079,800)	(8,881,500)	(10,889,000)	(12,718,600)	(12,746,000)	(60,314,900)
PJM Spot Market Energy (Net of Fuel)	(186,700)	(916,800)	(230,500)	(235,100)	(239,800)	(244,600)	(249,500)	(1,199,500)
PJM Credits	(427,000)	(488,400)	(397,000)	(367,000)	(367,000)	(367,000)	(367,000)	(1,865,000)
Net Generation - Operations	(9,017,400)	(9,808,900)	(9,691,500)	(3,287,300)	(5,113,600)	(6,756,500)	(6,591,600)	(31,440,500)
Capital Cost	1,441,300	1,236,600	2,117,800	2,301,000	2,000,000	1,920,000	5,222,000	13,560,800
Net Generation - Cash Flow	$ (7,576,100)	$ (8,572,300)	$ (7,573,700)	$ (986,300)	$ (3,113,600)	$ (4,836,500)	$ (1,369,600)	$ (17,879,700)

The City receives PJM capacity credits for our generating plant capacity. This revenue off-sets PJM's capacity charges which are required to serve approximately 180 MWH of our load plus reserves. If we did not have the ability to generate, we would loose the capacity credit but still have to pay the capacity charges PJM for our load requirements.

Capacity Charges	$ 12,564,800	$ 11,817,200	$ 15,787,200	$ 9,668,000	$ 11,163,200	$ 13,512,900	$ 13,187,400	$ 63,318,700



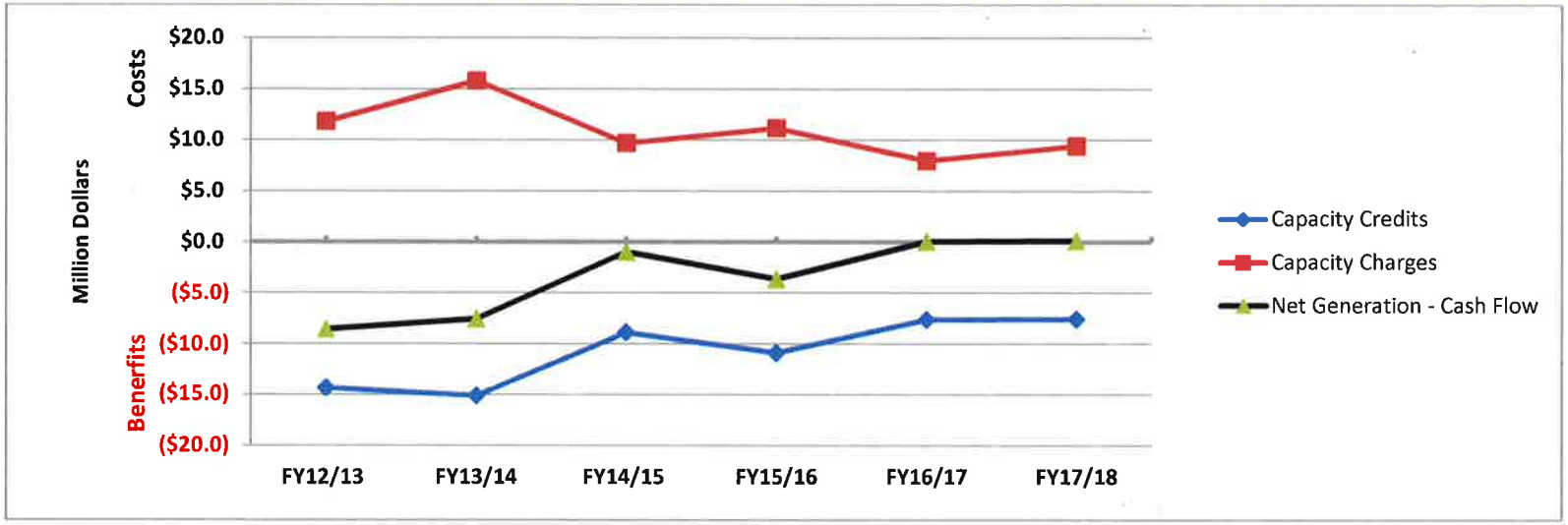
City of Dover

Net Electric Generation Benefit - Adjusted as of 12/4/2013 for Retirement of Units 1&2, Addition of VanSant by 6 MW

	FY12/13 Budget	FY12/13 Revised	FY13/14 Proposed	FY14/15 Forecast	FY15/16 Forecast	FY16/17 Forecast	FY17/18 Forecast	FY14 thru FY18
Plant Operations	$ 5,914,900	$ 5,914,900	$ 6,015,800	$ 6,196,300	$ 6,382,200	$ 6,573,700	$ 5,770,900	$ 30,938,900
Capacity Credits	(14,318,600)	(14,318,600)	(15,079,800)	(8,881,500)	(10,889,000)	(7,609,429)	(7,566,965)	(50,026,693)
PJM Spot Market Energy (Net of Fuel)	(186,700)	(916,800)	(230,500)	(235,100)	(239,800)	(244,600)	(249,500)	(1,199,500)
PJM Credits	(427,000)	(488,400)	(397,000)	(367,000)	(367,000)	(367,000)	(367,000)	(1,865,000)
Net Generation - Operations	(9,017,400)	(9,808,900)	(9,691,500)	(3,287,300)	(5,113,600)	(1,647,329)	(2,412,565)	(22,152,293)
Capital Cost	1,441,300	1,236,600	2,117,800	2,301,000	1,464,000	1,686,000	2,539,500	10,108,300
Net Generation - Cash Flow	$ (7,576,100)	$ (8,572,300)	$ (7,573,700)	$ (986,300)	$ (3,649,600)	$ 38,671	$ 126,935	$ (12,043,993)

The City receives PJM capacity credits for our generating plant capacity. This revenue off-sets PJM's capacity charges which are required to serve approximately 180 MWH of our load plus reserves. If we did not have the ability to generate, we would loose the capacity credit but still have to pay the capacity charges PJM for our load requirements.

Capacity Charges	$ 12,564,800	$ 11,817,200	$ 15,787,200	$ 9,668,000	$ 11,163,200	$ 7,957,288	$ 9,420,099	$ 53,995,787



Outage Status Report--Week 9

Project Title:	**Units 1, 2, 3 and 11 Fall 2013 Planned Outage**
Report Date:	**Wednesday, November 27, 2013**
Outage Objectives	**Perform outage related work that returns critical unit equipment to safe and reliable condition that supports maintaining unit availability in the most cost effective manner. All work will be performed in accordance with safe work practices and without impact to the environment.**
Major Work Activities Planned:	
Unit 1	**Boiler and drum insurance inspections. (Complete)** **Boiler duct work inspection. (Complete)** **Clean and inspect generator chokes and insulators. (Complete)** **Throttle valve mechanism replacement. (Complete)**
Unit 2	**Boiler and drum insurance inspections. (Complete)** **Boiler duct work inspection. (Complete)** **Clean and inspect generator chokes and insulators. (Complete)**
Unit 3	**Boiler duct work inspection. (Complete)** **Boiler and drum insurance inspections. (Complete)** **Boiler reheater support repair scope development (Deferred to Spring Outage)** **Drain, clean and inspect the Industrial Waste Water pit liner. (Complete)** **Cooling tower basin water level reduction and closure of discharge point to Outfall 005. (Complete)** **Cooling tower hot water basin decking replacement. (Complete)** **Boiler drains header piping and valve replacements. (Complete)** **Boiler main steam piping hanger adjustments. (Complete)**
Unit 11	**Inspect duct work and stack liner. (Complete)** **Remove/inspect/replace fuel nozzles and fuel oil check valves.(Complete)**
Planned Schedule:	**October 1, 2013 @ 0700 to November 27, 2013 @ 0700**
Week 9 -Schedule Update	**The planned outage for Units 1, 2, 3 and 11 was cleared with PJM on Wednesday, November 27, 2013 at 0640 hours. TEA was also notified of the clearing of outage. Units were made available for dispatch commencing HE 8 on 11/16/13 by TEA.**
Week 9 - Safety and Environ.	**There were no safety or environmental issues during the week.**

Accomplishments/ Problems for the Report Period:

Week 9
Units 1 and 2
The NAES Operations Team cleared the PJM outage tickets Wednesday November 27, 2013 at 0640 hours. Units have been walked down and are now ready for service, if requested.

Week 9
Unit 3
The NAES Mechanics and APEX Power and Heat (mechanical contractor) completed the installation of Unit 3 Boiler drain piping and isolation valves to the expansion tank. New heat tracing, insulation and lagging will need to be installed to complete this project.
The NAES Operations Team cleared the PJM outage ticket Wednesday November 27, 2013 at 0640 hours. Unit has been walked down and is now ready for service, if requested.

Week 9
Unit 11
The NAES Mechanics and ICE Technicians removed and replaced the AC lube oil pump. The Pump and motor were bump tested for proper rotation and then placed in service for further testing. With the pump and motor coupled together, both operated properly and the unit was placed on ratchet. Lockout/tagout was removed and unit was made ready for dispatch.
The NAES Operations Team cleared the PJM outage ticket Wednesday November 27, 2013 at 0640 hours. Unit has been walked down and is now ready for service, if requested.

Week 9
Other Plant Activities:
During the week, the Plant Maintenance staff continued addressing monthly preventive maintenance (PM) work orders, while completing outage activities. PM's for November are being addressed as planned and on schedule.

Items requiring Immediate Management Attention and / or Support:

Week 9
There were no immediate attention or support items addressed this week.

Actions to Problems/ Changes to Plan:

Week 9
There were no problems/changes to planned activities conducted during the week.

Major upcoming activities (two week look ahead):

Unit 1-

Resolution to the leakage problem on the expansion joint. Continuing to investigate and locate proper sealant. (No outage required)
NAES Mechanics to remove and install new continuous blowdown piping to the lab. (No outage required)

Unit 2- A1
Resolution to the leakage problem on the expansion joint. Continuing to investigate and locate proper sealant. (No outage required)

Unit 3-
NAES Mechanics to install framing for neutralization pit once parts are received. Cover material has yet to be ordered. as staff is waiting for material quotes.(No outage required)
County Scaffolding to remove scaffolding once plant repair projects (hanger adjustments and insulation repairs) have been completed. (No outage required)
NAES Mechanics to install "A" Industrial Waster Water pump once it is received. (No outage required)

Unit 11-
There are no upcoming activities.

Budget Update: As of 11-27-2013 Week 9

O&M Account Number	Description			Budgeted Amount	Committed to Date	Additional Expenses to Complete	Expected Total at Completion	Variance	Comments
480-8101-591-30-31	Contractual Services			$31,200	$18,565	$5,000	$23,565	$7,635	
480-8101-591-30-80	Auxiliary Systems Repairs - Maintenance			$15,700	$44,341	$2,500	$46,841	-$31,141	Note: Negative variance for the outage time frame due to ordering items and services that are budgeted for during the spring outage such as insulation repairs, chart recorder replacement, and air compressor maintenance kits.
480-8101-591-30-81	Boiler Repairs			$10,000	$13,346	$0	$13,346	-$3,346	
480-8101-591-30-82	Continuous Emission Monitors			$9,000	$5,209	$1,800	$7,009	$1,991	
480-8101-591-30-85	Cooling Tower Systems Maintenance			$3,000	$872	$2,128	$3,000	$0	
480-8101-591-30-87	Combustion Turbine Maintenance			$5,000	$6,158	$1,500	$7,658	-$2,658	Note: Negative variance for the outage time frame due to performing an unscheduled borescope inspection prior to replacing Van Sant fuel nozzles.
480-8101-591-30-88	Power Distribution Repairs			$3,000	$1,383	$900	$2,283	$717	
480-8101-591-30-89	Turbine Generator Repairs-Maintenance			$4,000	$3,291	$709	$4,000	$0	
Total O&M				$80,900	$93,165	$14,537	$107,702	-$26,802	

Capital Projects

Capital Project Number	Description			Budgeted Amount	Committed to Date	Additional Expenses to Complete	Expected Total at Completion	Variance	Comments
EG1212	Unit #3 Turbine Inspection			$1,149,800	$764,138	$385,662	$1,149,800	$0	Bid awarded for Inspection - Repair Services, Consumables have been purchased with some parts being received. Work to be done in the spring outage
EG1402	Unit #3 Cooling Tower Repairs			$42,000	$31,575	$10,425	$42,000	$0	Major Work completed 10-24-2013
EG1404	Unit #3 Auxiliary Component Replacement - Repairs			$116,000	$75,559	$40,441	$116,000	$0	Waste Water Pump Repairs to Date, Unit #3 Boiler Header Drain Repairs
EG1405	Van Sant Component Replacement - Repairs			$32,000	$30,245	$1,755	$32,000	$0	Fuel Nozzle Parts from Inventory - Nozzles, Check Valves, Gaskets, Flex Lines. Lube oil pump replacement costs to be determined next week. Expect this job to be overspent.
EG1406	McKee Run High Energy Piping Repairs			$80,000	$0	$80,000	$80,000	$0	Planning ongoing, No expenditures to date this FY. Work to be performed in the spring overhaul
EG1407	Metering System Upgrades			$25,000	$0	$25,000	$25,000	$0	Project meeting held, planning ongoing, no expenditures to date, work not scheduled this outage. Have received quote form COD vendor. Getting clarification from vendor on several items.
EG1408	McKee Run and Van Sant Safety and Compliance			$86,000	$0	$86,000	$86,000	$0	Work not scheduled this outage.
EG1409	McKee Run Natural Gas Block and Bleed Valve Replacement			$65,000	$0	$65,000	$65,000	$0	Planning ongoing, No expenditures to date this FY.
EG1413	McKee Run - Van Sant Structural Preservation			$42,000	$0	$42,000	$42,000	$0	Bids received. Project on hold due to budget restraints.
EG1415	McKee Run Units #1-#2 Component Repair - Replacement			$105,000	$31,173	$73,827	$105,000	$0	Unit #1 Boiler Tube Leak and Turbine Throttle Valve Repairs. Balance of work to be performed in the spring outage
EG1416	Van Sant Capacity Increase			$250,000	$51,350	$198,650	$250,000	$0	Permitting and Engineering Support activities only to date.
Total Capital				**$1,992,800**	**$984,040**	**$1,008,760**	**$1,992,800**	**$0**	

Contractors on Site During Course of Outage	Scope	On Site Week 9
EVAPTECH (Cooling Tower Contractor)	Remove and install hot water basin cover.	No - Work is completed.
General Electric (Measurement and Control Solutions)	Borescope inspection of fuel system combustion internal parts.	No - Work is Complete
Hallaton Inc. (Industrial Waste Pit Liner Repair Company)	IWW pit liner inspection and repairs to liner.	No - Work is Complete
XL Insurance Company (Boiler/Drum Inspector)	Inspection of internal steam drums for Units 1, 2, 3 and mud drums for Units 1 & 2.	No - Work is Complete
County Scaffolding Company	Install scaffolding for various projects on Units 1,2,3	No - will need to return at a later time to take down scaffold once insulation and hangar adjustments are complete.
County Insulation Company	Install insulation and lagging for various projects on Units 1,2,3	Yes
APEX Heat and Power LLC.	Install root isolation valves for two projects on Unit 3.	Yes

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on November 25, 2013, at 6:00 p.m. with Chairman Lynn presiding. Members present were Mr. Hare, Mr. Slavin, Mr. Rushe, and Mr. Shevock. Members of Council present were Council President Bonar (arrived at 6:14 p.m.), Mr. Dixon (arrived at 6:03 p.m.), Mrs. Williams (arrived at 6:10 p.m.), and Mr. Hutchison. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Vehicle Purchase/Transfer - Mayor

Police Chief James Hosfelt informed members that the Police Department currently had a new Dodge Charger, and it was staff's desire to replace the Mayor's vehicle with the Dodge Charger and bring the Mayor's Crown Victoria back into the Police Department's fleet of vehicles. He stated that Crown Victorias were no longer made; therefore, as the City transitions from Crown Victorias to Dodge Chargers, equipment used in the Crown Victorias would no longer be usable. Chief Hosfelt stated that staff would like to bring the Mayor's Crown Victoria back into the fleet while the equipment needed to outfit the vehicle was still available in the Department. He noted that this would cost less than equipping the Charger.

Staff recommended approval of the vehicle transfer.

Responding to Mr. Slavin, Mayor Carey stated that there were approximately 20,400 miles on the Crown Victoria.

In response to Mr. Slavin, Chief Hosfelt stated that, according to normal procedure, the Crown Victoria would be rotated out of active use when 80,000 - 85,000 miles were accumulated and that the condition of the vehicle would also be taken into consideration. He advised members that he was uncertain when this mileage would be reached. Chief Hosfelt stated that this depends on the serviceability of the particular vehicle, noting that dependable vehicles are used quite often; however, the average time span for a dependable vehicle to reach this mileage was approximately five (5) to six (6) years. He reminded members that, unlike State Police vehicles that typically have one (1) user, City vehicles are used 24/7 by multiple operators.

Responding to Mr. Hare, Chief Hosfelt confirmed that the requested action would save the Police Department money in the long run as they would not have to buy new equipment for the Charger or waste equipment that was already available.

In response to Mr. Slavin, Chief Hosfelt estimated that the cost of the equipment that would be installed in the Charger, if it were outfitted, would be approximately $10,000.

Responding to Mr. Lynn, Chief Hosfelt stated that aftermarket equipment would be installed in the vehicle after the Mayor's use and would include police inserts used to separate prisoners from the vehicle operator and light bars.

Mr. Hare moved to accept staff's recommendation to approve the vehicle transfer as requested, seconded by Mr. Shevock and carried by a vote of four (4) yes (Hare, Lynn, Rushe, and Shevock) and one (1) no (Slavin).

Request of Elizabeth W. Murphey School - Grant for Judo Mats

Mr. Scott Cook, 256 Holly Hill Drive, Smyrna, advised members that he was a black belt in judo at the Elizabeth W. Murphey School in Dover, where children and adults are taught the art of judo through the instruction of Mr. Tommie Little. He noted that this program had begun in April 2013 and the class was expanding. Mr. Cook explained that there were approximately 26 participants using 20' x 30' mats in the Elizabeth W. Murphey Hall and there was not a great deal of mat space for practice. Students were required to take turns using mats and he indicated that support was being sought to purchase additional mats so that students could be trained properly. He noted approximately six (6) Murphey School residents were involved in the class, as well as one (1) staff member and the class was continuing to grow. He requested assistance from the City of Dover to purchase mats for the School.

Mr. Thomas Little, 400 N. DuPont Highway, B-23, explained that he worked at Family Court for the last eight (8) years and when he moved to the area last March, he received permission from the Murphey School to use their hall for judo instruction. He noted that he initially purchased mats for $3,000 and paid $1,200 for gis (uniforms) for the children. He indicated that the class had been very successful, required no fees, and was open to the entire community, including police agencies. He expressed the organization's hope to expand the program.

Responding to Mr. Lynn, Mr. Cook stated that the cost of a two (2) inch thick, 5' x 10' mat was $239.

Mr. Little stated that10-12 mats were desired.

Mr. Slavin noted that the total cost would be approximately $2,500. He stated that he would recuse himself from any vote on this request because he had financial dealings with the Murphey School through his job with the State of Delaware but he would vet this matter with legal counsel to verify his standing before the request would be considered by Council.

Mr. Hare inquired if it was possible for the City to make a $2,500 donation to the Murphey School. Responding, Mr. Koenig suggested that perhaps the Council budget could be examined to determine if there were funds available; however, Mrs. Traci McDowell, City Clerk, indicated that there were not adequate funds within this budget.

Mr. Hare offered to donate $250 and noted that if each Council member donated the same, the desired amount could be raised.

Mr. Lynn requested Mr. Koenig to provide a recommendation for funding the project at the next meeting.

Responding to Mr. Lynn regarding the status of a City grant-in-aid policy, Mrs. Donna Mitchell, Controller/Treasurer, indicated that the City was in the process of developing such a policy. She noted that the only contributions of this type made by the City each year were going to Kent County Tourism and the Downtown Dover Partnership (DDP). She noted that she had drafted a grant-in-aid policy for the City mirroring the State's policy and this would be brought forward for the Committee's review at a subsequent meeting. Mrs. Mitchell expressed her belief that Council had adopted policies regarding gifts and donations that would prohibit cash donations and offered to provide this information to members. She explained that staff was in the process of preparing a revised Budget Ordinance which was planned for presentation at the next Committee meeting that would include project funding and budget balance carry-forwards and suggested that funding for this matter could be incorporated if Council so chose.

Responding to Mr. Lynn regarding whether mats could be provided to the School, rather than a donation of funds, and if this would comply with the policy, Mrs. Mitchell stated that she did not believe that this would be in compliance.

In response to Mr. Shevock regarding the existing policy and procedure for grants in aid from the City, Mrs. Mitchell stated that there was no grant-in-aid policy as yet; however, a gift policy had been approved by Council some time ago. She indicated that this prohibited cash donations and stated her belief that permitted donations were limited to items like City flags and shirts.

Mrs. Williams stated her opinion, as an executive of a private non-profit group and as a Councilwoman, that opening a grant-in-aid type program for private non-profit organizations in the City would result in the receipt of thousands of applications.

In response to Mr. Lynn regarding the auspices under which the City provides funds to Kent County Tourism, Mrs. Mitchell stated that these funds were provided to support the Dover Days Festival.

Mr. Lynn inquired why this donation was not a violation of City policy. Responding, Mrs. Mitchell stated that this had been approved in the past and was incorporated in the City's budget because it is a Dover festival.

In response to Mr. Lynn, Mr. Koenig indicated that the City had also provided funds in support of the African American Festival.

Noting that Mr. Little was a lawyer, Mr. Rushe suggested that Mr. Little reach out to the Kent County Bar Association for assistance. He offered to speak with Mr. Little after the meeting to discuss other avenues for assistance.

Mrs. Williams suggested that Kent County Levy Court also be contacted since they have an appropriate program and do make cash grants. She offered to provide contact information.

Mr. Rushe moved to table the request until the next meeting so that more information could be obtained regarding where the money may come from, seconded by Mr. Hare and carried by a vote of four (4) yes (Hare, Lynn, Rushe, and Shevock) and one (1) abstention (Slavin).

By unanimous consent, the meeting adjourned at 6:17 p.m.

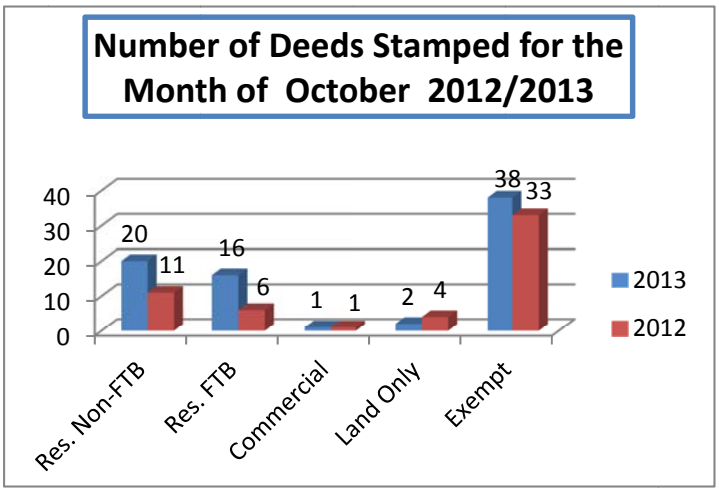
Sean M. Lynn
Chairman

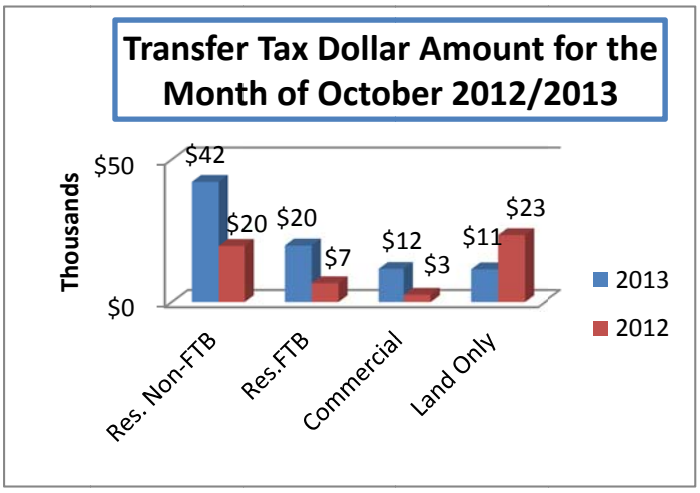
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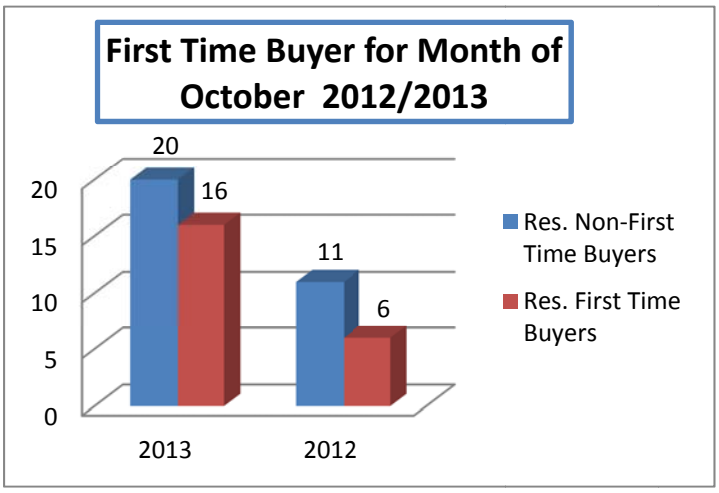
Monthly Report
October 2013

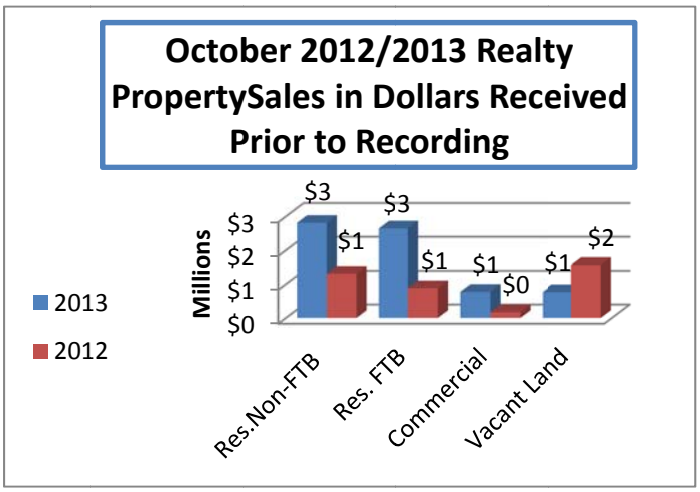
Office of City Assessor

Assessor's Report









Major Updates

	August - 13	September - 13	October- 13
Assessment Change	$98,900	$2,468,800	$390,500

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
28	$4,810,200	$4,508,443	1.07	1.06

Ratio – Assessed Value divided by Sale Price.
PRD – Mean – A PRD above 1.03 tends to indicate assessment regressivity – high valued properties are under appraised relative to low valued properties. A PRD below .98 tends to indicate assessment progressivity – high valued properties are relatively over appraised.

Points of Interest

Scanning & Filing

- All new deeds are being scanned and attached to the CAMA software for easy retrieval.

- All appeal documents and correspondence are being scanned and attached to the CAMA software for easy retrieval.

-All old property record cards are being scanned and indexed into Fortis.

2015 Revaluation

- The Assessor's Office has started the 2015 Revaluation process by visiting various neighborhoods and collecting data, if necessary.

Assessor's Office

Supplemental Billing:

Supplemental bills were mailed out totaling $8,003.08

Delinquent Taxes:

First Sheriff Sale Notifications were mailed out October 14, 2013.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.01-01-41.00	26A	R10	326 TOPAZ CIR		5	2013	2	2483	B	GD	258,000	30-OCT-13	276,827	
ED05-067.01-02-09.00	26A	R10	15 GEMSTONE BLVD		1	2013	2	1941	B	GD	241,900	18-OCT-13	202,980	
ED05-067.12-03-18.00	8B	R10	937 SILVER LAKE DR	1	13	1983	2	2120	B	VG	203,700	31-OCT-13	212,000	
ED05-067.14-02-07.00	2B	R10	61 OLD FORGE DR	1	5	1974	2	1880	C	AV	162,600	18-OCT-13	165,000	
ED05-067.15-04-24.00	11	R10	814 WILSON DR	1	5	1967	2	1939	C	GD	172,100	04-OCT-13	187,000	
ED05-067.18-01-03.00	21	R10	1502 COLLEGE RD	1	14	1960	1	1348	D	FR	82,000	04-OCT-13	30,000	
ED05-068.10-03-21.00	13	R10	516 NIMITZ RD	1	16	1966	1	1436	C	AV	154,100	04-OCT-13	123,500	
ED05-068.13-01-04.28	53	R50	55 CHATHAM CT	1	13	1984	2	2112	B+	EX	143,600	03-OCT-13	152,000	
ED05-068.14-01-27.00	13	R10	1105 WHITE OAK RD	1	14	1964	1	1040	C	AV	160,800	11-OCT-13	129,000	
ED05-068.14-02-36.00	13	R10	205 MACARTHUR DR	1	5	1965	2	1524	C+	AV	139,100	25-OCT-13	127,606	
ED05-068.15-03-66.00	16G	R10	1424 HOPKINS AVE	1	5	1996	2	2160	C+	AV	165,800	14-OCT-13	140,000	
ED05-068.18-05-25.00	27	R10	606 SPRING GARDEN ST	1	14	1993	1	1276	C	AV	142,400	24-OCT-13	122,000	
ED05-075.08-01-38.00	24	R10	225 FALMOUTH WAY	1	14	1999	1	1905	B-	GD	204,200	18-OCT-13	204,250	
ED05-076.05-07-35.00	22	R10	219 PEBBLE VALLEY PL	1	5	1994	2	2770	A-	VG	309,300	22-OCT-13	247,500	
ED05-076.06-08-60.00	17A	R10	39 PERIWINKLE CT	1	13	1995	2	1260	C+	AV	131,100	03-OCT-13	120,000	
ED05-076.09-03-28.00	25	R10	360 NORTHDOWN DR	1	5	2008	2	1986	C+	AV	177,800	23-OCT-13	185,000	
ED05-076.11-02-30.00	16	R10	1173 N FARMVIEW DR	1	5	1990	2	1916	C+	AV	171,400	15-OCT-13	145,000	
ED05-076.20-03-16.00	30	R10	543 WOODSEDGE RD	1	5	1961	2	1987	B-	AV	161,600	01-OCT-13	209,000	
ED05-077.06-01-36.00	8	R10	534 GREENHILL RD	1	1	1941	2	1741	B-	AV	160,000	15-OCT-13	189,000	
ED05-077.11-02-57.00	13A	R10	642 ROBERTA AVE	1	14	1967	1	1130	C	GD	155,800	15-OCT-13	150,000	
ED05-077.11-02-70.00	13A	R10	631 ROBERTA AVE	1	5	1967	2	1483	C+	AV	156,500	21-OCT-13	160,000	
ED05-077.11-05-28.00	16J	R10	52 MER WAY		8	2013	2	2266	B-	AV	216,200	04-OCT-13	195,000	
ED05-077.17-02-14.00	5	R10	916 N SUNSET DR	1	14	1959	1	1633	C+	AV	196,700	08-OCT-13	130,000	
ED05-077.17-03-36.00	32	R10	1051 S BRADFORD ST	1	3	1961	1.5	1696	C+	AV	154,400	25-OCT-13	130,000	
ED05-077.17-05-41.00	34	R10	184 ORCHARD AVE	1	14	1952	1	1112	C	FR	113,500	18-OCT-13	110,880	
ED05-085.08-02-67.00	12	R10	411 DOGWOOD CT	1	16	1964	1	1766	C+	AV	157,500	16-OCT-13	145,000	
ED05-085.12-01-27.00	12	R10	245 KESSELRING AVE	1	5	1964	2	1802	C+	AV	158,700	18-OCT-13	158,000	
ED05-085.12-01-45.00	12	R10	252 KESSELRING AVE	1	5	1964	2	1550	C+	AV	159,400	18-OCT-13	161,900	

CITY MANAGER'S MONTHLY REPORT



OCTOBER 2013

Monthly Highlights

Human Resources

- Continued contract negotiations.

Library

- 326 attended 66 programs for adults.
- 412 attended 30 programs for teens.
- 1,026 attended 36 programs for children.
- 35 volunteers completed 356 hours of service.
- 113 attended 49 programs/classes coordinated through the Job Center.

Public Works

- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES

Customer Service information was not available at the time of submission. The information will be updated in next months report. Please call the City Manager's Office if you have any questions. Thank you.

HUMAN RESOURCES

Category	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	April 13	May 13	June 13	July 13	August 13	Sept 13	Oct 13	Total
Caucasian*	285	283	287	288	291	287	287	283	282	281	279	283	284	N/A
Minorities*	58	57	57	56	56	54	54	53	53	54	54	54	56	N/A
Hired	0	1	6	3	4	0	4	3	1	2	2	7	4	37
Terminated/ Resigned/ Retired/Other	0	4	2	3	1	7	4	8	2	1	3	2	1	38
Transferred/ Promoted	2	2	1	1	4	2	1	1	0	2	0	4	1	21
Jobs Posted	2	4	0	4	1	5	5	5	8	5	5	3	2	49
Workers Comp. Injuries	5	0	4	3	1	2	1	4	3	4	3	7	2	39
Workers Comp. Hours	66	138	341	363	315	259	62	28	0	119	62	384	110	2247
Insurance Claims	3	4	2	5	2	2	2	3	7	4	6	2	2	44

Full-time Employees: 326 Part-time Employees: 14 (4 Pitts Center, 1 Recreation, 9 Library)

-Numbers do not reflect, temporary, seasonal, relief fire dispatchers, committee or council members.

Positions Hired: Fleet and Facilities Supervisor, Laborer II, (2) Police Officers,

Positions Transferred/Promoted: Library Clerk II to Library Assistant

Resigned, Retired/Terminated: Lineman 1st Class

Positions Posted: Part-time Library Assistant (2), Storekeeper/Buyer I

Recruitment Information (Positions Closed in October)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Library Assistant (part-time (2))	59	47	7	5	21	28	1	4	-	5	27	32
Store/keeper Buyer I	40	20	16	4	6	27	1	1	1	4	12	28

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	April 13	May 13	June 13	July 13	August 13	Sept 13	Oct 13
Electric	3	3	3	4	4	4	4	4	4	4	4	4	5
Public Works	12	12	14	11	13	17	19	22	22	20	20	16	15
Police	5	5	4	1	1	2	1	0	1	2	3	3	1
All Other Departments	6	7	7	5.5	6.5	7	7.5	5.5	6.5	6.5	6.5	6	8.5
Totals	26	27	26	21.5	24.5	30	30.5	31.5	33.5	32.5	33.5	29	29.5

**Not used for Budgeting Purposes*

The following has been updated to reflected the Fiscal 2013-14 Budget

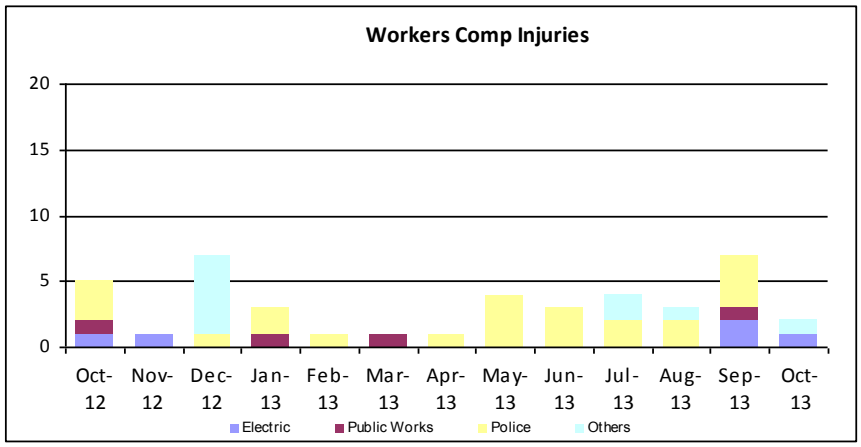
Electric: Electric Director, Electrical Engineer, Senior Lineman, Line Crew Superintendent, Lineman 1st Class

Public Works: Utility Maintenance Mechanic II/Wastewater, Operations -Construction Manager, Building Craftsperson I , Motor Equipment Operator III (Streets), (2) Motor Equipment Operators II (Grounds), Motor Equipment Operator I (Water), Motor Equipment Operator III (Sanitation), Public Works Operation Manager, (3) Civil Engineer l, Utility Construction Worker, Crew Leader Streets, Nursery Worker II

Police: Communication Operator

All Other Departments: Fire Chief's Assistant (Fire-Department), (3) Library Assistant (part-time), Library Clerk I (part-time), LAN Analyst, Customer Service Collections (part-time), Planner, Storekeeper Buyer I, Fire Dispatcher

HUMAN RESOURCES
continued



Electric: 1 Public Works: 0 Police: 41 All Other Depts.: 0

Turnover Statistics

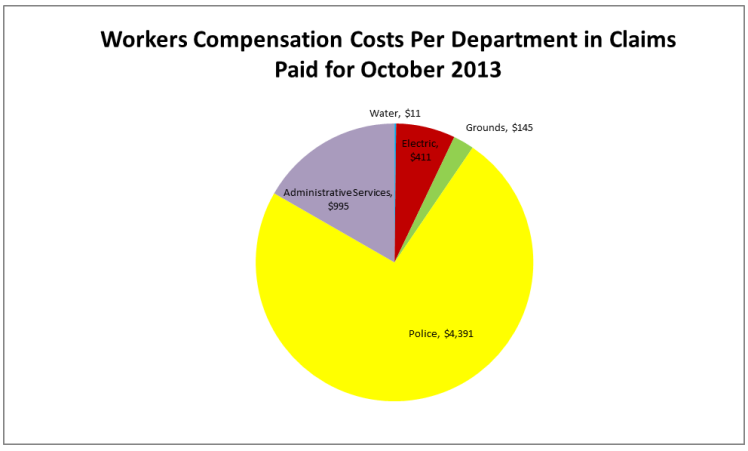
	2010	2011	2012*	2013 * (CYD)
Total Turnover %	5.57	6.75	11.00	10.63
Termination Turnover %	0.27	1.08	0.29	1.48
Resignation Turnover %	2.12	4.05	5.21	4.72
Retirement Turnover %	3.18	1.62	5.50	4.43

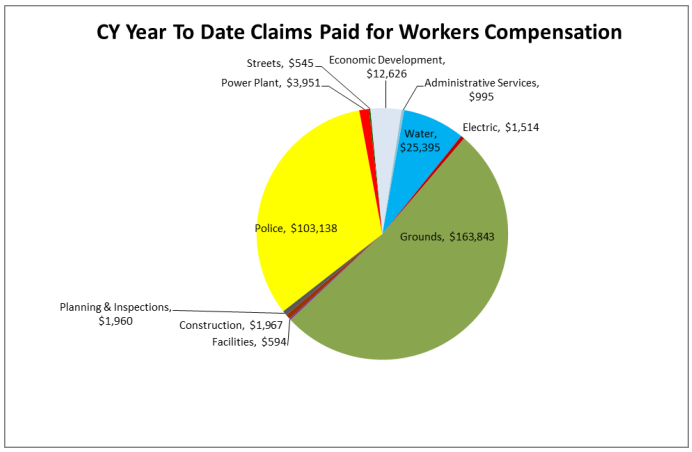
* Healthcare cost sharing implemented

Average Employees

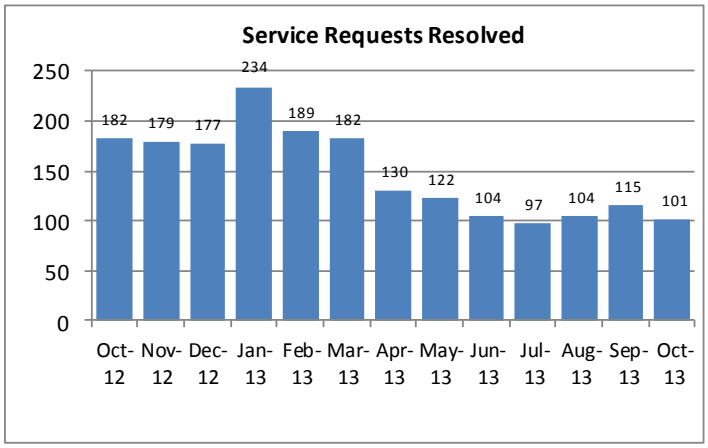
	2010	2011	2012*	2013(YTD)
Total Number of Employees Separating from Service	21	25	38	36
Average Number of Full-time Employees	362	356	333	325
Average Number of Part-time Employees	16	15	12	14

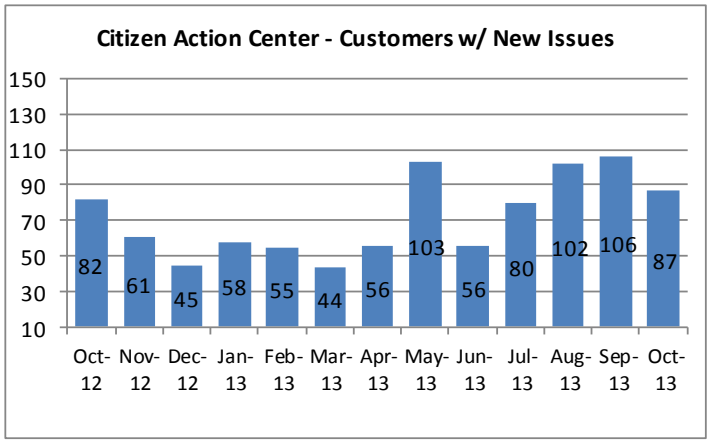
* Healthcare cost sharing implemented

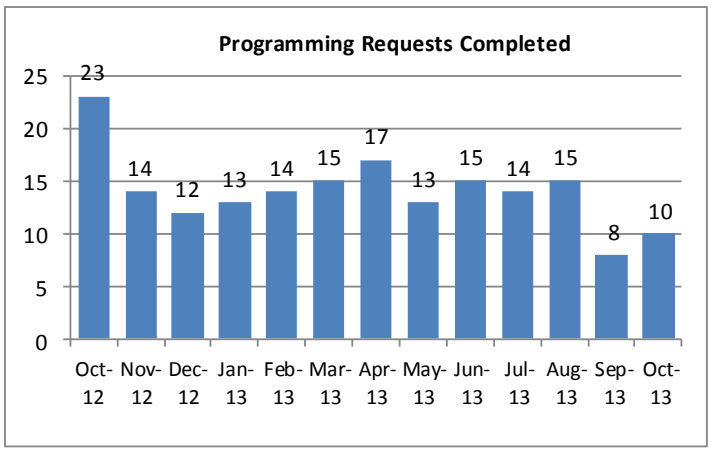


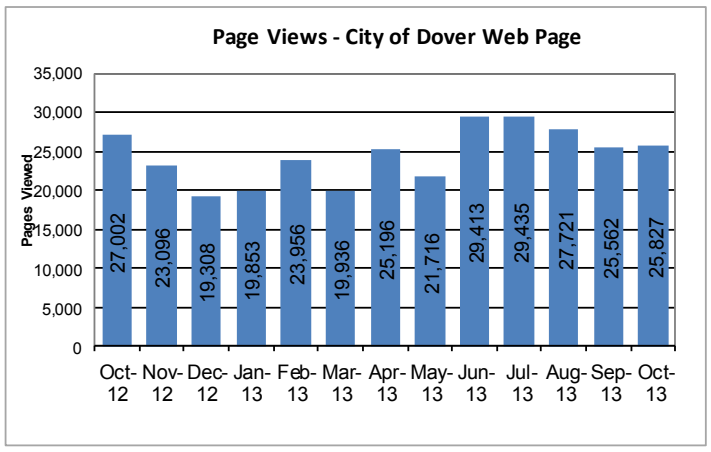


INFORMATION TECHNOLOGY





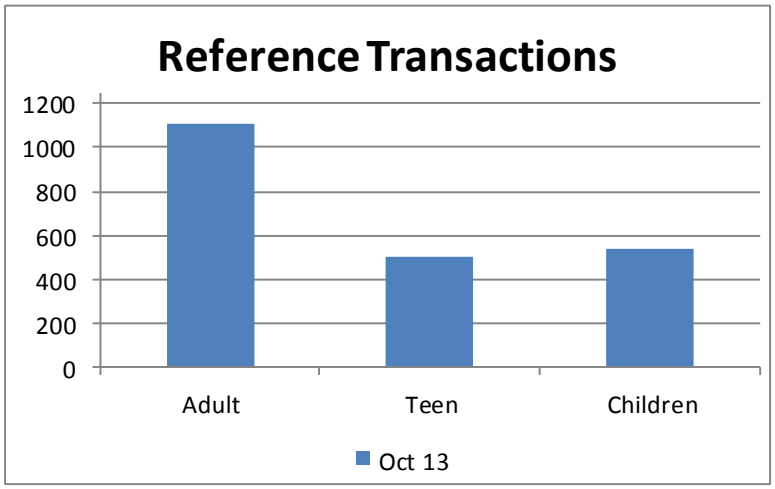




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	365	351	358
Scheduled PCs Replaced	-	-	-
Servers Supported	19	19	13
People Trained	18	16	2

Availability Statistics based on 7:00 AM until 5:00 PM Monday—Friday

LIBRARY



Adults – 1106 Teens – 499 Children – 539

Circulation	October 13		FYTD 14		October 12		FYTD 13
Dover residents	22,905		90,133		21,073		64,638
Ebooks	1,369		5,344		867		3,194
Kent residents*	15,790		67,033		16,112		51,741
Non-county residents	2,249		10,308		2,139		7,393
Registrations							
Dover residents	435		1,736		673		1,355
Kent residents*	38		466		154		350
Non-county residents	6		43		22		40
Other							
Visiting Patrons	48,515		134,620		30,744		70,612
Meeting Room Usage	2,824		8,890		1,287		320
Photocopier Usage	1,215		5,873		1,179		2,971
Computer Printing Usage	3,091		11,664		2,319		2,891
Computer Users	5,126		20,476		4,542		8,227
Wireless Computer Users	1,196		5,088				
Holds (Total)	6,698		29,702		5,964		20,720

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 413	Harrington: 0
Milford: 119	Milford: 0
Smyrna: 1,052	Smyrna: 5
Outside City Limits: 14,206	Outside City Limits: 33

Total Registered Users: (Card Holders)

City: 21,779 Kent County: 12,930 Outside Kent County: 960

Other Points of Interest:

Inter/Interlibrary: 58 items loaned out
37 items borrowed

Technical services: 2,094 items added
637 items deleted

Volunteers: 356 hours of service completed

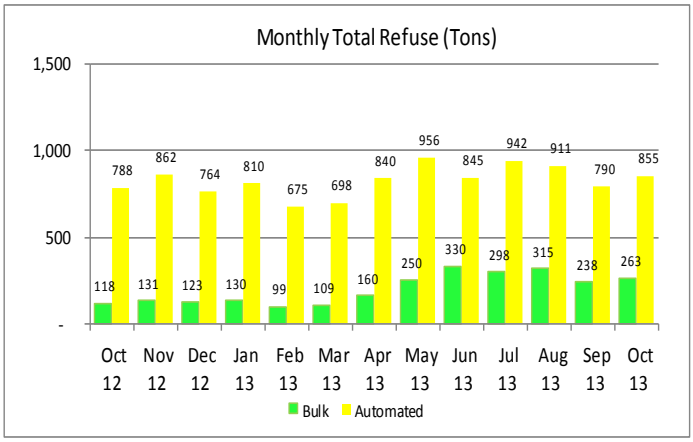
PUBLIC WORKS

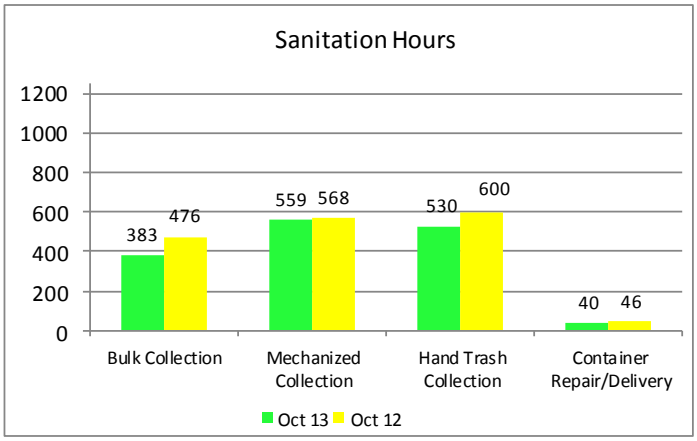
Administration

Administrative review and inspection services continued on all residential and commercial developments. The following residential subdivisions are in various phases of construction:

Oak Shadows	Farthing Woods	Village of Cannon Mill
Patriot Village	Clearview Meadows	
Emerald Pointe	Eden Hill (Residential)	

Sanitation





	OCTOBER 13	FYTD 14	OCTOBER 12	FYTD 13
Trips to DSWA Sandtown Landfill	236	918	168	691
Total Tonnage to DSWA	1,117.91	4,642.06	906.78	2,873.36
90-Gallon Containers Delivered	24	79	31	120
300-Gallon Containers Delivered	14	16	2	13
Total Man Hours-containers Delivered	40	154	46	207

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
October 2013	20,314	8,790	308,220	15.17

PUBLIC WORKS
continued

Streets	OCTOBER 13	FYTD 14	OCTOBER 12	FYTD 13
Signed Installed	17	148	27	118
Signs Repaired	17	47	15	53
Curbs Painted Yellow (feet)	0	1,306	174	5,609
New Post Installed	2	31	5	24
Storm Catch Basins Repaired	4	13	0	1
Storm Catch Basin Repairing (Hrs.)	14	65	0	1
Storm Catch Basins Cleaned	30	130	304	361
Storm Catch Basins Cleaning (Hrs.)	12	66	76	187
Hot Mix Patching (Tons)	0	1	0	236
Hot Mix Patching (Hrs.)	0	0	0	283
Cold Mix Patching Hrs.)	4	12	33	197
Concrete Work (Hrs)	18	209	108	273
Concrete Patching (Cubic Yards)	0	21	0	0
Ditch Work (Hrs).	29.0	60	14	90
Street and Alley Maintenance (Hrs)	96	264	184	696
Street Sweeping (Miles)	287	5,192	703	5,092
Street Sweeping (Cubic Yards)	126	1,302	184	1,030
Leaves Collected (Cubic Yards)	1,038	1,038	1,300	1,300
Leaf Collection (Miles)	435	435	1,358	1,358

Grounds

Arborist Crew	OCTOBER 2013	OCTOBER 2012
Trees Trimmed	15	27
Trees Removed	12	15

- Winterized the irrigation systems including the Library root garden.
- Began working on the Christmas lights.
- Worked two days on the alleys in Edgehill area.
- Cleaned up the ditch that runs thru Woodbrook to the pond.

Beautification Crew

- Began pulling annual beds to get ready for planting tulips and other bulbs.
- Took the hanging baskets down on October 15th.
- Checked in the bulb order at the Warehouse on October 23rd.
- Added the leaf compost to annual beds that needed it.
- Began planting bulbs on October 28th after edging, tilling and raking.
- The entire Grounds staff help plant 6,000 tulips in the gateway bed on October 29th.

Mowing Crew

- Most of the mowing ended around October 22nd.
- Boom Axe mowing at the following locations: Schutte Park ponds, Woodbrook ditch, Cartanza substation, Dover Park ditch, Firehouse #2 pond.
- Hauled 8 pickup loads of leaf compost to flower beds to till in before planting bulbs.
- Hauled 5 pickup loads of weeds/brush/and trash collected from Silver Lake Park by volunteers for a Saturday Lake clean-up sponsored by the Silver Lake Commission. Bill Cooper and Roger Ridgeway worked the ½ day event with 30-35 volunteers.
- Began planting bulbs in the flower beds on October 28th.

Geographic Information Systems (GIS)

- Printed multiple posters for DDP and Economic Development.
- Created multiple Miss Utility maps.
- Updated concrete repair list.
- Printed multiple posters for the Library.
- Collected GPS data for storm water infrastructure.
- Created street abandonment map for the City Clerk's office.
- Created storm water outfall map for water/wastewater.
- Jeremy Gibb, GIS Technician, attended four day HAZUS GIS training.

Fleet and Facilities Management

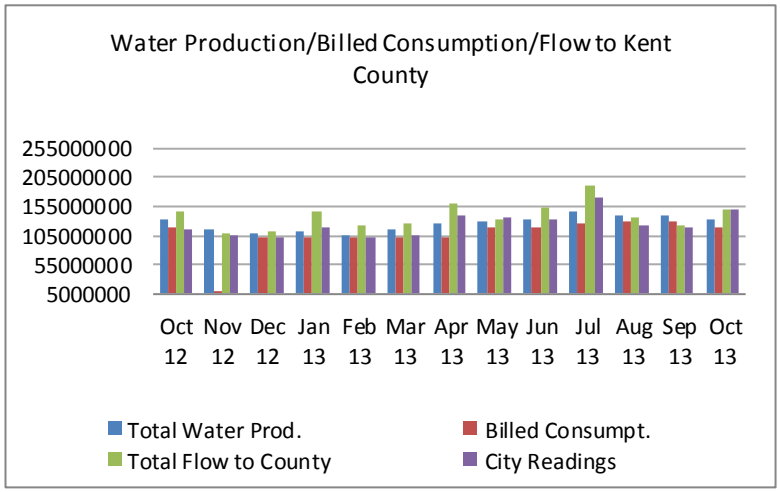
Fleet Maintenance
Work Orders: 100

Major Program Updates

Measure	OCTOBER 2013	OCTOBER 2012	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	27 out of 28 96.43% 9 - Unscheduled PM's Vehicles 2 - Streets. Dept - (1) Couldn't get to before Leaf season-in use every day now. (1) Couldn't get in shop, up for replacement-they don't use this truck. 6 - T & D vehicles –Not able to get in shop-due to trash trucks down/other PM's blocking bays. Vehicles to be reschedule for November. 2 – Code Enforcement – Were not dropped off 4 Code Enforcement – Haven't seen or heard from Dept.	13 out of 25 52.00%	**+44.43 %**
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	32 out of 32 100 %	33 out of 238 85.19%	**+13.16 %**
Emergency work orders completed within 2 days *(Quantity and Percentage)*	1 out of 1 100 %	0 out of 0 100 %	**0 %**

PUBLIC WORKS continued

Water/Wastewater



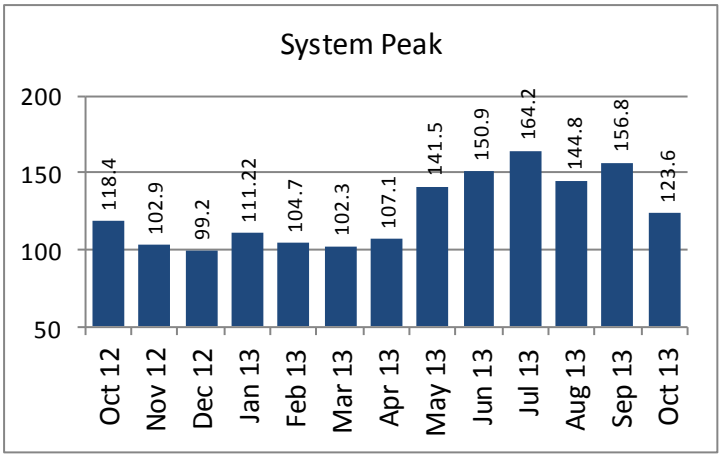
Major Program Updates	OCTOBER 2013	OCTOBER 2012	DIFF	FY14 YTD	FY13
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	10	42	-32	43	58
Plan Review Completed Within 30 days of Submission	13 plan 100%	8 plan 100%	+5	42	30

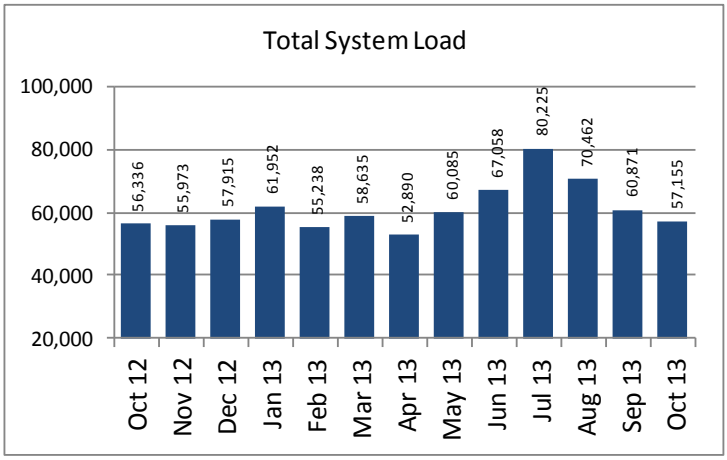
OPERATIONAL SUMMARY

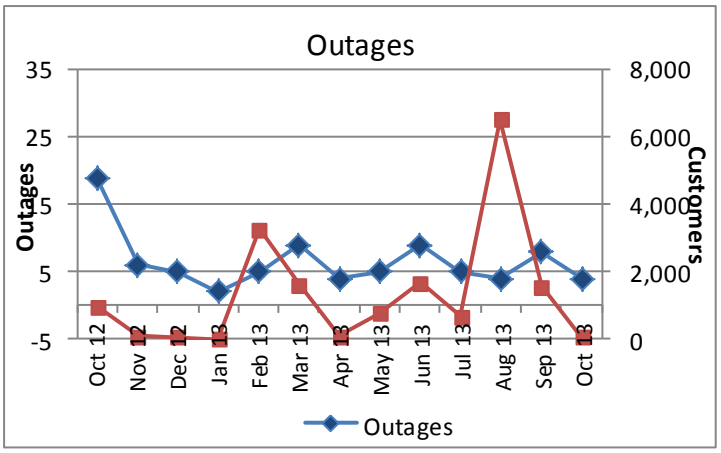
Task	OCTOBER 13	OCTOBER 12	CURRENT FY
Water Production - Daily Average	4,309,774	4,308,323	559,558,000
Average Field Response Time (goal is <30 minutes)	14.60		16.87
Water Mains Repaired	1	0	3
Water Service Lines Repaired	0	4	3
Wastewater Mains Repaired	0	0	0
Wastewater Service Lines Repaired	0	0	3
Sewer Lines Flushed - linear feet	82,066	54,054	700,927
Sewer Mains Videoed -linear feet	2,102	0	18,702
Total Fire Hydrants in Service	1,807	1,795	1,807
Total Water Meters in City Distribution System	14,162	14,072	14,162

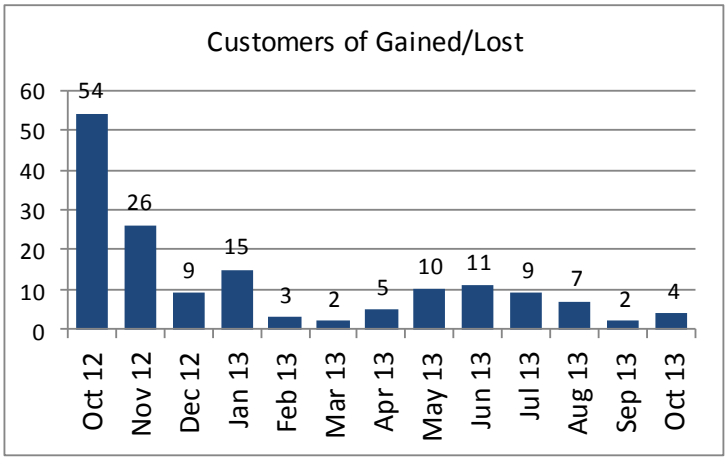
PUBLIC UTILITIES

Electric









Electric Monthly Outage Report

The annual outage goal will be less than 295 minutes per customer, which is a Delaware Standard. This will be measured by calculating the System Average Interruption Duration Index.

FY 14 YTD	FY 14	FY 13
63.83	50.74	39.44

Controllable Outages *Annual goal is less than 40*		**Average Response Time** *Goal is less than 30 minutes*	
Month	**Year-to-date**	**Month**	**Year-to-date**
2	12	24.25 Minutes	25.89 Minutes

PROGRAM UPDATES	OCT 13	OCT 12	FY14 YTD
Tree Trimming	224	221	946
Number of Oil Releases	0	0	5
Lost Time Accidents – All Electric Utility Divisions	1	1	1
New Services	4	54	24
Major Goals Completed in the Past Two Months			
N/A			

City Planner's Monthly Report

Planning, Inspections & Recreation

OCTOBER 2013

City of Dover Parks & Recreation

Planning, Inspections & Recreation Highlights

- **Bicycle Friendly Community** - Announcing Honorable Mention recognition from the League of American Bicyclist on October 24, the Bicycle/Pedestrian Subcommittee and staff were pleased their application earned the acknowledgement. Future efforts will focus on gaining a Bronze or other higher level of recognition for the City.
- **Dover High School Jr. ROTC** - - Schutte Park hosted the Dover High School Raider Challenge on Saturday, October 12. Nine teams of 110 cadets participated. Physical Fitness, Land Navigation, First Aid/Litter Carry, Rope Bridge & 5K were the five events in the Raider Challenge.
- **Royal Farms**—The new Royal Farms opened a location at the corner of Saulsbury Road and North Street.



Mayor Carey, Sec. Bhatt & Gov. Markell
Bicycle Friendly Community Announcement



New Royal Farms

Personnel and Training Updates

- Several departmental staff attended webinars offered by SunGuard through the City's contract.
- Kristen Mullaney attended a two-day workshop on Excelling At Managing People presented by Skillpath on October 17-18, 2013
- Multiple departmental staff attended the IBC Fundamentals and IRC Fundamentals Training on October 30-31, 2013.
- Jason Osika attended the Emergency Medical Responder 1011 training on October 14-18, 2013 that was held at the Delaware State Fire School in Dover.
- Sherwanda Rachal-Speaks and Carolyn Courtney attended a Constant Contact workshop. Both brought home new ideas and techniques for making the Constant Contact outreach more productive and reader friendly.
- Internal Facebook training was held for Wayne Voshell, Sherwanda Speaks, Peggy O'Brien, Steve Pickering and Carolyn Courtney.\
- Ann Marie Townshend and Dawn Melson-Williams attended the APA Webcast Conference on October 9, 2013 that was held at the Kent County Building.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '14 Budget		FY '14 Actual (YTD)	
Business License	$1,460,000	$	1,421,555	97%
Trailer License	$20,500	$	20,523	100%
Building Permits	$400,000	$	233,159	58%
Cert. of Occupancy	$9,000	$	2,490	28%
Public Occupancy	$10,000	$	525	5%
Lodging House	$14,000	$	518	4%
Plumbing/Heating/Air	$75,000	$	24,340	32%
Sprinkler	$25,000	$	8,946	36%
Rental Inspection Fee	$345,000	$	3,518	1%
Miscellaneous	$20,000	$	11,726	59%
Fire Protection Fees	$31,000	$	9,490	31%
Vacant Building Reg.	$60,000	$	52,500	88%
Total P&I Revenue	**$2,469,500**	**$**	**1,789,290**	72%
Recreation	$133,000		$38,348	29%

Looking Forward…..

- Dick's Sporting Goods Opens
- Basketball and Field Hockey Leagues

PLANNING OFFICE

The Planning Office is part of the review process for certain types of construction activity permits (Building Permits, Sign Permits, etc.) and Certificate of Occupancy permits. For October 2013, Planning Staff was involved with review of 85 Permits and 18 Certificates of Occupancy permits (2013 Year to Date total of 774 Permits and COs compared to 787 year-to-date in 2012). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

COMPREHENSIVE PLAN IMPLEMENTATION

Planning Staff continues to focus on the various implementation items identified in the *2008 Comprehensive Plan* as amended.

- On-going efforts of the Planning Office include participating in planning for the participating in the planning and development design of Garrison Oak Technical Park, the pending updates to the FIRM Maps (Flood Insurance Rate maps) issued by FEMA for flood plains, and research for future ordinance amendments related to the commercial zoning classifications.
- Planning Staff attended the Annual Meeting of the Delaware Population Consortium on October 31, 2013. The DPC provides 30-year population and employment projections for the State, counties, and selected municipalities including the City of Dover. The meeting involved approval of the release of the Annual Population Projection series. The final version of the projections is pending publication.

New Dover High School Project (C-10-05/S-11-18)

Construction activities related to site improvements and the building construction activities continue at the new Dover High School project site. The Planning Staff continues to work with the Capital School District and DelDOT regarding pedestrian safety concerns for the school project. On October 21, 2013 the Planning Commission granted conditional approval of a Revised Parking Justification for the school site setting the required parking at 800 parking spaces. The Planning Commission also granted conditional approval of a Waiver Request for a Parking Reduction allowing portions of Lots C and D to be grass parking for large events only; to require the bus parking area to be dual striped for car parking at large events; and for a reduction of Lot G to 31 parking spaces (MI-13-18).On October 24th, Planning Staff held the monthly coordination meetings on the project with the various involved departments, agencies, and project design professionals and managers. The sidewalk improvement project for the north side of Route 8 is progressing through the design process.

Garrison Energy Center (Master Plan S-12-03/ Phase 1 S-12-17)

The Planning Staff participates in weekly coordination conference calls with Calpine regarding the Garrison Energy Center project at 450 Garrison Oak Drive (Lot 7 of the Garrison Oak Technical Park). The Final/ Final Administrative Site Plan approval for the Garrison Energy Center Phase 1 was granted on September 6, 2013 subject to conditions of approval. Additional Foundation Building Permits for the project continue to be received for review and inspection.

BOARD AND COMMISSION ACTIVITY

Planning Commission

The Planning Commission met on October 21, 2013 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for November 18, 2013.

- **MI-13-10 Nottingham Meadows: Revised Active Recreation Area –** Approval of the Revised Active Recreation Area cash-in-lieu payment of $14,517.
- **C-13-11 Dover Christian Church at 1783 Forrest Avenue –** Approval based on all of the DAC recommendations and the Staff Report.
- **MI-13-16 Request for Street Abandonment: Harmony Lane –** Approval to the City Council of MI-13 -16 Request for Street Abandonment: Harmony Lane, conditional to the Site Plan Development and the Parcel Consolidation Plan as recorded in accordance with the DAC comments.
- **S-13-18 Redevelopment of Walker Woods: The Village of Sherwood —**Approval with the requested waiver of the partial elimination of curbing and the Active Recreation Area Plan. Also to recommend approval to City Council on the waiver request for the elimination of the emergency rear access requirement.
- **S-13-19 Woodmill Apartment Storage Buildings and Garage Building and Revised Active Recreation Area at Woodmill Apartments —**Approval of the Woodmill Apartment Storage Buildings, Garage Building and Revised Active Recreation Area with the caveat that Staff be able to review the existing tree buffer and make a determination about the appropriateness and to also include the DAC recommendations.
- **MI-13-18 New Dover High School: Revised Parking Justification and Waiver Request for Parking Reduction-**Approval of the Waiver Request for Parking Reduction as specified in Table 3: Parking Lot A and Parking Lot B - no changes; Lot C and Lot D – parking reduction still grassed and can be utilized in that number for parking for events; Lot E the bus parking converted to car parking - one hundred seventy (170) spaces; Parking Lot F - no changes; Parking Lot G – thirty-one (31) spaces; parallel parking - no changes with a total number of eight hundred (800) spaces and the District having to designate the bus area with lines as car parking as well, along with the DAC comments.

- **Board of Adjustment**

The Board of Adjustment did not meet on October 16, 2013. The next regular scheduled meeting of the Board of Adjustment is scheduled for November 20, 2013.

- **Historic District Commission**

The Historic District Commission did met on October 17, 2013. The next Historic District Commission meeting is scheduled for November 21, 2013.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

- ***CDBG FY13 Projects***

Contracts for FY13 projects have been executed and projects are underway.

- ***Homeownership Assistance Program***

CDBG funds will be used to provide settlement assistance to assist qualifying families purchase properties in the City of Dover.

- ***MHDC Homeowner Rehabilitation Program***

CDBG funds will be used to rehabilitate owner occupied homes in the City of Dover found in violation of the City's housing code. The waiting list for this project opened on June 12th and this project is underway.

- ***Dover Interfaith Mission to the Homeless***

CDBG funds will be used for operations cost for the shelter.

- ***MHDC Emergency Home Repair Project***

CDBG funds will be used to assist very low income homeowners with emergency repairs to eliminate sever- housing conditions that constitute health and safety hazards.

- ***NCALL Research***

CDBG funds were used for foreclosure prevention and pre-purchase homeownership counseling services for ten (10) Dover residents.

- ***Elizabeth W. Murphey School***

CDBG funds will be used for minor renovations for one of the facilities that services children that are at risk for homelessness.

- ***Neighborhood Stabilization Program (NSP)***

The City was awarded $1,426,740 for the acquisition and rehab of foreclosed properties to be sold to qualifying families. A total of $2,030,529 including program income has been expended on the acquisition and renovations for 11 properties. The remaining balance of $36,125 will be utilized for renovations, acquisition and down payment assistance for eligible NSP properties. Nine properties have been sold, one is a lease purchase and one is a rental that serves persons with disabilities. Nine (9) first time homebuyers have purchased homes through the NSP Settlement Assistance Program.

218 Ann Avenue (sold)

343 Mimosa Avenue (sold)

907 Woodcrest Avenue (sold)

1430 S. Hancock (group home rental)

1415 S. Hancock (sold)

4 Bennington Street (sold)

337 N. Governors Avenue (sold)

254 Green Blade Drive (sold)

302 Stone Brook Place (lease purchase)

11 Westover Drive (sold)

110 Thames Drive (sold)

Dangerous Buildings, Vacant Buildings & Demolitions

- *126 N. Ann Avenue* – The owner is making repairs to the exterior of the property.
- *209 N. New Street* – Owner obtained a structural engineering report and has submitted it to the City.
- *105 S Queen Street*—A residential Renovation Permit has been obtained and a re-inspection to the home shows that work continues to be made as finances provide.
- *238 Railroad Ave*—The asbestos abatement for the 5 structures has been completed and demolition of the structures will begin on October 29th.
- *123 Blue Beach Drive*—An asbestos survey was completed for the pool pump-house and no asbestos was found. Sunnyfield Contractors have been awarded the contractor for the pool and pump house demolition.
- *142 Brandywine Drive*—An interior inspection of the property was conducted by City Staff and representatives for the property owner. It was determined that repairs could be made to the home and the property owner will be obtaining bids for the renovation work. Since no repairs were done through the month of September, City staff took the property forward to City Council on October 28th to recommend to Council to order the property dangerous and to have the owners make repairs within 15 days of the Council Meeting.
- *710 Slaughter Street—The asbestos survey was completed on October 14th and asbestos was found in the structure. Bids have been placed for the removal of the asbestos. Gateway Contracting has been awarded the demolition bid and have obtained a permit.*
- *45 S Queen Street*—The home has been demolished.
- *200 N West Street*—The owner was sent notice that they had 15 days to make repairs to the structure or City Staff would present the property to City Council in October as a dangerous building and request that Council approve the demolition of the structure. Owners met with City Staff at the property and advised that they will start repairs by the end of October.
- *67 S Queen St*—City Council declared this building dangerous and ordered the owner to repair or demolish the building by October 27th.
- *24 N New St*—The property was inspected on October 10th and condemned as unfit for human occupancy due to insanitary conditions and overcrowding. The property was taken forward to City Council on October 28th , in which City Council declared the structure dangerous and ordered the occupants to vacate the structure and gave them two weeks to remove any items they wished to keep from the property. An asbestos survey was conducted on October 31st and asbestos was found.
- *Vacant Buildings*—During the month of October, 33 additional buildings were registered as vacant, and $4,750.00 in vacant building registration fees were collected.

Dangerous Buildings, Vacant Buildings & Demolitions



45 S Queen Street



106 Saulsbury Road

Code Enforcement Activity—October

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	4	152	75%	96%
No valid Building Permit	3	57	100%	93%
Tall grass and weeds	24	775	83%	79%
Unregistered vehicle	4	55	75%	91%
Abandoned vehicle	6	89	67%	87%
Annual Housing Inspection	70	345	86%	87%
Property Maintenance – Exterior	22	577	45%	67%
Electric Termination	36	255	100%	96%
Dover Code of Ordinances	52	544	85%	76%
Zoning	9	110	100%	75%
Total Cases	**230**	**2713**		
Total # of Inspections For Month	**317**			

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**OCT 13**	**FYTD 14**	**OCT 12**	**FYTD 13**
Fire Protection Inspections (New & Existing)	43	485	42	135
Fire Code Inspections	94	609	283	730
Inspection Deficiencies	40	350	17	159
Certificate of Occupancy	3	76	5	14
Accidental	$5,000	$137,450	$50.00	$450.00
Incendiary	$0	$34,600.00	$100.00	$11,100.00
Undetermined	$10,000	$281,000.0	$150.00	$1150.00
PERMITTING AND LICENSING				
Permits Issued	**OCT 13**	**FYTD 14**	**OCT 12**	**FYTD 13**
Administrative Permit	1	4	2	12
Building Addition/Renovation Permits	49	167	56	171
Building Permits	18	64	12	60
Demolition Permits	5	21	3	21
Fence Permits	9	33	10	36
Fire Prevention Permits	13	44	7	24
Mechanical Permits	21	89	30	136
Plumbing Permits	29	127	43	119
Sign Permits	33	345	24	76
Swimming Pool Permits	1	6	0	10
Business Licenses	47	1209	94	874
Merchant Licenses	7	276	9	239
Contractor Licenses	32	785	32	542
Lodging House Licenses	2	2	0	1
Mobile Homes	87	286	5	157
Public Occupancy	6	26	6	28
Rental Dwelling	21	99	19	97
BUILDING INSPECTIONS				
Inspections	**OCT 13**	**FYTD 14**	**OCT 12**	**FYTD 13**
Building	384	1322	346	1,292
Plumbing/Mechanical	350	1214	284	1,329
Certificate of Occupancy	18	53	13	46

Fire Marshal's Office—At a Glance

Number of Fires Requiring FM Response for September 2013

- 3 Accidental
- 1 Incendiary
- 1 Undetermined
- 5 hours of investigation time

Number of Complaints – 1

Active Fire Investigation

Pine Street

Two Arrest for Month

Juvenile for pulling fire alarm pull station.

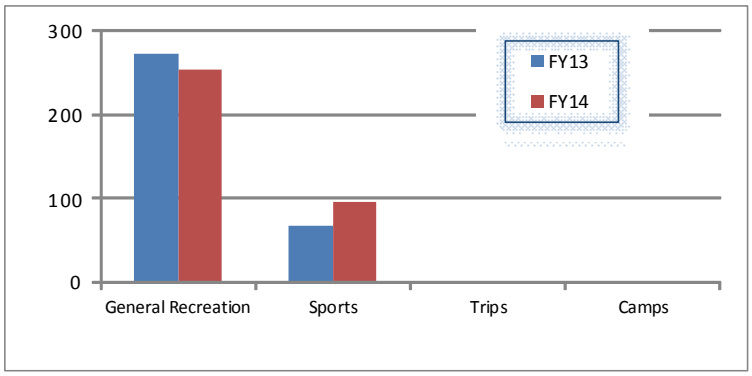
Failure to have city business license.

Recreation Division

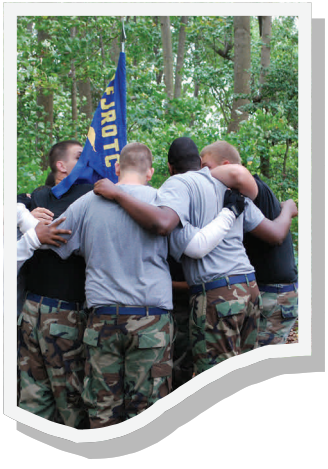
City of Dover Parks & Recreation

Enrollment Summary

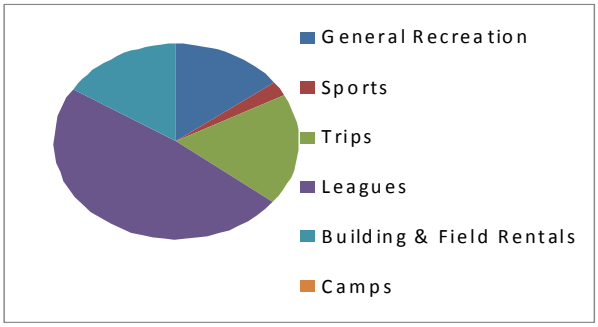
October 2012 verses October 2013

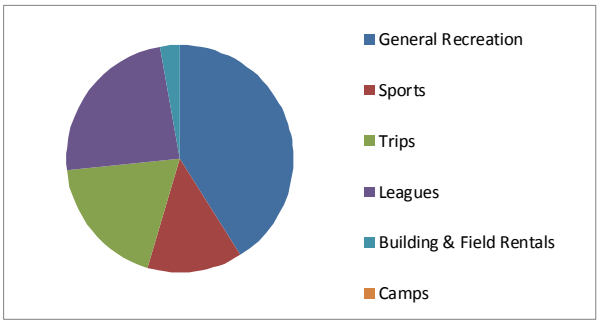


Category	FY13	FY14
General Recreation	273	254
Sports	97	68
Trips	Not Offered	Not Offered
Camps	Not Offered	Not Offered



Revenue Breakdown: October 2012 verses October 2013





General Recreation	1,763.00
Sports	300.00
Camps	0.00
Trips	2,214.00
Leagues	5,814.00
Building & Field Rentals	1,921.00

General Recreation	2,673.50
Sports	885.00
Trips	1227.00
Leagues	1550.00
Building & Field Rentals	180.00
Camps	0.00



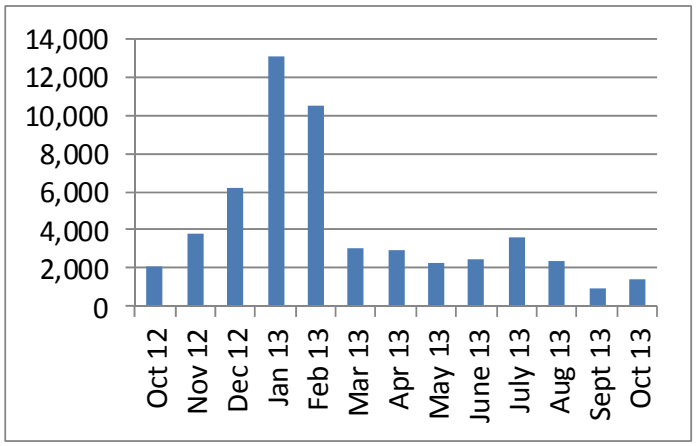




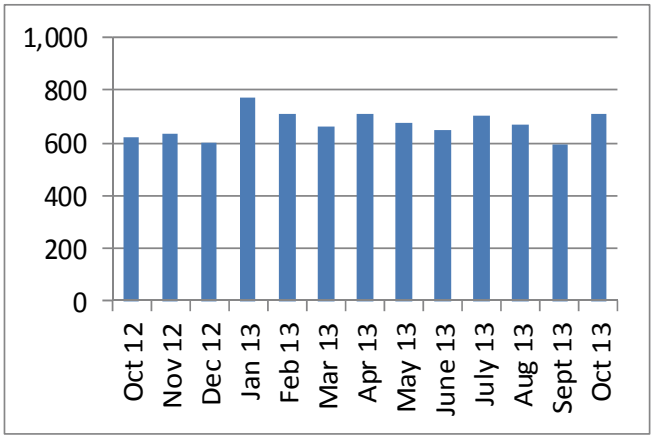


John W. Pitts Recreation Center – October 2013

Total Program Attendance



Facility Usage By The Hour



Facility Usage By The Hour	OCT 13		FYTD 14		OCT 12		FYTD 13
Open Gym	595.5		1,690		495		1,874
Fitness Classes	62		190.5		53.5		169.5
Leagues	24		125		32		88
Camps	0		555		0		49
Sports Classes	13.5		53.5		13.5		59.5
Meetings & Rentals	8.5		40		27.5		94
Enrichment Classes	7		20.5		2		14.5
Total Facility Usage Hours	710.5		2,674.5		623.5		2,348.5

** Program Attendance figures includes daily participants, parents and spectators in the facility.

Daily Program Attendance**	OCT 13		FYTD 14		OCT 12		FYTD 13
Total	1,428		7,418		2,090		7,238
Open Gym	472		1,194		610		2,499
Fitness Classes	330		1,027		500		1,272
Leagues	400		3,156		615		2,055
Camps	0		1,308		0		254
Sports Classes	145		326		93		493
Meetings & Rentals	71		370		268		628
Enrichment Classes	10		37		6		37

Since our opening in late April 2008, we have had 279,638 guests at the John W. Pitts Recreation Center.

October Open Gym Registrations and Packages Sold

Packages Sold:	Oct.	MTD	YTD	FYTD
Daily:	38	$ 114	129	$387
Individual Quarterly:	2	$ 30	7	$105
Individual Annual:	0	$ 0	0	$ 0
Family Quarterly:	1	$ 30	3	$ 90
Family Annual:	0	$ 0	0	$ 0
Revenue:		**$174**		**$582**

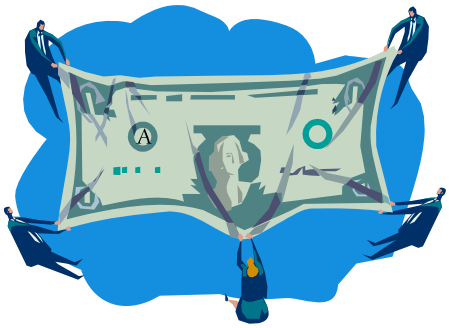


CITY OF DOVER
FINANCE AND PROCUREMENT & INVENTORY DEPARTMENTS
OCTOBER 2013 - MONTHLY BUDGET REPORTS















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

CITY OF DOVER
ACTIVITY REPORTS
October 2013

FINANCE DEPARTMENT ACTIVITY LEVELS

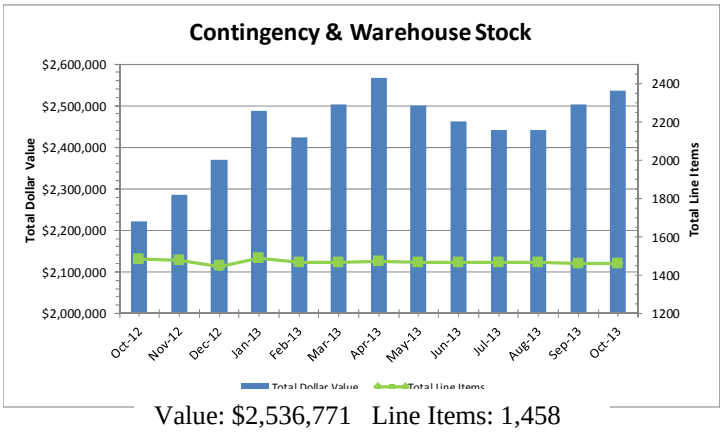
	FY13 YTD			FY14 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox)	1,947			2,107		
Total Amount of All Deposits	$ 58,140,374			$ 48,115,598		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**263,671**	**100.0%**	**$ 6,256,759**	**257,584**	**100.0%**	**$ 6,033,040**
Wages and Hours Worked						
Regular	218,318	82.8%	$ 4,827,264	216,584	84.1%	$ 4,690,982
All over time	13,932	5.3%	$ 633,265	12,176	4.7%	$ 521,969
Other Paid or Unpaid Wages and Hours						
Vacation	16,538	6.3%	$ 430,094	16,889	6.6%	$ 447,935
Sick	6,668	2.5%	$ 167,221	5,087	2.0%	$ 129,639
Terminal Leave - Retiree Vacation/Sick Payout	2,266	0.9%	$ 51,480	797	0.3%	$ 21,341
Comp Time	2,949	1.1%	$ 82,602	2,593	1.0%	$ 72,756
Personal	298	0.1%	$ 7,802	353	0.1%	$ 9,343
Leave Without Pay	2,073	0.8%	$ -	1,626	0.6%	$ -
Other (description below)	631	0.2%	$ 57,031	1,481	0.6%	$ 139,073

Other includes: pay adjustments, military differential pay, committee meetings, worker compensation tracking/adjustments, etc.

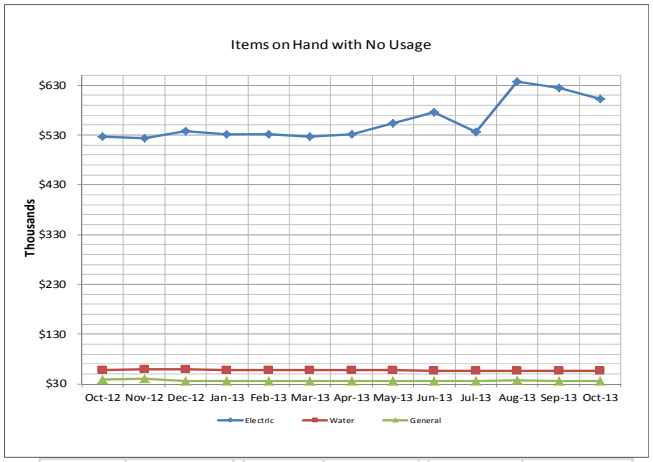
Other Activity		
Number of Pay Periods	8	8
Number of Payroll Checks & Direct Deposits Issued	2,933	2,856
Number of Pension Checks Issued	982	1,035
Total Pension Benefits Paid - Defined Benefit Plan	$ 4,063,547	$ 4,308,838

ACCOUNTS PAYABLE		
Number of Check Vouchers	2,052	1,944
Number of EFT Vouchers	695	674
Vouchers Dollar Amount Disbursed	$ 28,267,814	$ 24,719,690

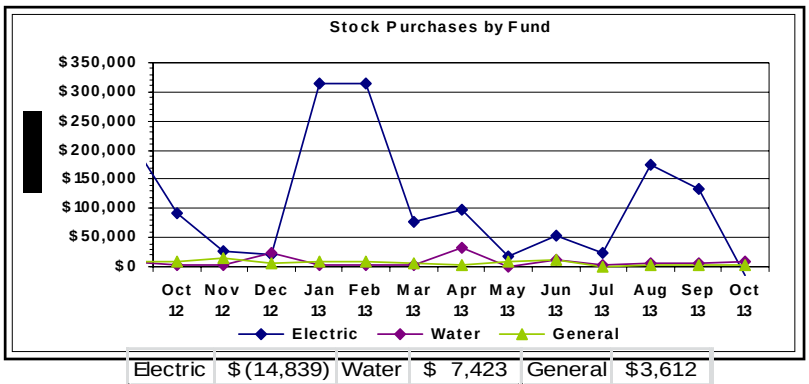
PROCUREMENT & INVENTORY ACTIVITY LEVELS



Value: $2,536,771 Line Items: 1,458



Electric:	$602,410	Water:	$56,799	General:	$35,478



Electric	$ (14,839)	Water	$ 7,423	General	$3,612

Fuel Use		
Unleaded:	10,903.9	gallons
Diesel:	6,993.5	gallons
Total Cost:	$ 51,421	

City of Dover
Finance Department
Monthly Report – October 2013
General Fund Summary

	Budget	YTD	Balance	33% of Budget
Beginning Balance (unaudited)	$ 3,455,200	$ -	$ 3,455,200	0.0%
Revenues				
Court of Chancery Fees	863,200	237,100	626,100	27.5%
Fines & Police Revenues	1,316,000	404,716	911,284	30.8%
Franchise Fees	606,200	84,100	522,100	13.9%
Grants	623,500	71,000	552,500	11.4%
Intrafund Services	4,454,300	1,301,610	3,152,690	29.2%
Library & Recreation Revenues	599,600	296,295	303,305	49.4%
Licenses & Permits	2,627,500	1,859,476	768,024	70.8%
Property Taxes (Includes BID Revenue) (1)	11,169,500	11,042,322	127,178	98.9%
Miscellaneous Revenues	138,300	33,894	104,406	24.5%
Sanitation Revenues	2,676,500	868,571	1,807,929	32.5%
Garrison Farm Rent Revenue	118,500	28,892	89,608	24.4%
Transfers-In from Special Funds & Utilities				
Municipal Street Aid Fund	527,400	-	527,400	0.0%
Civil Traffic Penalties	600,000	-	600,000	0.0%
Transfer Taxes	1,315,500	385,756	929,744	29.3%
Verizon, Contingency and CI Reserves	32,000	-	32,000	0.0%
Police Grants	110,000	16,373	93,627	14.9%
Water/Wastewater Fund	500,000	250,000	250,000	50.0%
Electric Fund	8,000,000	4,000,000	4,000,000	50.0%
Total Revenues	36,278,000	20,880,105	15,397,895	57.6%
Total Beginning Balance & Revenues	**$ 39,733,200**	**$ 20,880,105**	**$ 18,853,095**	52.6%
Expenditures				
City Clerk & Council	$ 442,200	$ 132,329	$ 309,871	29.9%
Mayor, City Manager & Human Resources	874,900	297,663	577,237	34.0%
Police & Police Extra Duty	14,331,800	4,130,727	10,201,073	28.8%
Public Services	4,131,800	1,052,882	3,078,918	25.5%
Procurement & Inventory, Facilities Mgmt., Vehicle Maint.	1,870,900	497,313	1,373,587	26.6%
Planning & Inspections	2,045,600	628,631	1,416,969	30.7%
Finance, Info Tech & Customer Services	2,676,400	866,999	1,809,401	32.4%
Library & Recreation	2,038,600	615,945	1,422,655	30.2%
Fire Department	692,100	233,426	458,674	33.7%
Assessor	198,300	63,218	135,082	31.9%
Contribution to DDP	162,400	81,200	81,200	50.0%
Miscellaneous Grant Expense	25,000	-	25,000	0.0%
Other Employment Expenses	400,000	-	400,000	0.0%
Insurance	658,900	151,959	506,941	23.1%
OPEB - Retiree's Health Care Contribution	1,636,500	409,125	1,227,375	25.0%
Police Pension Trust Contribution - State Grant	500,000	70,000	430,000	14.0%
Appropriation to Employee Pension Fund - Unfunded Liability	1,466,500	886,950	579,550	60.5%
Street Lights	836,000	260,709	575,291	31.2%
Debt Service	557,300	538,486	18,814	96.6%
Provision for Uncollectible	10,000	10,000	-	100.0%
Transfers Out				
Capital Projects Fund	1,278,300	639,150	639,150	50.0%
Total Expenditures	36,833,500	11,566,712	25,266,788	31.4%
Budget Balance - Working Capital	2,899,700	-	2,899,700	0.0%
Total Budget Balance & Expenditures	**$ 39,733,200**	**$ 11,566,712**	**$ 28,166,488**	29.1%
Reserve Balances				
Contingency	$ 723,600	$ 735,599		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 10/31/13 is $591,84.55 as compared to $780,693.58 in October 2012.

City of Dover
Finance Department
Monthly Report – October 2013
Water/Wastewater Fund Summary

	Budget	YTD	Balance	33% of Budget
Beginning Balance - Water (unaudited)	$ 770,800	$ -	$ 770,800	0.0%
Beginning Balance - Wastewater (unaudited)	$ 412,600	$ -	$ 412,600	0.0%
Beginning Balance - Kent County Treatment (unaudited)	$ 141,600	$ -	$ 141,600	0.0%
	1,325,000	-	1,325,000	0.0%
Revenues				
Water Fees	4,730,700	1,640,288	3,090,412	34.7%
Wastewater Fees	3,642,700	1,269,860	2,372,840	34.9%
Kent County Treatment Fees	2,980,300	1,048,261	1,932,039	35.2%
Ground Water Inflow Adjustment	1,324,600	470,482	854,118	35.5%
Water Tank Leases	333,800	64,493	269,307	19.3%
Miscellaneous Service Fee	105,100	25,656	79,444	24.4%
Impact Fees - Water	357,000	52,714	304,286	14.8%
Impact Fees - Wastewater	323,000	47,661	275,339	14.8%
Total Revenues	13,797,200	4,619,415	9,177,785	33.5%
Total Beginning Balance & Revenues	**$ 15,122,200**	**$ 4,619,415**	**$ 10,502,785**	30.5%
Expenses				
Water/Wastewater Operating Divisions				
Engineering & Inspection	$ 664,400	$ 108,091	$ 556,309	16.3%
Water	433,900	134,713	299,187	31.0%
Water Treatment Plant	1,501,800	412,323	1,089,477	27.5%
Wastewater	945,100	250,419	694,681	26.5%
Construction	351,400	73,554	277,846	20.9%
Kent County Treatment	3,524,800	990,865	2,533,935	28.1%
Intrafund Service Fees	1,233,400	367,530	865,870	29.8%
Pension Unfunded Liability	339,400	169,700	169,700	50.0%
OPEB - Retiree's Health Care Contributions	200,000	100,000	100,000	50.0%
Debt Service	1,019,500	187,220	832,280	18.4%
Other Employment Expenses	25,000	-	25,000	0.0%
Transfers Out				
General Fund	500,000	250,000	250,000	50.0%
Water I & E Fund	1,200,000	600,000	600,000	50.0%
Wastewater I & E Fund	1,330,000	665,000	665,000	50.0%
Total Expenses	13,268,700	4,309,415	8,959,285	32.5%
Budget Balances				
Budget Balance - Working Capital - Water	1,056,400	-	1,056,400	0.0%
Budget Balance - Working Capital - WW	797,100	-	797,100	0.0%
Total Budget Balances	1,853,500	-	1,853,500	0.0%
Total Budget Balances & Expenses	**$ 15,122,200**	**$ 4,309,415**	**$ 10,812,785**	28.5%
Reserve Balances				
Contingency-Water	$ 105,600	$ 104,338		
Contingency-Wastewater	$ 191,500	$ 188,671		
Impact Fee Reserve - Sewer	NO BUDGET	$ 3,764,350		
Impact Fee Reserve - Water	NO BUDGET	$ 197,514		
Bond Coverage Ratio (Covenant 1.20)	3.96	6.91		

City of Dover
Finance Department
Monthly Report – October 2013
Electric Revenue Fund Summary

	Budget	YTD	Balance	33% of Budget
Beginning Balance (unaudited)	$ 7,152,400	$ -	$ 7,152,400	0.0%
Revenues				
Sales to Customers	76,286,700	28,365,468	47,921,232	37.2%
Utility Tax	1,492,200	465,745	1,026,455	31.2%
Weyandt Hall Rents	251,000	44,899	206,101	17.9%
Miscellaneous Revenues	737,800	234,600	503,200	31.8%
Interest Earned	119,400	554	118,846	0.5%
Transfer from Rate Stabilization	4,000,000	2,000,000	2,000,000	50.0%
Intrafund Service Receipts Water/Wastewater	98,500	30,107	68,393	30.6%
Total Revenues	82,985,600	31,141,373	51,844,227	37.5%
Total Beginning Balance & Revenues	**$ 90,138,000**	**$ 31,141,373**	**$ 58,996,627**	34.5%
Expenses				
Power Supply & Generation				
Hedged Energy	$ 23,832,000	$ 11,768,406	$ 12,063,594	49.4%
Power Supply Management	996,000	332,000	664,000	33.3%
Capacity Charges	15,787,200	5,409,985	10,377,215	34.3%
Dover Sun Park Energy	1,565,800	689,487	876,313	44.0%
Solar Renewal Energy Credits	300,000	124,415	175,585	41.5%
PJM Charges - Energy	12,812,900	3,163,727	9,649,173	24.7%
PJM Charges - Transmission & Fees	4,740,000	2,443,782	2,296,218	51.6%
Total Power Supply	60,033,900	23,931,802	36,102,098	39.9%
Plant Operations	6,015,800	1,852,210	4,163,590	30.8%
Generation Fuels	-	919,951	(919,951)	0.0%
Capacity Credits	(15,079,800)	(5,273,625)	(9,806,175)	35.0%
PJM Spot Market Energy	(230,500)	(43,541)	(186,959)	18.9%
PJM Credits	(397,000)	(1,916,940)	1,519,940	482.9%
Total Generation	(9,691,500)	(4,461,945)	(5,229,555)	46.0%
Total Power Supply & Plant	50,342,400	19,469,857	30,872,543	38.7%
Electric Operating Divisions:				
Transmission/Distribution	3,302,500	918,107	2,384,393	27.8%
Electrical Engineering	1,192,200	305,820	886,380	25.7%
Administration	597,000	91,695	505,305	15.4%
Meter Reading	220,300	71,189	149,111	32.3%
Systems Operations	543,600	160,520	383,080	29.5%
Intrafund Services	3,319,400	964,187	2,355,213	29.0%
Utility Tax	1,492,200	465,745	1,026,455	31.2%
OPEB - Retirees Health Care Contribution	513,300	256,650	256,650	50.0%
Pension Trust Contribution - Unfunded liability	1,314,200	657,100	657,100	50.0%
Interest on Deposits	27,000	8,215	18,785	30.4%
Green Energy Payment to DEMEC	135,800	34,856	100,944	25.7%
Accounts Receivable Write-Offs	200,000	200,000	-	100.0%
Other Employee Expenses	150,000	-	150,000	0.0%
Contractual Services RFP's	100,000	-	100,000	0.0%
Debt Service	3,301,900	1,136,870	2,165,030	34.4%
Transfers Out:				
General Fund	8,000,000	4,000,000	4,000,000	50.0%
Electric Improvement & Extension Fund	5,448,600	2,724,300	2,724,300	50.0%
Total Expenses	81,176,100	31,952,961	49,223,139	39.4%
Budget Balance - Working Capital	8,961,900	-	8,961,900	0.0%
Total Budget Balance & Expenses	**$ 90,138,000**	**$ 31,952,961**	**$ 58,185,039**	35.4%
Reserve Balances				
Contingency Reserve	$ 826,500	$ 816,027		
Insurance Reserve	$ 739,000	$ 734,655		
Rate Stabilization Reserve	$ 13,644,000	$ 15,417,629		
Bond Coverage Ratio (Covenant 1.25)	1.97	1.28		
Megawatt Hours Sold & Purchased				
Sales to Customers MWh (excluding Street Light MWh)	712,675	265,066		37.2%
Sales per MWh	$ 107.04	$ 107.01		100.0%
Purchased/Generated MWh	725,818	267,847		36.9%
All In MWh Supply & Generation	$ 69.36	$ 72.69		104.8%

City of Dover
Finance Department
Monthly Report – October 2013
General Capital Project Fund Summary

	Budget	YTD	Balance	33% of Budget
Beginning Balance - Projects (unaudited)	$ 241,200	$ -	$ 241,200	0.0%
Beginning Balance - Library (unaudited)	$ (74,700)	$ -	$ (74,700)	0.0%
Revenues				
State Grant - Other	15,000	-	15,000	0.0%
Interest Earnings	-	6,049	(6,049)	0.0%
Transfer from General Fund for Projects	1,278,300	639,150	639,150	50.0%
Transfer from Parkland Reserve	95,000	-	95,000	0.0%
Subtotal Revenues	1,388,300	645,167	743,133	
State Grant - Library	-	107,674	(107,674)	0.0%
Library Construction Donations	-	5,150	(5,150)	0.0%
Subtotal Library Project Receipts	-	112,824	(112,824)	0.0%
Total Revenues	1,388,300	757,991	630,309	54.6%
Total Beginning Balance & Revenue	**$ 1,554,800**	**$ 757,991**	**$ 796,809**	48.8%
Expenditures				
Fire	$ 238,500	$ 238,515	$ (15)	100.0%
Grounds Maintenance	50,100	-	50,100	0.0%
Library	-	6,512	(6,512)	0.0%
Recreation	95,000	-	95,000	0.0%
Code Enforcement	30,000	-	30,000	0.0%
Police	257,300	32,668	224,632	12.7%
Streets	251,500	143,684	107,816	57.1%
Sanitation	402,100	-	402,100	0.0%
Information Technology	7,000	-	7,000	0.0%
Facilities Management	17,800	-	17,800	0.0%
Procurement & Inventory	55,000	-	55,000	0.0%
Total Expenditures	1,404,300	421,379	982,921	30.0%
Budget Balance - Projects	150,500	-	150,500	0.0%
Total Budget Balance & Expenditures	**$ 1,554,800**	**$ 421,379**	**$ 1,133,421**	27.1%
Reserve Balances				
Capital Asset Replacement Reserve	$ 512,000	$ 508,424		
Parkland/Recreation	$ 110,000	$ 203,361		

City of Dover
Finance Department
Monthly Report – October 2013
Water/Wastewater Improvement & Extension Fund Summary

	Budget	YTD	Balance	33% of Budget
Beginning Balance - Water (unaudited)	$ 1,620,000	$ -	$ 1,620,000	0.0%
Beginning Balance - Wastewater (unaudited)	$ 660,900	$ -	$ 660,900	0.0%
Revenues				
State Loan-Wastewater 2010	-	62,000	(62,000)	0.0%
Interest Earned	25,000	8,596	16,404	34.4%
Transfer from Operating Fund for Water	1,200,000	600,000	600,000	50.0%
Transfer from Operating Fund for Wastewater	1,330,000	665,000	665,000	50.0%
Transfer from Impact Fee Reserve - Water	390,000	-	390,000	0.0%
Total Revenues	2,945,000	5,341,556	(2,396,556)	181.4%
Total Beginning Balance & Revenues	**$ 5,225,900**	**$ 5,341,556**	**$ (115,656)**	102.2%
Expenses				
Water	$ 1,476,800	$ 421,039	$ 1,055,761	28.5%
Wastewater	1,251,000	194,812	1,056,188	15.6%
Water Construction	90,000	-	90,000	0.0%
Total Expenses	2,817,800	615,851	2,201,949	21.9%
Budget Balance - Working Capital - Water	1,655,700	-	1,655,700	0.0%
Budget Balance - Working Capital - Wastewater	752,400	-	752,400	0.0%
Total Budget Balances	2,408,100	-	2,408,100	0.0%
Total Budget Balances & Expenses	**$ 5,225,900**	**$ 615,851**	**$ 4,610,049**	11.8%
Reserve Balances				
Capital Asset Replacement - Water	$ 513,000	$ 506,553		
Capital Asset Replacement - Wastewater	$ 512,300	$ 505,394		

City of Dover
Finance Department
Monthly Report – October 2013
Electric Improvement & Extension Fund Summary

	Budget	YTD	Balance	33% of Budget
Beginning Balance (unaudited)	$ 3,091,000	$ -	$ 3,091,000	0.0%
Revenues				
Interest Earnings	25,200	4,363	20,837	17.3%
Transfer from Electric Revenue Fund	5,448,600	2,724,300	2,724,300	50.0%
General Service Billing	440,000	101,153	338,847	23.0%
Total Revenues	5,913,800	2,829,816	3,083,984	47.9%
Total Beginning Balance & Revenues	**$ 9,004,800**	**$ 2,829,816**	**$ 6,174,984**	31.4%
Expenses				
Electric Generation	$ 2,117,800	$ 92,922	$ 2,024,878	4.4%
Transmission/Distribution	1,100,000	70,535	1,029,465	6.4%
Electrical Engineering	2,405,800	412,250	1,993,550	17.1%
Total Expenses	5,623,600	575,707	5,047,893	10.2%
Budget Balance - Working Capital	3,381,200	-	3,381,200	0.0%
Total Budget Balance & Expenses	**$ 9,004,800**	**$ 575,707**	**$ 8,429,093**	6.4%
Reserve Balances				
Depreciation Reserve	$ 9,977,100	$ 9,877,384		
Future Capacity Reserve	$ 10,131,400	$ 10,026,197		

City of Dover
Finance Department
Monthly Report – October 2013
Community Transportation Improvement Fund

	Budget	YTD	Balance	33% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Revenue	500,000	(2)	500,002	0.0%
Interest Earned	500	158	342	31.6%
Total Revenues	500,500	156	500,344	0.0%
Total Beginning Balance & Revenues	**$ 500,500**	**$ 156**	**$ 500,344**	0.0%
Expenses				
Program Expenses	$ 500,000	$ 228,427	$ 271,573	45.7%
Budget Balance - Working Capital	500	-	500	0.0%
Total Budget Balances & Expenses	**$ 500,500**	**$ 228,427**	**$ 272,073**	45.6%

City of Dover
Finance Department
Monthly Report – October 2013
Police Grant Funds

	Budget	YTD	Balance	33% of Budget
Beginning Balance (unaudited)	$ 100	$ -	$ 100	0.0%
Revenues				
Grants Received	413,000	81,620	331,380	19.8%
Interest Earned	-	182	(182)	0.0%
Total Revenues	413,000	81,802	331,198	19.8%
Total Beginning Balance & Revenues	**$ 413,100**	**$ 81,802**	**$ 331,298**	19.8%
Expenses				
Program Expenses/Supplies	$ 191,000	$ 3,700	$ 187,300	1.9%
Computer Hardware	60,000	-	60,000	0.0%
Telephone/Fax	15,000	3,647	11,353	24.3%
Training/Conference/Food/Travel	36,000	-	36,000	0.0%
Consulting/Audit Fees	1,000	-	1,000	0.0%
Contractual services	-	2,075	(2,075)	0.0%
Operating Transfers - Out	110,000	6,442	103,558	5.9%
Total Expenses	413,000	15,864	397,136	3.8%
Budget Balance - Working Capital	100	-	100	0.0%
Total Budget Balances & Expenses	**$ 413,100**	**$ 15,864**	**$ 397,236**	3.8%

City of Dover
Finance Department
Monthly Report – October 2013
Library Grant Fund

	Budget	YTD	Balance	33% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	270,100	2,130	267,970	0.8%
Total Revenues	270,100	2,130	267,970	0.8%
Total Beginning Balance & Revenues	**$ 270,100**	**$ 2,130**	**$ 267,970**	0.8%
Expenses				
Program Expenses/Supplies-State Grants	$ 28,000	$ 1,507	$ 26,493	5.4%
Program Expenses/Supplies-Federal Grants	-	989	(989)	0.0%
Office Supplies	24,000	3,089	20,911	12.9%
Printing/Duplicating	8,900	879	8,021	9.9%
Postage	100	-	100	0.0%
Books	124,900	-	124,900	0.0%
Furniture	2,000	-	2,000	0.0%
Audio Visual Supplies	74,000	4,701	69,299	6.4%
Training/Conference/Food/Travel	3,500	210	3,290	6.0%
Office Equipment/Repairs & Maintenance	2,000	1,811	189	90.6%
Computer Hardware	2,700	-	2,700	0.0%
Total Expenses	270,100	13,186	256,914	4.9%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 270,100**	**$ 13,186**	**$ 256,914**	4.9%

City of Dover
Finance Department
Monthly Report – October 2013
Girls Circle of Dover/Aid

	Budget	YTD	Balance	33% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	31,800	-	31,800	0.0%
Interest Earnings	-	-	-	0.0%
Total Revenues	31,800	-	31,800	0.0%
Total Beginning Balance & Revenues	**$ 31,800**	**$ -**	**$ 31,800**	0.0%
Expenses				
Contractual Services	$ 31,800	$ 5,287	$ 26,513	16.6%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 31,800**	**$ 5,287**	**$ 26,513**	16.6%

City of Dover
Finance Department
Monthly Report – October 2013
CDBG Fund

	Budget	YTD	Balance	33% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	223,600	2,639	220,961	1.2%
Interest Earnings	-	15	(15)	0.0%
Total Revenues	223,600	2,654	220,946	1.2%
Total Beginning Balance & Revenues	**$ 223,600**	**$ 2,654**	**$ 220,946**	1.2%
Expenses				
Current Year Closing Cost/Down Payment Program	$ 40,000	$ -	$ 40,000	0.0%
Current year Dover Interfaith Ministry	27,500	5,275	22,225	19.2%
Current Year MHDC Emergency Home Repair	40,000	-	40,000	0.0%
Current Year Elizabeth W Murphy School	32,700	-	32,700	0.0%
Current Year NCALL Research Inc.	6,000	-	6,000	0.0%
Current Year Milford Housing H/O Rehabilitation	32,700	-	32,700	0.0%
Current Year Salaries	44,700	-	44,700	0.0%
NSP Expense	-	486	(486)	0.0%
Total Expenses	223,600	5,761	217,839	2.6%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 223,600**	**$ 5,761**	**$ 217,839**	2.6%

City of Dover
Finance Department
Monthly Report – October 2013
After School Program/Substance Abuse Prevention Fund

	Budget	YTD	Balance	33% of Budget
Beginning Balance (unaudited)	$ -	$ -	$ -	0.0%
Revenues				
Grants Received	55,630	7,008	48,622	12.6%
Recreation Revenue	33,000	3,150	29,850	9.5%
Total Revenues	88,630	10,158	78,472	11.5%
Total Beginning Balance & Revenues	**$ 88,630**	**$ 10,158**	**$ 78,472**	11.5%
Expenses				
Temporary Help/Benefits	$ 33,000	$ 8,769	$ 24,231	26.6%
Program Expenses/Supplies	55,630	9,649	45,981	17.3%
Total Expenses	88,630	18,418	70,212	20.8%
Budget Balance - Working Capital	-	-	-	0.0%
Total Budget Balances & Expenses	**$ 88,630**	**$ 18,418**	**$ 70,212**	20.8%

Monthly Report
October 2013

Economic Development Office

2013 _10 Economic Development

- Calpine Weekly Conference Calls
- Provided response to DEDO with regard to Biogas power generation
- Teleconference with Congressman Carney's office with regard to site visit to Proctor & Gamble
- Met with Campus Director at Delaware Technical Community College to discuss Food Innovation District and representation on the planning committee
- Follow-up with Ferguson Plumbing regarding location in Dover
- Hosted a tour of Garrison Energy Center with Calpine, Mayor Carey, Councilwoman Williams, Councilman Bonar, Councilman Hutchison and Judy Diogo
- Provided Calpine information on local nurseries to handle tree mitigation
- Teleconference with Vice-President of Marketing of the Onix Group to discuss EDU concerns at Compass Pointe
- Follow-up meeting with City Manager to discuss Onix' concerns
- Met with Secretary Levin to discuss the possibility of the Data Center coming to Dover
- Follow-up meeting with Sharon Duca regarding Compass Pointe and discussed solutions for the EDU problem
- Attended Chamber Board Meeting
- Toured Dover Garden Suites
- Met with owner of The Greene Turtle and discussed fire suppression issue
- Attended Leads Group meeting at R&R Commercial Realty
- Discussed agricultural lease extension with city solicitor and provided him with copies of past leases
- Reviewed sign concerns with Chris Smith from Edward Jones
- Follow-up with Ed Perez regarding Councilman Anderson's referral of Splash Design
- Updated COSTAR listing information on Garrison Tract
- Discussed "waters of the US" issues on Lot 12 with Philipp Utz and set-up follow-up meeting for Friday, October 18th
- Reviewed FERC Environmental Assessment for White Oak lateral
- Attended Bayhealth Business & Investment Committee meeting
- Reviewed Chesapeake Utilities proposal for gas delivery to Garrison Tract, made wording changes and returned proposal to Chesapeake
- Discussion with Becker Morgan regarding "waters of the US" issue at Garrison Tract and follow-up phone call with Philipp Utz regarding discussion with Becker Morgan
- Attended DDP Economic Development Committee meeting and provided economic update
- Attended Tourism Board Meeting and gave an Economic Development overview
- Attended Food Innovation District Steering Committee meeting
- Discussed Food Innovation District in teleconference with Mike Casson and the Director of Food Innovation District of the Finger Lakes project
- Attended Delawareans for Economic and Environmental Development meeting
- Meeting with Uzin Utz, City Manager, Mayor, and engineer for Uzin Utz to discuss timeframe for infrastructure construction
- Attended MILCON Breakfast
- Met with owner of The Greene Turtle and did tour of the new facility
- Reviewed Health Facility Authority Tax-Exempt Post Issuance Compliance Policy
- Follow-up discussion with Sharon Duca for Compass Pointe and provided an acceptable solution to the Onix Group

- Attended Mayor's Prayer Breakfast
- Attended DDP Board Meeting and provided economic development overview
- Attended Kent County Economic Summit Debriefing
- Provided Delaware State News information on the redevelopment of former Wal-Mart building
- Follow-up with Congressman Carney's office regarding tour dates for Proctor & Gamble visit
- Provided contact information to Simplex Grinnell regarding fire suppression and monitoring at DDP Building
- Discussed with president of DDP the importance of selecting local contractors for work on the DDP Building
- Attended meeting with Gregg Moore, City Manager, Public Works Director, and Greg Scott from Scott Engineering to discuss issues regarding Lot 12 and permits for crossing "waters of the US" and flood plain delineation
- Prepared CAF for additional engineering services at Garrison Tract
- Reviewed wording for agricultural lease extension and forwarded to City Manager and City Finance Director for their review
- Forwarded wording of the Garrison Tract agricultural lease to the farmer after review by City Manager and Finance Director
- Reviewed final version of Chesapeake Utilities agreement, approved it and forwarded to City Manager and Mayor for comments
- Requested DEDO assistance and participation with ribbon-cutting at Parke-Green Galleries
- Reviewed DAC comments regarding Lot 12 at Garrison Tract
- Attended Tourism Annual Luncheon

Measures:

- 1 Maintain an unemployment rate for the City of Dover that is lower than national and state averages

	2011-2012 Actual	**2012-2013 Actual**	**2013 - 2014 Projected**
Results	<10% unemployment rate in June 2012 82% - US Rate 68 % - DE Rate 86% - City of Dover Rate June 2012 – Actual	< 10% unemployment rate in June 2013 76% - US Rate 73% - DE Rate 98% - City of Dover Rate June 2013 Actual	<10% unemployment rate in June 2014 73% - US Rate 68 % - DE Rate 8% - City of Dover Rate October 2013 Actual

- 2 Monitor number of contacts with small businesses and with out-of-town companies interested in locating in Dover

	2011-2012 Actual	2012-2013 Actual	2013 - 2014 Projected
Results	≥20 contacts with potential small businesses; **10 contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **9 Contacts YTD**	≥20 contacts with potential small businesses; **18 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **7 Contacts YTD**	≥20 contacts with potential small businesses; **8 Contacts YTD** ≥11 contacts with out-of-town companies interested in locating in Dover **7 Contacts YTD**

Economic Development Activities (Perez)

- Provided technical assistance to eight (8) prospective small business individuals on overall business development within the City of Dover and the Downtown Dover Business District
- Provided technical assistance to four (4) prospective small business individuals on locating available space within the City of Dover and Downtown Business District to lease
- In collaboration with the YWCA Delaware conducted two (2) small business development training sessions on Business Basics for eight (8) participants
- In collaboration with the SCORE Delaware conducted one (1) small business development training workshop on Business Plan Development-Writing a Business Plan for three (3) participants
- Represented the Economic Development Office and provided Technical Assistance to the Delaware Black Chamber of Commerce on the Capacity Building Committee on review of Assessment Outcomes on October 30th
- Provided Post Evaluation technical assistance, as part of the Planning Committee, to Delaware Technical & Community College on Kent County Economic Summit held on September 24th
- Disseminated via email, DDP website and Facebook Small Business Development workshops provided by our network partners and special events to the Business Community in Dover
- Attended the DE Office of Supplier Diversity Vendor Day Workshop held on October 16th
- Provided Staff Support in designing materials for the Mayor's Prayer Breakfast held on October 23rd

Downtown Dover Partnership Activities

- Coordinated media (newspaper announcement), website, social media press releases and logistics of series of Special Events which occurred during this reporting period which included:
  - Pressley Ridge 5k Run
  - Wesley College Homecoming Parade
  - Delaware State University Homecoming Parade (Cancelled due to inclement weather)
  - Merchant's Second Saturday Sidewalk Sale
  - Safe and Spooky Halloween Parade
  - First Friday in October' 13

- Ongoing projects with the DDP Executive Director:
  - Development of the Program Annual Report' 13- Phase IV
  - Development of DDP's new Website Update
  - Working with the Marketing Committee on the coordination of Capital Holiday Celebration, First Friday, and Home for the Holidays
  - Working with DEDO on providing Small Business Development Technical Assistance to the selected POP-UP Project candidate
  - Identification of Sites to be used for the Central Dover Open House Project
  - Working with representative from the USDA Office to identify grant opportunities

Dover
Fire Department



Monthly Report
April 2013

Incident Run Log

Dover Fire Department

Date Range: From 04/01/2013 to 04/30/2013
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
04/01/2013	30046	2013-000240	11:29	120	HAMAN DR		Local alarm system, malicious false alarm
04/01/2013	30046	2013-000241	13:29	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional
04/01/2013	30046	2013-000242	15:03	814	BOGGS DR		System malfunction, other
04/01/2013	30046	2013-000243	20:38	908	WOODCREST DR		Smoke detector activation, no fire - unintentional
04/02/2013	30046	2013-000244	03:49	21	N STATE ST		Smoke detector activation, no fire - unintentional
04/02/2013	30046	2013-000245	16:10	298	S DUPONT WHY		Good intent call, other
04/02/2013	30046	2013-000246	17:13	102	W WATER ST		Good intent call, other
04/02/2013	30046	2013-000247	18:15	1365	N DUPONT HWY		Sprinkler activation, no fire - unintentional
04/02/2013	30046	2013-000248	19:13	9	E LOOCKERMAN ST		False alarm or false call, other
04/03/2013	30046	2013-000249	02:03	12	OWEN DAVID RD		Smoke detector activation due to malfunction
04/03/2013	30046	2013-000250	08:29	2800	N DUPONT HWY		Passenger vehicle fire
04/03/2013	30046	2013-000251	17:20	24	WESTOVER DR		Cooking fire, confined to container
04/03/2013	30046	2013-000252	19:13	655	N DUPONT HWY		Brush or brush-and-grass mixture fire
04/04/2013	30046	2013-000253	16:56		W NORTH ST/S NEW ST		Medical assist, assist EMS crew
04/04/2013	30046	2013-000254	19:05	655	BAY RD		System malfunction, other
04/05/2013	30046	2013-000255	15:19	151	ROOSEVELT AVE		Electrical wiring/equipment problem, other
04/05/2013	30046	2013-000256	23:36	1300	S FARMVIEW DR	H	Malicious, mischievous false call, other
04/06/2013	30046	2013-000257	10:22	12	N NEW ST		Building fire
04/06/2013	30046	2013-000258	15:46	20	S STATE ST		Building fire
04/07/2013	30046	2013-000259	14:41	311	MAIN ST		Cover assignment, standby, moveup
04/07/2013	30046	2013-000260	18:14	51	WEBBS LN	J	False alarm or false call, other
04/07/2013	30046	2013-000261	18:49	122	MATTERHORN DR		Cooking fire, confined to container
04/08/2013	30046	2013-000262	13:11	740	S NEW ST		False alarm or false call, other
04/08/2013	30046	2013-000263	21:56	1200	N DUPONT HWY		False alarm or false call, other
04/10/2013	30046	2013-000264	16:19	91	WOLF CREEK BLVD	1-1	Outside rubbish, trash or waste fire
04/10/2013	30046	2013-000265	20:53	41	EVERGREEN DR		Good intent call, other
04/11/2013	30046	2013-000266	14:08	1365	N DUPONT HWY	3000	Dumpster or other outside trash receptacle fire
04/12/2013	30046	2013-000267	09:34	1300	S FARMVIEW DR	K	Gas leak (natural gas or LPG)
04/12/2013	30046	2013-000268	17:44	100	HAMAN DR		Cooking fire, confined to container
04/12/2013	30046	2013-000269	18:03	2114	FORREST AVE		Cooking fire, confined to container
04/13/2013	30046	2013-000270	03:43	986	WHATCOAT DR		Detector activation, no fire - unintentional
04/13/2013	30046	2013-000271	15:33		SR1 & RT 10 OVERPASS		Motor vehicle accident with injuries
04/14/2013	30046	2013-000272	08:23	1250	W NORTH ST		Good intent call, other
04/14/2013	30046	2013-000273	13:59		FORREST AVE		Extrication, rescue, other
04/14/2013	30046	2013-000274	14:44		SR1 & DENNEYS RD		Steam, vapor, fog or dust thought to be smoke
04/15/2013	30046	2013-000275	16:59	447	EAST WATER STREET		Passenger vehicle fire
04/15/2013	30046	2013-000276	17:29	1	PAT LYNN DR		False alarm or false call, other
04/16/2013	30046	2013-000277	02:43	1041	N DUPONT HWY		False alarm or false call, other
04/16/2013	30046	2013-000278	09:01	800	OTIS DR		System malfunction, other
04/16/2013	30046	2013-000279	16:08	450	S DUPONT HWY	C	Public service
04/16/2013	30046	2013-000280	22:12	426	S GOVERNORS AVE		Outside rubbish, trash or waste fire
04/17/2013	30046	2013-000281	10:47	245	S DUPONT HWY		False alarm or false call, other
04/17/2013	30046	2013-000282	19:31	32	W LOOCKERMAN ST		Cooking fire, confined to container
04/18/2013	30046	2013-000283	01:41	418	S GOVERNORS AVE		Outside rubbish, trash or waste fire
04/18/2013	30046	2013-000284	13:14	1200	N DUPONT HWY		Dispatched & canceled en route
04/18/2013	30046	2013-000285	13:28	1200	N DUPONT HWY		Dispatched & canceled en route
04/18/2013	30046	2013-000286	19:26	10	FAIRWAY LAKES DR	B	Smoke detector activation, no fire - unintentional
04/19/2013	30046	2013-000287	14:08	SR1	SR1 AND 113/RT 10/CAPITAL PARK	EXIT	Extrication of victim(s) from vehicle
04/19/2013	30046	2013-000288	14:26	248	TRAFALGAR DR		Dispatched & canceled en route
04/19/2013	30046	2013-000289	18:17	266	GREEN BLADE DR		Smoke detector activation due to malfunction
04/19/2013	30046	2013-000290	18:28	272	N DUPONT HWY		Outside rubbish, trash or waste fire
04/19/2013	30046	2013-000291	20:30	96	MCBRY DR		False alarm or false call, other
04/19/2013	30046	2013-000292	21:20	910	WHATCOAT DR		Smoke detector activation, no fire - unintentional
04/19/2013	30046	2013-000293	22:33	820	CARVEL DR	J	Cooking fire, confined to container
04/20/2013	30046	2013-000294	06:12	30	S AMERICAN AVE		System malfunction, other
04/20/2013	30046	2013-000295	07:14	30	S AMERICAN AVE		Service Call, other
04/20/2013	30046	2013-000296	15:15	1019	WALKER RD HAMLET S C		Gasoline or other flammable liquid spill
04/20/2013	30046	2013-000297	19:31	10	FAIRWAY LAKES DR	G	Cooking fire, confined to container
04/22/2013	30046	2013-000298	05:47	1300	S FARMVIEW DR	I	Trash or rubbish fire, contained

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
04/22/2013	30046	2013-000299	07:10	151	KINGS HWY		False alarm or false call, other
04/22/2013	30046	2013-000300	08:06	1	PAT LYNN DR		Hazardous condition, other
04/22/2013	30046	2013-000301	09:04	12	YARMOUTH WAY		Public service assistance, other
04/22/2013	30046	2013-000302	14:32	3999	FORREST AVE		Power line down
04/22/2013	30046	2013-000303	15:11	155	COMMERCE WAY		Service Call, other
04/23/2013	30046	2013-000304	13:36	1710	N DUPONT HWY		Gasoline or other flammable liquid spill
04/24/2013	30046	2013-000305	10:18		CHESTNUT GROVE RD		Good intent call, other
04/24/2013	30046	2013-000306	14:02		S STATE ST & E REED ST		Passenger vehicle fire
04/25/2013	30046	2013-000307	08:01	32	W LOOCKERMAN ST		System malfunction, other
04/25/2013	30046	2013-000308	17:23		BEECHWOOD AVE		Good intent call, other
04/26/2013	30046	2013-000309	08:38	73	AMBERWOOD CT.		Dispatched & canceled en route
04/26/2013	30046	2013-000310	13:15	1159	N DUPONT HWY		Gas leak (natural gas or LPG)
04/26/2013	30046	2013-000311	14:01	100	PLUMAGE CT	BLDG	Brush or brush-and-grass mixture fire
04/27/2013	30046	2013-000312	01:58	1001	FORREST AVE		Overheated motor
04/27/2013	30046	2013-000313	09:25	1030	SOUTH DUPONT HWY		Motor vehicle accident with injuries
04/27/2013	30046	2013-000314	10:23	150	SAULSBURY RD		Cooking fire, confined to container
04/28/2013	30046	2013-000315	14:59	663	VOSHEL MILL STAR HILL RD.		Dispatched & canceled en route
04/29/2013	30046	2013-000316	01:26	955	S STATE ST		Motor vehicle accident with injuries
04/30/2013	30046	2013-000317	07:43	1420	MCKEE RD	FRONT	Alarm system sounded due to malfunction
04/30/2013	30046	2013-000318	07:43	51	WEBBS LN	A	System malfunction, other
04/30/2013	30046	2013-000319	12:33	540	S DUPONT HWY		Cooking fire, confined to container
04/30/2013	30046	2013-000320	21:47	412	N BRADFORD ST		Heat from short circuit (wiring), defective/worn

Total Incidents: 81

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 04/01/2013 to 04/30/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		2	2.47%	$0	0.00%
113 Cooking fire, confined to container		9	11.11%	$0	0.00%
118 Trash or rubbish fire, contained		1	1.23%	$0	0.00%
131 Passenger vehicle fire		3	3.70%	$0	0.00%
142 Brush or brush-and-grass mixture fire		2	2.47%	$0	0.00%
151 Outside rubbish, trash or waste fire		4	4.94%	$0	0.00%
154 Dumpster or other outside trash receptacle fire		1	1.23%	$0	0.00%
	Totals	**22**	**27.16%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
311 Medical assist, assist EMS crew		1	1.23%	$0	0.00%
322 Motor vehicle accident with injuries		3	3.70%	$0	0.00%
350 Extrication, rescue, other		1	1.23%	$0	0.00%
352 Extrication of victim(s) from vehicle		1	1.23%	$0	0.00%
	Totals	**6**	**7.41%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		1	1.23%	$0	0.00%
411 Gasoline or other flammable liquid spill		2	2.47%	$0	0.00%
412 Gas leak (natural gas or LPG)		2	2.47%	$0	0.00%
440 Electrical wiring/equipment problem, other		1	1.23%	$0	0.00%
441 Heat from short circuit (wiring), defective/worn		1	1.23%	$0	0.00%
442 Overheated motor		1	1.23%	$0	0.00%
444 Power line down		1	1.23%	$0	0.00%
	Totals	**9**	**11.11%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		2	2.47%	$0	0.00%
550 Public service assistance, other		1	1.23%	$0	0.00%
553 Public service		1	1.23%	$0	0.00%
571 Cover assignment, standby, moveup		1	1.23%	$0	0.00%
	Totals	**5**	**6.17%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		6	7.41%	$0	0.00%
611 Dispatched & canceled en route		5	6.17%	$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke		1	1.23%	$0	0.00%
	Totals	**12**	**14.81%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		9	11.11%	$0	0.00%
710 Malicious, mischievous false call, other		1	1.23%	$0	0.00%
715 Local alarm system, malicious false alarm		1	1.23%	$0	0.00%
730 System malfunction, other		6	7.41%	$0	0.00%
733 Smoke detector activation due to malfunction		2	2.47%	$0	0.00%
735 Alarm system sounded due to malfunction		1	1.23%	$0	0.00%
741 Sprinkler activation, no fire - unintentional		1	1.23%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		5	6.17%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 04/01/2013 to 04/30/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
744 Detector activation, no fire - unintentional		1	1.23%	$0	0.00%
	Totals	**27**	**33.33%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
9 Special Incident Type					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
	Totals	**81**		**$0**	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
City Quarterly Deposit								
Deposit	04/22/2013	0227...		4th Quarter A...		City Fund Acc...	70,325.00	70,325.00
Total City Quarterly Deposit							70,325.00	70,325.00
Total Income							70,325.00	70,325.00
Expense								
Apparatus Repairs & Maintenance								
Check	04/09/2013	841	Atlantic Emergency ...	MOR3066M...		City Fund Acc...	1,291.77	1,291.77
Check	04/09/2013	841	Atlantic Emergency ...	MOS1586P- ...		City Fund Acc...	120.54	1,412.31
Check	04/09/2013	841	Atlantic Emergency ...	MOS1577P p...		City Fund Acc...	24.88	1,437.19
Check	04/09/2013	842	Carl King Tire Com...	Invoice # 326...		City Fund Acc...	95.00	1,532.19
Check	04/09/2013	847	Delaware Tire	Invoice # 218...		City Fund Acc...	11.95	1,544.14
Check	04/09/2013	849	Kunkel Auto Supply	Invoice # 056...		City Fund Acc...	71.90	1,616.04
Check	04/21/2013	856	Atlantic Emergency ...	Repairs to La...		City Fund Acc...	995.46	2,611.50
Check	04/21/2013	857	Diamond State Am...	Whelen Serie...		City Fund Acc...	67.20	2,678.70
Check	04/21/2013	858	DP Fire	5" hose repair		City Fund Acc...	1,245.00	3,923.70
Check	04/21/2013	860	Kunkel Auto Supply	Invoice # 056...		City Fund Acc...	11.33	3,935.03
Total Apparatus Repairs & Maintenance							3,935.03	3,935.03
Electricity								
Check	04/09/2013	846	City of Dover Utility	Acct # 44343...		City Fund Acc...	2,602.79	2,602.79
Check	04/13/2013	855	City of Dover Utility	Acct # 44255...		City Fund Acc...	577.00	3,179.79
Total Electricity							3,179.79	3,179.79
Gasoline								
Check	04/09/2013	845	City of Dover	Unleaded Fe...		City Fund Acc...	597.02	597.02
Check	04/09/2013	845	City of Dover	Bio-Diesel Fe...		City Fund Acc...	1,295.52	1,892.54
Check	04/13/2013	854	City of Dover	Unleaded Fu...		City Fund Acc...	590.25	2,482.79
Check	04/13/2013	854	City of Dover	Bio-Diesel Fu...		City Fund Acc...	1,196.22	3,679.01
Total Gasoline							3,679.01	3,679.01
Heating Expenses- Gas								
Check	04/09/2013	843	Chesapeake Utilities	Station 2 fro...		City Fund Acc...	452.68	452.68
Check	04/13/2013	853	Chesapeake Utilities	Station 1 fro...		City Fund Acc...	1,547.14	1,999.82
Total Heating Expenses- Gas							1,999.82	1,999.82
Medical Supplies & Physicals								
Check	04/09/2013	848	Keen Compressed ...	Invoice # 02A...		City Fund Acc...	23.75	23.75
Total Medical Supplies & Physicals							23.75	23.75
Office Supplies								
Check	04/09/2013	845	City of Dover	Postage Feb ...		City Fund Acc...	27.27	27.27
Check	04/13/2013	854	City of Dover	Postage- Jan...		City Fund Acc...	15.32	42.59
Total Office Supplies							42.59	42.59

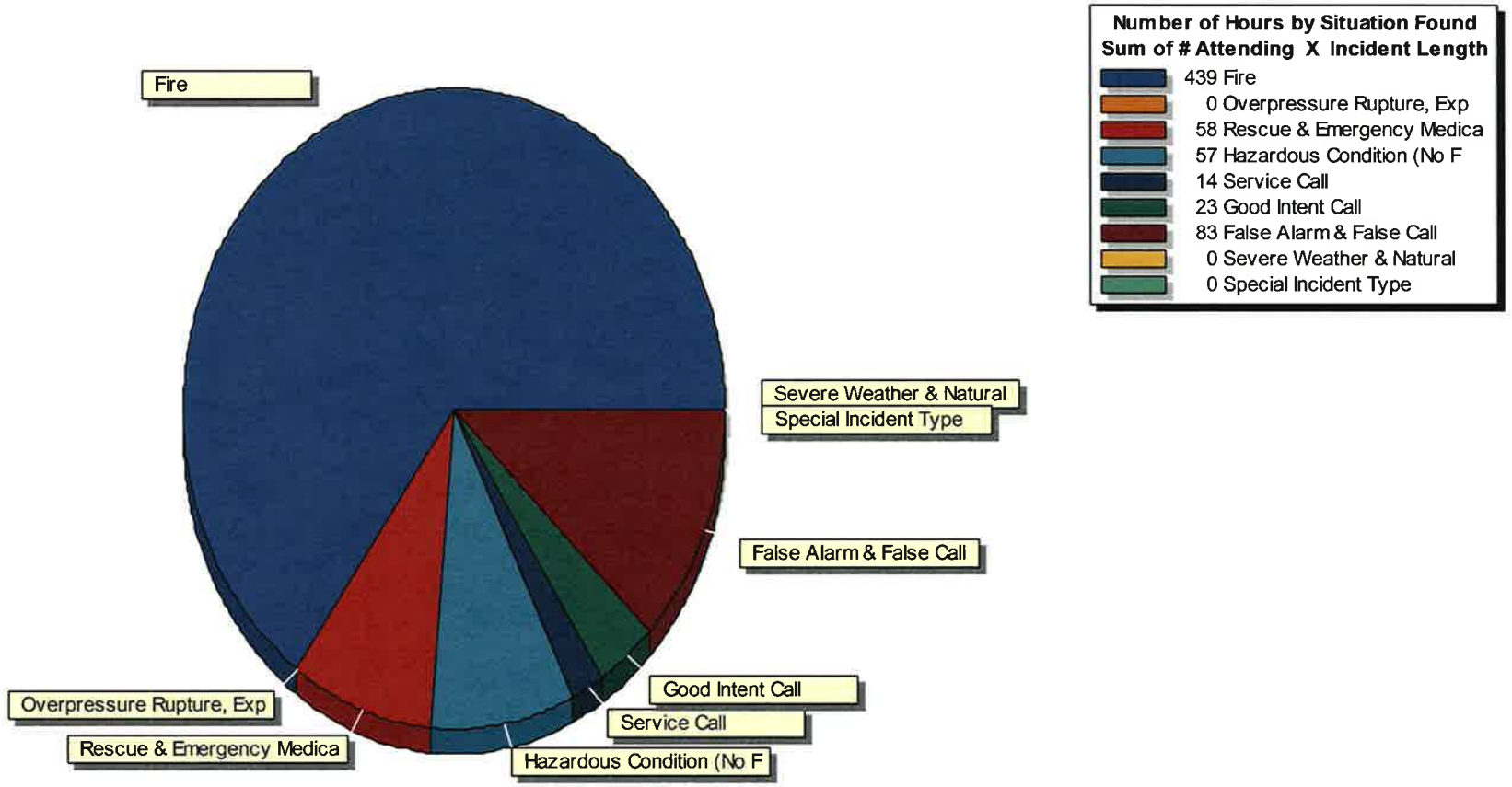
Robbins Hose Company # 1, Inc.
Profit & Loss Detail
April 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Program Expenses								
Check	04/09/2013	850	Witmer Public Safety	Invoice # 147...		City Fund Acc...	1,511.53	1,511.53
Total Program Expenses							1,511.53	1,511.53
Telephone								
Check	04/09/2013	844	Chief Technologies,...	Website hosti...		City Fund Acc...	342.00	342.00
Check	04/09/2013	845	City of Dover	Verizon Feb ...		City Fund Acc...	254.44	596.44
Check	04/09/2013	845	City of Dover	Cavailier Feb...		City Fund Acc...	19.66	616.10
Check	04/09/2013	851	Verizon Wireless	Verizon Wirel...		City Fund Acc...	227.26	843.36
Check	04/13/2013	854	City of Dover	Verizon Janu...		City Fund Acc...	254.34	1,097.70
Check	04/13/2013	854	City of Dover	Cavalier Jan...		City Fund Acc...	13.14	1,110.84
Total Telephone							1,110.84	1,110.84
Training & Travel Expenses								
Check	04/28/2013	861	Delaware State Fire...	Invoice # 13-...		City Fund Acc...	545.00	545.00
Check	04/28/2013	861	Delaware State Fire...	Invoice # 13-...		City Fund Acc...	120.00	665.00
Check	04/28/2013	861	Delaware State Fire...	Invoice # 13-...		City Fund Acc...	100.00	765.00
Check	04/28/2013	862	Lowes	Lumber for F...		City Fund Acc...	12.48	777.48
Total Training & Travel Expenses							777.48	777.48
Uniforms								
Check	04/09/2013	852	Dover Army-Navy S...	Invoice # 199...		City Fund Acc...	72.60	72.60
Check	04/09/2013	852	Dover Army-Navy S...	Invoice # 200...		City Fund Acc...	156.30	228.90
Check	04/09/2013	852	Dover Army-Navy S...	Invoice # 200...		City Fund Acc...	422.00	650.90
Check	04/09/2013	852	Dover Army-Navy S...	Invoice # 200...		City Fund Acc...	169.90	820.80
Check	04/09/2013	852	Dover Army-Navy S...	Invoice # 200...		City Fund Acc...	516.05	1,336.85
Check	04/09/2013	852	Dover Army-Navy S...	Invoice # 200...		City Fund Acc...	51.95	1,388.80
Check	04/09/2013	852	Dover Army-Navy S...	Invoice # 200...		City Fund Acc...	118.80	1,507.60
Check	04/21/2013	859	DP Fire	Invoice- 1560...		City Fund Acc...	15,449.70	16,957.30
Check	04/21/2013	859	DP Fire	Invoice # 156...		City Fund Acc...	593.35	17,550.65
Total Uniforms							17,550.65	17,550.65
Water/Sewer								
Check	04/09/2013	846	City of Dover Utility	Acct # 44345...		City Fund Acc...	43.25	43.25
Check	04/09/2013	846	City of Dover Utility	Acct # 44341...		City Fund Acc...	2.50	45.75
Check	04/13/2013	855	City of Dover Utility	Acct # 44253...		City Fund Acc...	20.58	66.33
Total Water/Sewer							66.33	66.33
Total Expense							33,876.82	33,876.82
Net Ordinary Income							36,448.18	36,448.18
Net Income							**36,448.18**	**36,448.18**

Manpower Hours by Sitation Found

Date Range: From 04/01/2013 to 04/30/2013

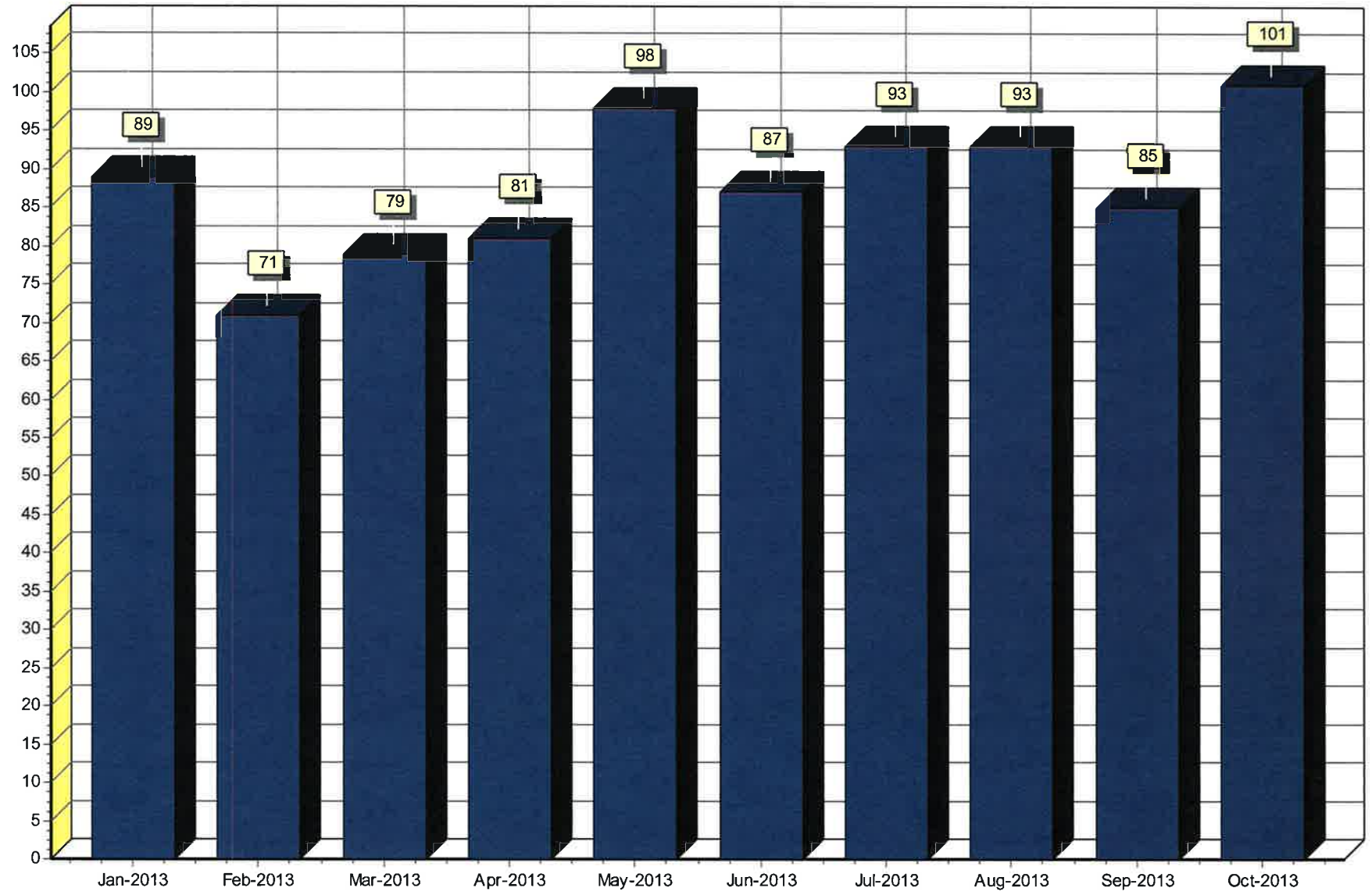
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2013 to 10/31/2013



Dover
Fire Department



Monthly Report
May 2013

Incident Run Log

Dover Fire Department

Date Range: From 05/01/2013 to 05/31/2013
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
05/02/2013	30046	2013-000321	11:42	19	N GOVERNORS AVE		Removal of victim(s) from stalled elevator
05/02/2013	30046	2013-000322	13:04	100	KEARSNEY CT		Outside rubbish fire, other
05/02/2013	30046	2013-000323	13:09	340	UNITED WAY		Good intent call, other
05/02/2013	30046	2013-000324	14:30	39	CHATHAM CT		Carbon monoxide detector activation, no CO
05/02/2013	30046	2013-000325	15:43	1525	S STATE ST		Gasoline or other flammable liquid spill
05/02/2013	30046	2013-000326	17:47	142	MAIDSTONE BRANCH RD		Good intent call, other
05/02/2013	30046	2013-000327	20:14	1300	S FARMVIEW DR	I	Cooking fire, confined to container
05/03/2013	30046	2013-000328	11:57		LEGISLATIVE AVE		Service Call, other
05/03/2013	30046	2013-000329	15:09	245	N DUPONT HWY		Outside rubbish fire, other
05/04/2013	30046	2013-000330	14:52	10	ELECTRIC AVE		False alarm or false call, other
05/04/2013	30046	2013-000331	15:08	165	MAPLE GLEN DR		Good intent call, other
05/04/2013	30046	2013-000332	15:30	103	PAR HAVEN DR	K	Smoke detector activation, no fire - unintentional
05/04/2013	30046	2013-000333	18:36	992	WHATCOAT DR		Cooking fire, confined to container
05/04/2013	30046	2013-000334	20:54	233	TRAFALGAR DR		System malfunction, other
05/05/2013	30046	2013-000335	15:04		E DIVISION ST		Steam, vapor, fog or dust thought to be smoke
05/05/2013	30046	2013-000336	15:47	103	PAR HAVEN DR	K	Smoke detector activation, no fire - unintentional
05/06/2013	30046	2013-000337	15:04		SR1 & MAIN TOLL PLAZA		Dispatched & canceled en route
05/06/2013	30046	2013-000338	19:25	239	HIAWATHA LANE		Smoke detector activation, no fire - unintentional
05/07/2013	30046	2013-000339	17:01	39	KENTWOOD DR		Service Call, other
05/08/2013	30046	2013-000340	12:53	209	S STATE ST		Smoke detector activation, no fire - unintentional
05/08/2013	30046	2013-000341	14:15	1200	N DUPONT HWY		Smoke detector activation due to malfunction
05/08/2013	30046	2013-000342	20:35	207	W LOOCKERMAN ST		Cooking fire, confined to container
05/09/2013	30046	2013-000343	12:28	804	SUNSET TERR		Dispatched & canceled en route
05/09/2013	30046	2013-000344	12:33	151	KINGS HWY		Gas leak (natural gas or LPG)
05/09/2013	30046	2013-000345	13:38	1262	HORSEPOND RD		System malfunction, other
05/09/2013	30046	2013-000346	13:50	209	S STATE ST		Smoke detector activation, no fire - unintentional
05/09/2013	30046	2013-000347	14:37	1001	WHITEOAK RD BLDG K		Smoke detector activation due to malfunction
05/09/2013	30046	2013-000348	16:32		N DUPONT HWY		Dispatched & canceled en route
05/10/2013	30046	2013-000349	16:50	110	S NEW ST		Alarm system sounded due to malfunction
05/11/2013	30046	2013-000350	03:26	1131	BAY RD LOT 144		Medical assist, assist EMS crew
05/11/2013	30046	2013-000351	16:53	200	HIAWATHA LANE		Cooking fire, confined to container
05/11/2013	30046	2013-000352	18:36	16	OLD RUDNICK LA		Alarm system sounded due to malfunction
05/11/2013	30046	2013-000353	19:52	16	OLD RUDNICK LA		Dispatched & canceled en route
05/12/2013	30046	2013-000354	16:30	1710	N DUPONT HWY		False alarm or false call, other
05/13/2013	30046	2013-000355	14:49	1365	N DUPONT HWY	3054	False alarm or false call, other
05/13/2013	30046	2013-000356	19:02	203	GRINDING WHEEL DR		Cooking fire, confined to container
05/14/2013	30046	2013-000357	07:02	320	WYOMING AVE		Dispatched & canceled en route
05/14/2013	30046	2013-000358	07:17	151	SHEFFIELD DR		Public service assistance, other
05/15/2013	30046	2013-000359	10:53	102	W WATER ST		Bomb scare - no bomb
05/15/2013	30046	2013-000360	21:06	1001	WHITEOAK RD BLDG A		Cooking fire, confined to container
05/17/2013	30046	2013-000361	04:15	1001	N DUPONT HWY	13	Water evacuation
05/17/2013	30046	2013-000362	10:27	805	RIVER RD		Hazardous condition, other
05/17/2013	30046	2013-000363	20:25	18	OLD RUDNICK LA		Smoke detector activation due to malfunction
05/18/2013	30046	2013-000364	11:19	1103	E DIVISION ST		Electrical wiring/equipment problem, other
05/18/2013	30046	2013-000365	16:37	151	ROOSEVELT AVE		Medical assist, assist EMS crew
05/19/2013	30046	2013-000366	12:33	250	GREEN BLADE DR		No incident found on arrival at dispatch address
05/19/2013	30046	2013-000367	12:39	1061	S LITTLE CREEK RD		False alarm or false call, other
05/19/2013	30046	2013-000368	21:12	2030	PINE CABIN RD BLDG D		Cooking fire, confined to container
05/20/2013	30046	2013-000369	05:56	500	PERSIMMON TREE LA	6	Smoke scare, odor of smoke
05/20/2013	30046	2013-000370	10:11	612	Pear street		False alarm or false call, other
05/20/2013	30046	2013-000371	16:55	32	W LOOCKERMAN ST		Smoke detector activation, no fire - unintentional
05/20/2013	30046	2013-000372	17:04		E WATER ST		Oil or other combustible liquid spill
05/20/2013	30046	2013-000373	20:04	26	S STATE ST		Smoke detector activation due to malfunction
05/21/2013	30046	2013-000374	10:42	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional
05/21/2013	30046	2013-000375	14:58	930	WHATCOAT DR		Electrical wiring/equipment problem, other
05/21/2013	30046	2013-000376	22:35	1679	S STATE ST		Carbon monoxide incident
05/22/2013	30046	2013-000377	00:15	655	N DUPONT HWY		Smoke detector activation due to malfunction
05/22/2013	30046	2013-000378	01:02	4	THE GREEN		CO detector activation due to malfunction
05/22/2013	30046	2013-000379	12:17	1706	N DUPONT HWY		Smoke detector activation, no fire - unintentional

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
05/22/2013	30046	2013-000380	14:21	702	DUNDEE RD		Building fire
05/23/2013	30046	2013-000381	16:18		FORREST AVE		Cover assignment, standby, moveup
05/24/2013	30046	2013-000382	14:08	453	COUNTRY DR		False alarm or false call, other
05/25/2013	30046	2013-000383	16:06	447	TROON RD		Alarm system sounded due to malfunction
05/25/2013	30046	2013-000384	20:07	255	WEBBS LN	A	Malicious, mischievous false call, other
05/26/2013	30046	2013-000385	21:00		S STATE ST & S DUPONT HWY		Motor vehicle accident with injuries
05/27/2013	30046	2013-000386	09:20	3	THE PLAZA		False alarm or false call, other
05/27/2013	30046	2013-000387	11:04	970	WHATCOAT DR		Cooking fire, confined to container
05/27/2013	30046	2013-000388	11:56	655	BAY RD		Gasoline or other flammable liquid spill
05/27/2013	30046	2013-000389	17:40	1119	FORREST AVE		Removal of victim(s) from stalled elevator
05/27/2013	30046	2013-000390	19:05	315	BILLY MITCHELL LA	E	Cooking fire, confined to container
05/27/2013	30046	2013-000391	20:48	15	SAXTON RD		Electrical wiring/equipment problem, other
05/28/2013	30046	2013-000392	02:44	27	LIBERTY DR		Building fire
05/28/2013	30046	2013-000393	08:42	1061	N DUPONT HWY 1001 -		Sprinkler activation due to malfunction
05/28/2013	30046	2013-000394	13:49	1481	N DUPONT HWY		Hazardous condition, other
05/29/2013	30046	2013-000395	06:20	53	CHATHAM CT		Alarm system activation, no fire - unintentional
05/29/2013	30046	2013-000396	12:01	105	KATRINA WAY		System malfunction, other
05/29/2013	30046	2013-000397	12:17	1365	N DUPONT HWY	3054	System malfunction, other
05/29/2013	30046	2013-000398	14:21	655	S BAY RD		Detector activation, no fire - unintentional
05/29/2013	30046	2013-000399	16:01	111	WOLF CREEK BLVD		Brush or brush-and-grass mixture fire
05/30/2013	30046	2013-000400	07:26	103	LEXINGTON PL		Water or steam leak
05/30/2013	30046	2013-000401	08:55	900	PUBLIC SAFETY BLVD		Alarm system activation, no fire - unintentional
05/30/2013	30046	2013-000402	12:41	1131	N DUPONT HWY		Heat detector activation due to malfunction
05/30/2013	30046	2013-000403	15:42	99	WOLF CREEK BLVD	3-2	Outside rubbish fire, other
05/30/2013	30046	2013-000404	16:04	400	COUNTRY DR		Cooking fire, confined to container
05/30/2013	30046	2013-000405	18:15	826	S GOVERNORS AVE		Sprinkler activation due to malfunction
05/30/2013	30046	2013-000406	18:50	1131	N DUPONT HWY		Emergency medical service incident, other
05/30/2013	30046	2013-000407	19:07	1131	N DUPONT HWY		Medical assist, assist EMS crew
05/30/2013	30046	2013-000408	19:07	304	S GOVERNORS AVE		Grass fire
05/30/2013	30046	2013-000409	19:23	200	HIAWATHA LANE		False alarm or false call, other
05/31/2013	30046	2013-000410	07:55	1001	N DUPONT HWY	13	Special type of incident, other
05/31/2013	30046	2013-000411	08:31	915	S DUPONT HWY		Rescue, EMS incident, other
05/31/2013	30046	2013-000414	13:41	986	WHATCOAT DR		Hazardous condition, other
05/31/2013	30046	2013-000413	13:42	992	WHATCOAT DR		Hazardous condition, other
05/31/2013	30046	2013-000412	13:44	930	WHATCOAT DR		Hazardous condition, other
05/31/2013	30046	2013-000415	18:55	1131	N DUPONT HWY		Brush or brush-and-grass mixture fire
05/31/2013	30046	2013-000416	20:49		PERSIMMON CIR EAST		Good intent call, other
05/31/2013	30046	2013-000417	21:00	2233	WHITEOAK ROAD		Rescue, EMS incident, other
05/31/2013	30046	2013-000418	22:41	1131	N DUPONT HWY		Good intent call, other

Total Incidents: 98

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 05/01/2013 to 05/31/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		2	2.04%	$0	0.00%
113 Cooking fire, confined to container		10	10.20%	$0	0.00%
142 Brush or brush-and-grass mixture fire		2	2.04%	$0	0.00%
143 Grass fire		1	1.02%	$0	0.00%
150 Outside rubbish fire, other		3	3.06%	$0	0.00%
	Totals	**18**	**18.37%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
300 Rescue, EMS incident, other		2	2.04%	$0	0.00%
311 Medical assist, assist EMS crew		3	3.06%	$0	0.00%
320 Emergency medical service incident, other		1	1.02%	$0	0.00%
322 Motor vehicle accident with injuries		1	1.02%	$0	0.00%
353 Removal of victim(s) from stalled elevator		2	2.04%	$0	0.00%
	Totals	**9**	**9.18%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		5	5.10%	$0	0.00%
411 Gasoline or other flammable liquid spill		2	2.04%	$0	0.00%
412 Gas leak (natural gas or LPG)		1	1.02%	$0	0.00%
413 Oil or other combustible liquid spill		1	1.02%	$0	0.00%
424 Carbon monoxide incident		1	1.02%	$0	0.00%
440 Electrical wiring/equipment problem, other		3	3.06%	$0	0.00%
	Totals	**13**	**13.27%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		2	2.04%	$0	0.00%
521 Water evacuation		1	1.02%	$0	0.00%
522 Water or steam leak		1	1.02%	$0	0.00%
550 Public service assistance, other		1	1.02%	$0	0.00%
571 Cover assignment, standby, moveup		1	1.02%	$0	0.00%
	Totals	**6**	**6.12%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		5	5.10%	$0	0.00%
611 Dispatched & canceled en route		5	5.10%	$0	0.00%
622 No incident found on arrival at dispatch address		1	1.02%	$0	0.00%
651 Smoke scare, odor of smoke		1	1.02%	$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke		1	1.02%	$0	0.00%
	Totals	**13**	**13.27%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		8	8.16%	$0	0.00%
710 Malicious, mischievous false call, other		1	1.02%	$0	0.00%
721 Bomb scare - no bomb		1	1.02%	$0	0.00%
730 System malfunction, other		4	4.08%	$0	0.00%
731 Sprinkler activation due to malfunction		2	2.04%	$0	0.00%
733 Smoke detector activation due to malfunction		5	5.10%	$0	0.00%
734 Heat detector activation due to malfunction		1	1.02%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 05/01/2013 to 05/31/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
735 Alarm system sounded due to malfunction		3	3.06%	$0	0.00%
736 CO detector activation due to malfunction		1	1.02%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		8	8.16%	$0	0.00%
744 Detector activation, no fire - unintentional		1	1.02%	$0	0.00%
745 Alarm system activation, no fire - unintentional		2	2.04%	$0	0.00%
746 Carbon monoxide detector activation, no CO		1	1.02%	$0	0.00%
	Totals	**38**	**38.78%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
9 Special Incident Type					
900 Special type of incident, other		1	1.02%	$0	0.00%
	Totals	**1**	**1.02%**	**$0**	**0.00%**
	Totals	**98**		**$0**	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
May 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Expense								
Apparatus Repairs & Maintenance								
Check	05/04/2013	863	Atlantic Emergency ...	Repair air lea...		City Fund Acc...	918.48	918.48
Check	05/04/2013	867	RJS Repair	Repairs to C...		City Fund Acc...	475.40	1,393.88
Check	05/19/2013	872	Atlantic Emergency ...	Repair Casca...		City Fund Acc...	299.95	1,693.83
Check	05/25/2013	879	Witmer Public Safety	Invoice # 147...		City Fund Acc...	6,021.28	7,715.11
Total Apparatus Repairs & Maintenance							7,715.11	7,715.11
Contractual Services								
Check	05/25/2013	880	Robbins Hose Com...	Fleet Insurance		City Fund Acc...	16,587.00	16,587.00
Total Contractual Services							16,587.00	16,587.00
Heating Expenses- Gas								
Check	05/12/2013	870	Chesapeake Utilities	Station 2 fro...		City Fund Acc...	171.76	171.76
Check	05/12/2013	871	Chesapeake Utilities	Station 1 fro...		City Fund Acc...	640.61	812.37
Total Heating Expenses- Gas							812.37	812.37
Medical Supplies & Physicals								
Check	05/04/2013	866	Keen Compressed ...	Invoice # 02A...		City Fund Acc...	98.75	98.75
Check	05/04/2013	866	Keen Compressed ...	Invoice # 02A...		City Fund Acc...	51.75	150.50
Check	05/04/2013	866	Keen Compressed ...	Invoice # 02A...		City Fund Acc...	32.25	182.75
Total Medical Supplies & Physicals							182.75	182.75
Office Supplies								
Check	05/19/2013	875	Keen Compressed ...	Invoice # 02A...		City Fund Acc...	66.25	66.25
Total Office Supplies							66.25	66.25
Other Equipment Repairs								
Check	05/19/2013	874	DP Fire	5 " hose repa...		City Fund Acc...	350.00	350.00
Check	05/19/2013	877	Witmer Public Safety	Invoice # 147...		City Fund Acc...	409.89	759.89
Check	05/19/2013	877	Witmer Public Safety	Invoice # 147...		City Fund Acc...	1,038.00	1,797.89
Total Other Equipment Repairs							1,797.89	1,797.89
Program Expenses								
Check	05/04/2013	868	Witmer Public Safety	Repair 9 SC...		City Fund Acc...	1,498.29	1,498.29
Deposit	05/28/2013	20055		Foam Reimb...		City Fund Acc...	-1,268.00	230.29
Total Program Expenses							230.29	230.29
Safety & Security Material								
Check	05/04/2013	864	City of Dover	10 bags of A...		City Fund Acc...	71.97	71.97
Total Safety & Security Material							71.97	71.97

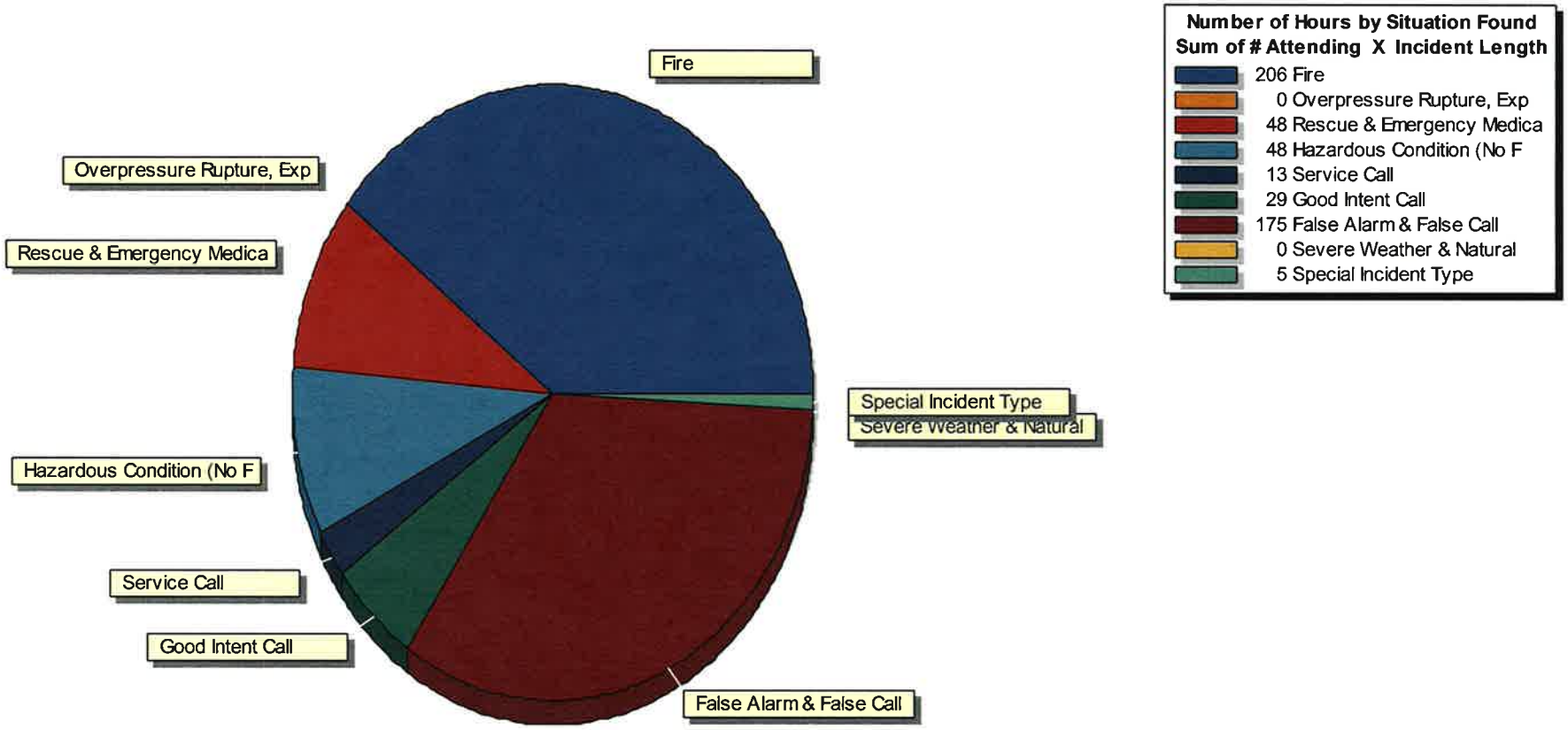
Robbins Hose Company # 1, Inc.
Profit & Loss Detail
May 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Small Tools								
Check	05/04/2013	865	DP Fire	Repair 5" hose		City Fund Acc...	350.00	350.00
Check	05/19/2013	876	Kunkel Auto Supply	Invoice # 056...		City Fund Acc...	52.40	402.40
Check	05/19/2013	876	Kunkel Auto Supply	Invoice # 056...		City Fund Acc...	17.94	420.34
Check	05/19/2013	876	Kunkel Auto Supply	Invoice # 056...		City Fund Acc...	17.94	438.28
Total Small Tools							438.28	438.28
Telephone								
Check	05/04/2013	869	Verizon Wireless	Monthly char...		City Fund Acc...	151.73	151.73
Total Telephone							151.73	151.73
Training & Travel Expenses								
Check	05/25/2013	878	Delaware State Fire...	Invoice # 13-...		City Fund Acc...	685.00	685.00
Total Training & Travel Expenses							685.00	685.00
Uniforms								
Check	05/19/2013	873	Dover Army-Navy S...	Uniform for C...		City Fund Acc...	528.25	528.25
Total Uniforms							528.25	528.25
Total Expense							29,266.89	29,266.89
Net Ordinary Income							-29,266.89	-29,266.89
Net Income							**-29,266.89**	**-29,266.89**

Manpower Hours by Sitation Found

Dover Fire Department

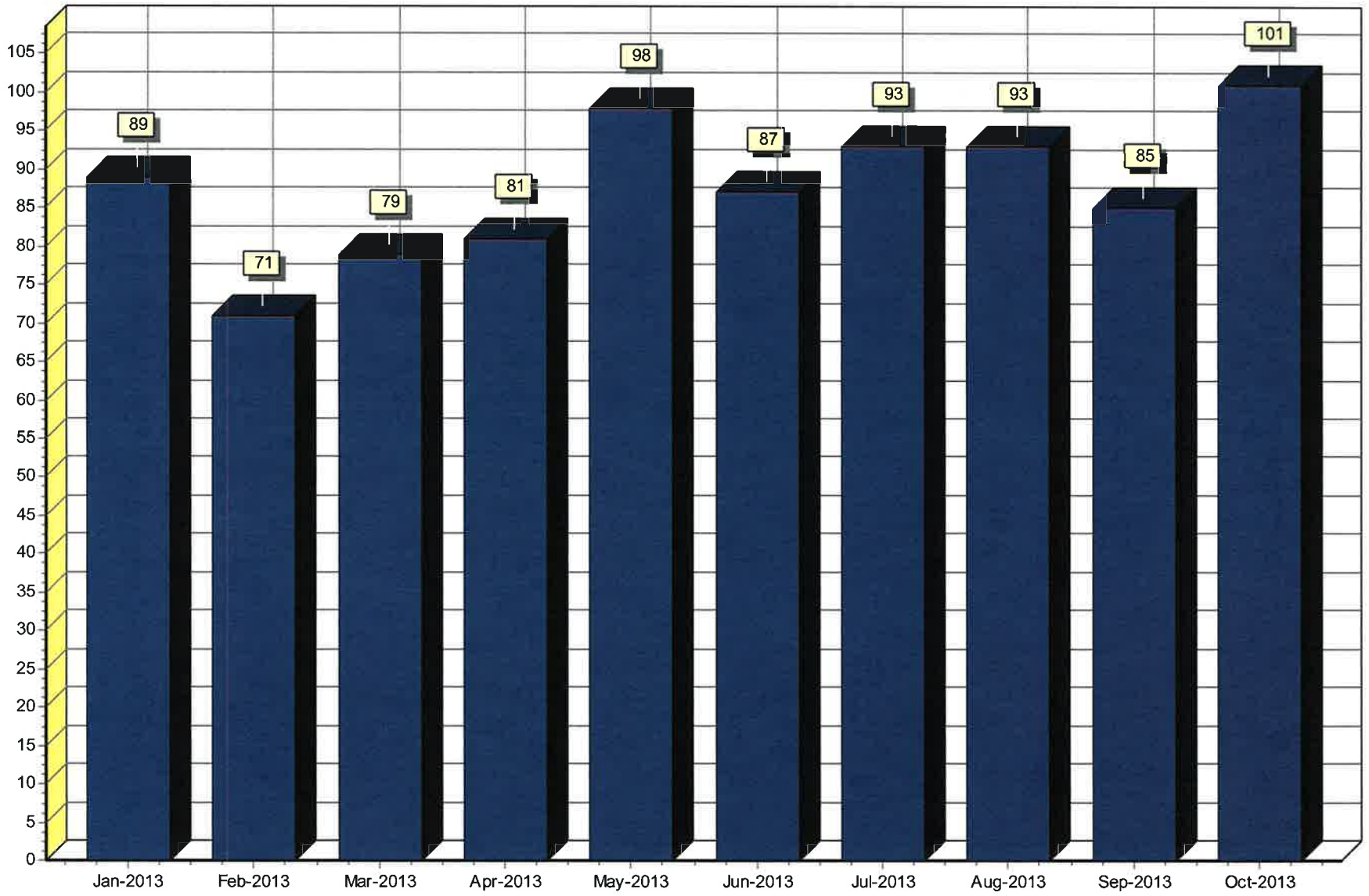
Date Range: From 05/01/2013 to 05/31/2013



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2013 to 10/31/2013



Dover
Fire Department



Monthly Report
June 2013

Incident Run Log

Dover Fire Department

Date Range: From 06/01/2013 to 06/30/2013
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
06/02/2013	30046	2013-000419	02:12	222	W LOOCKERMAN ST		Alarm system activation, no fire - unintentional
06/02/2013	30046	2013-000420	14:38	500	PERSIMMON TREE LA	6	Good intent call, other
06/02/2013	30046	2013-000421	17:45	1131	N DUPONT HWY		False alarm or false call, other
06/02/2013	30046	2013-000422	20:42	29	N STATE ST		Detector activation, no fire - unintentional
06/04/2013	30046	2013-000423	17:10	891	WOODCREST DR		Detector activation, no fire - unintentional
06/04/2013	30046	2013-000424	17:38	500	PERSIMMON TREE LA	6	Malicious, mischievous false call, other
06/06/2013	30046	2013-000425	09:45		FORREST AVE		HazMat release investigation w/no HazMat
06/06/2013	30046	2013-000426	17:04	6236	HALLTOWN RD		Cover assignment, standby, moveup
06/07/2013	30046	2013-000427	12:34	915	S DUPONT HWY		Gas leak (natural gas or LPG)
06/07/2013	30046	2013-000428	15:52	414	FEDERAL ST		Removal of victim(s) from stalled elevator
06/07/2013	30046	2013-000429	16:05	125	HAMAN DR		Malicious, mischievous false call, other
06/07/2013	30046	2013-000430	18:13	51	WEBBS LN	A	Citizen complaint
06/07/2013	30046	2013-000431	18:31	310	BILLY MITCHELL LA	F	Cooking fire, confined to container
06/07/2013	30046	2013-000432	21:43	416	COUNTRY DR		Cooking fire, confined to container
06/08/2013	30046	2013-000433	14:01	245	S DUPONT HWY		Steam, other gas mistaken for smoke, other
06/08/2013	30046	2013-000434	18:59	200	W LOOCKERMAN ST		Cooking fire, confined to container
06/10/2013	30046	2013-000435	04:36	1200	N DUPONT HWY		Dispatched & canceled en route
06/10/2013	30046	2013-000436	14:13	1049	N DUPONT HWY		Sprinkler activation due to malfunction
06/10/2013	30046	2013-000437	18:12	336	FREAR DR		Smoke detector activation due to malfunction
06/11/2013	30046	2013-000438	07:45	1706	N DUPONT HWY		Alarm system activation, no fire - unintentional
06/11/2013	30046	2013-000439	15:58	132	S NEW ST		Alarm system activation, no fire - unintentional
06/13/2013	30046	2013-000440	10:22	800	OTIS DR		Unintentional transmission of alarm, other
06/13/2013	30046	2013-000441	11:56	1200	N DUPONT HWY		Forest, woods or wildland fire
06/13/2013	30046	2013-000442	16:41		SR1 & M/M 98		Passenger vehicle fire
06/13/2013	30046	2013-000443	18:01	511	FAIRVIEW AVE		Wind storm, tornado/hurricane assessment
06/13/2013	30046	2013-000444	18:08	538	CAROL ST		Wind storm, tornado/hurricane assessment
06/13/2013	30046	2013-000445	18:09	623	N BRADFORD ST		Wind storm, tornado/hurricane assessment
06/13/2013	30046	2013-000446	18:46	350	N BRADFORD ST		Wind storm, tornado/hurricane assessment
06/13/2013	30046	2013-000447	19:13	615	CAROL ST		Severe weather or natural disaster, other
06/14/2013	30046	2013-000448	03:24	54	MILLCHOP LN		Cover assignment, standby, moveup
06/14/2013	30046	2013-000449	07:32	970	WHATCOAT DR		Smoke detector activation due to malfunction
06/14/2013	30046	2013-000450	07:49	724	S NEW ST		Alarm system activation, no fire - unintentional
06/14/2013	30046	2013-000451	11:41	1585	MCKEE RD		Sprinkler activation due to malfunction
06/14/2013	30046	2013-000452	15:06	7	S INDEPENDENCE BLVD		Smoke detector activation, no fire - unintentional
06/15/2013	30046	2013-000453	00:20	416	COUNTRY DR		Alarm system sounded due to malfunction
06/15/2013	30046	2013-000454	10:58	426	S NEW ST		Smoke detector activation, no fire - unintentional
06/15/2013	30046	2013-000455	14:32		CHESTNUT GROVE RD		Electrical wiring/equipment problem, other
06/15/2013	30046	2013-000456	19:57	167	SAXTON RD		Cooking fire, confined to container
06/15/2013	30046	2013-000457	21:14	705	N DUPONT HWY		Electrical wiring/equipment problem, other
06/15/2013	30046	2013-000458	22:41	650	BAY RD		Outside rubbish fire, other
06/16/2013	30046	2013-000459	09:31	1654	N DUPONT HWY		False alarm or false call, other
06/16/2013	30046	2013-000460	13:19	3	MICHAEL CT		Detector activation, no fire - unintentional
06/16/2013	30046	2013-000461	17:44	1196	S LITTLE CREEK RD		Sprinkler activation, no fire - unintentional
06/17/2013	30046	2013-000462	17:45	500	PERSIMMON TREE LA	6	Malicious, mischievous false call, other
06/17/2013	30046	2013-000463	22:06	622	W. DIVISION ST.		Outside rubbish, trash or waste fire
06/18/2013	30046	2013-000464	22:43	67	S QUEEN ST		Building fire
06/19/2013	30046	2013-000465	08:09	39	MAPLE DALE RD		Alarm system activation, no fire - unintentional
06/19/2013	30046	2013-000466	13:00	1041	N DUPONT HWY		Alarm system sounded due to malfunction
06/19/2013	30046	2013-000467	21:54	29	SPRUANCE RD		Dispatched & canceled en route
06/20/2013	30046	2013-000468	15:33	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional
06/21/2013	30046	2013-000469	20:43	1131	N DUPONT HWY		Extrication, rescue, other
06/21/2013	30046	2013-000470	21:02	800	N STATE ST		Special type of incident, other
06/22/2013	30046	2013-000471	14:16	418	S GOVERNORS AVE		Steam, other gas mistaken for smoke, other
06/22/2013	30046	2013-000472	16:58	1131	N DUPONT HWY		Trash or rubbish fire, contained
06/22/2013	30046	2013-000473	17:57	30	CARPENTER ST		Smoke detector activation due to malfunction
06/22/2013	30046	2013-000474	19:56	1131	N DUPONT HWY		Good intent call, other
06/22/2013	30046	2013-000475	20:32	86	CAHOON BRANCH RD		Power line down
06/22/2013	30046	2013-000476	20:56	200	HIAWATHA LANE		False alarm or false call, other
06/22/2013	30046	2013-000477	23:54	1365	N DUPONT HWY		Medical assist, assist EMS crew

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
06/22/2013	30046	2013-000478	23:56	1131	N DUPONT HWY		Rescue, EMS incident, other
06/23/2013	30046	2013-000479	02:17	1131	N DUPONT HWY		Medical assist, assist EMS crew
06/23/2013	30046	2013-000480	10:44	877	WALKER RD		Combustible/flammable gas/liquid condition, other
06/23/2013	30046	2013-000481	11:00	152	S STATE ST		False alarm or false call, other
06/23/2013	30046	2013-000482	16:18	1131	N DUPONT HWY		Medical assist, assist EMS crew
06/23/2013	30046	2013-000483	18:12	1131	N DUPONT HWY		Medical assist, assist EMS crew
06/23/2013	30046	2013-000484	18:44	SR1	SR1 off ramp at North Gate	MM 51	Extrication of victim(s) from vehicle
06/23/2013	30046	2013-000485	19:05		PLANTERS RUN		Removal of victim(s) from stalled elevator
06/23/2013	30046	2013-000486	19:21	1131	N DUPONT HWY		Passenger vehicle fire
06/23/2013	30046	2013-000487	22:41	1131	N DUPONT HWY		Medical assist, assist EMS crew
06/24/2013	30046	2013-000488	00:08	1131	N DUPONT HWY		Good intent call, other
06/24/2013	30046	2013-000489	00:11	1131	N DUPONT HWY		Good intent call, other
06/24/2013	30046	2013-000490	00:16	1131	N DUPONT HWY		Good intent call, other
06/24/2013	30046	2013-000491	06:47	430	COLLEGE RD	600	False alarm or false call, other
06/24/2013	30046	2013-000492	19:21	621	CAROL ST		Public service
06/25/2013	30046	2013-000493	15:40	108	S GOVERNORS AVE		Hazardous condition, other
06/25/2013	30046	2013-000494	20:04	745	BACON AVE		Cooking fire, confined to container
06/26/2013	30046	2013-000495	11:06	868	S STATE ST		Smoke detector activation due to malfunction
06/26/2013	30046	2013-000496	11:38		W REED ST		Motor vehicle accident with injuries
06/26/2013	30046	2013-000497	22:44	245	S DUPONT HWY		False alarm or false call, other
06/27/2013	30046	2013-000498	01:36	1030	FORREST AVE	133	False alarm or false call, other
06/27/2013	30046	2013-000499	12:04		White oak rd		Outside rubbish fire, other
06/27/2013	30046	2013-000500	17:03	1309	Ponderosa Drive		Building fire
06/28/2013	30046	2013-000501	00:51	400	N DUPONT HWY	G	False alarm or false call, other
06/28/2013	30046	2013-000502	17:25	408	NEW CASTLE AVE		Outside rubbish fire, other
06/29/2013	30046	2013-000503	13:24	100	HAMAN DR		Smoke detector activation, no fire - unintentional
06/30/2013	30046	2013-000504	02:27	600	JEFFERIC BLVD		Smoke scare, odor of smoke
06/30/2013	30046	2013-000505	22:15	255	WEBBS LN	D	Public service assistance, other

Total Incidents: 87

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 06/01/2013 to 06/30/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		2	2.30%	$0	0.00%
113 Cooking fire, confined to container		5	5.75%	$0	0.00%
118 Trash or rubbish fire, contained		1	1.15%	$0	0.00%
131 Passenger vehicle fire		2	2.30%	$0	0.00%
141 Forest, woods or wildland fire		1	1.15%	$0	0.00%
150 Outside rubbish fire, other		3	3.45%	$0	0.00%
151 Outside rubbish, trash or waste fire		1	1.15%	$0	0.00%
	Totals	**15**	**17.24%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
300 Rescue, EMS incident, other		1	1.15%	$0	0.00%
311 Medical assist, assist EMS crew		5	5.75%	$0	0.00%
322 Motor vehicle accident with injuries		1	1.15%	$0	0.00%
350 Extrication, rescue, other		1	1.15%	$0	0.00%
352 Extrication of victim(s) from vehicle		1	1.15%	$0	0.00%
353 Removal of victim(s) from stalled elevator		2	2.30%	$0	0.00%
	Totals	**11**	**12.64%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		1	1.15%	$0	0.00%
410 Combustible/flammable gas/liquid condition, other		1	1.15%	$0	0.00%
412 Gas leak (natural gas or LPG)		1	1.15%	$0	0.00%
440 Electrical wiring/equipment problem, other		2	2.30%	$0	0.00%
444 Power line down		1	1.15%	$0	0.00%
	Totals	**6**	**6.90%**	**$0**	**0.00%**
5 Service Call					
550 Public service assistance, other		1	1.15%	$0	0.00%
553 Public service		1	1.15%	$0	0.00%
571 Cover assignment, standby, moveup		2	2.30%	$0	0.00%
	Totals	**4**	**4.60%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		5	5.75%	$0	0.00%
611 Dispatched & canceled en route		2	2.30%	$0	0.00%
650 Steam, other gas mistaken for smoke, other		2	2.30%	$0	0.00%
651 Smoke scare, odor of smoke		1	1.15%	$0	0.00%
671 HazMat release investigation w/no HazMat		1	1.15%	$0	0.00%
	Totals	**11**	**12.64%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		8	9.20%	$0	0.00%
710 Malicious, mischievous false call, other		3	3.45%	$0	0.00%
731 Sprinkler activation due to malfunction		2	2.30%	$0	0.00%
733 Smoke detector activation due to malfunction		4	4.60%	$0	0.00%
735 Alarm system sounded due to malfunction		2	2.30%	$0	0.00%
740 Unintentional transmission of alarm, other		1	1.15%	$0	0.00%
741 Sprinkler activation, no fire - unintentional		1	1.15%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 06/01/2013 to 06/30/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
743 Smoke detector activation, no fire - unintentional		4	4.60%	$0	0.00%
744 Detector activation, no fire - unintentional		3	3.45%	$0	0.00%
745 Alarm system activation, no fire - unintentional		5	5.75%	$0	0.00%
	Totals	**33**	**37.93%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					
800 Severe weather or natural disaster, other		1	1.15%	$0	0.00%
813 Wind storm, tornado/hurricane assessment		4	4.60%	$0	0.00%
	Totals	**5**	**5.75%**	**$0**	**0.00%**
9 Special Incident Type					
900 Special type of incident, other		1	1.15%	$0	0.00%
911 Citizen complaint		1	1.15%	$0	0.00%
	Totals	**2**	**2.30%**	**$0**	**0.00%**
	Totals	**87**		**$0**	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
June 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Expense								
Apparatus Repairs & Maintenance								
Check	06/15/2013	883	Kunkel Auto Supply	Ref-056415472		City Fund Acc...	118.14	118.14
Check	06/15/2013	883	Kunkel Auto Supply	Ref-056417279		City Fund Acc...	52.40	170.54
Check	06/15/2013	883	Kunkel Auto Supply	Ref-056418294		City Fund Acc...	1.89	172.43
Check	06/30/2013	895	Atlantic Emergency ...	MOR323MO...		City Fund Acc...	1,153.20	1,325.63
Check	06/30/2013	895	Atlantic Emergency ...	MOR3370M...		City Fund Acc...	1,149.70	2,475.33
Check	06/30/2013	897	Delaware Tire	Invoice # 219...		City Fund Acc...	56.65	2,531.98
Check	06/30/2013	897	Delaware Tire	Invoice # 219...		City Fund Acc...	95.35	2,627.33
Check	06/30/2013	897	Delaware Tire	Invoice # 219...		City Fund Acc...	101.65	2,728.98
Total Apparatus Repairs & Maintenance							2,728.98	2,728.98
Building Maintenance Supplies								
Check	06/15/2013	887	City of Dover Utility	Acct # 44341...		City Fund Acc...	0.00	0.00
Total Building Maintenance Supplies							0.00	0.00
Electricity								
Check	06/30/2013	888	City of Dover Utility	Acct # 44255...		City Fund Acc...	577.00	577.00
Check	06/30/2013	889	City of Dover Utility	Acct # 44255...		City Fund Acc...	544.26	1,121.26
Check	06/30/2013	890	City of Dover Utility	Acct # 44255...		City Fund Acc...	609.62	1,730.88
Check	06/30/2013	891	City of Dover Utility	Acct # 44343...		City Fund Acc...	2,823.74	4,554.62
Check	06/30/2013	892	City of Dover Utility	Acct # 44343...		City Fund Acc...	2,959.51	7,514.13
Total Electricity							7,514.13	7,514.13
Gasoline								
Check	06/30/2013	893	City of Dover	Unleaded Fu...		City Fund Acc...	587.32	587.32
Check	06/30/2013	893	City of Dover	Bio-Diesel Fu...		City Fund Acc...	917.44	1,504.76
Check	06/30/2013	908	City of Dover	Unleaded Fu...		City Fund Acc...	528.18	2,032.94
Check	06/30/2013	908	City of Dover	Bio-Diesel for...		City Fund Acc...	701.38	2,734.32
Total Gasoline							2,734.32	2,734.32
Heating Expenses- Gas								
Check	06/15/2013	881	Chesapeake Utilities	Station 2 fro...		City Fund Acc...	67.85	67.85
Check	06/15/2013	882	Chesapeake Utilities	Station 1 fro...		City Fund Acc...	159.63	227.48
Check	06/30/2013	894	Chesapeake Utilities	Station 2 fro...		City Fund Acc...	45.16	272.64
Total Heating Expenses- Gas							272.64	272.64
Medical Supplies & Physicals								
Check	06/15/2013	884	Keen Compressed ...	Invoice # 01...		City Fund Acc...	54.75	54.75
Check	06/15/2013	885	Southeastern Emer...	Number-476...		City Fund Acc...	8,305.25	8,360.00
Check	06/15/2013	885	Southeastern Emer...	Number-477...		City Fund Acc...	130.61	8,490.61
Check	06/30/2013	902	Emergency Medical...	10 La Rescu...		City Fund Acc...	1,269.50	9,760.11
Check	06/30/2013	904	Southeastern Emer...	Burn Dressings		City Fund Acc...	47.09	9,807.20
Total Medical Supplies & Physicals							9,807.20	9,807.20

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
June 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Office Supplies								
Check	06/30/2013	893	City of Dover	Postage Mar...		City Fund Acc...	17.94	17.94
Check	06/30/2013	908	City of Dover	Postage Cha...		City Fund Acc...	17.88	35.82
Total Office Supplies							35.82	35.82
Other Equipment Repairs								
Check	06/30/2013	898	Delaware Fire & Saf...	Fire Ext rech...		City Fund Acc...	104.50	104.50
Check	06/30/2013	899	David Knight	Parts for E-7 ...		City Fund Acc...	27.20	131.70
Check	06/30/2013	900	Dover Automotive	Inv # 577307...		City Fund Acc...	14.68	146.38
Check	06/30/2013	900	Dover Automotive	Inv # 578252...		City Fund Acc...	39.92	186.30
Total Other Equipment Repairs							186.30	186.30
Program Expenses								
Check	06/30/2013	903	Fail Safe Testing	Fire Hose Te...		City Fund Acc...	4,766.25	4,766.25
Check	06/30/2013	905	DPC Emergency E...	2.5 hose - 16...		City Fund Acc...	2,156.00	6,922.25
Check	06/30/2013	906	Fire & Rescue Prod...	Medium Pres...		City Fund Acc...	11,263.15	18,185.40
Total Program Expenses							18,185.40	18,185.40
Telephone								
Check	06/15/2013	886	Verizon Wireless	Wireless Cha...		City Fund Acc...	147.80	147.80
Check	06/30/2013	893	City of Dover	Verizon Marc...		City Fund Acc...	266.84	414.64
Check	06/30/2013	893	City of Dover	Cavalier Mar...		City Fund Acc...	18.39	433.03
Check	06/30/2013	907	Verizon Wireless	Wireless cha...		City Fund Acc...	181.78	614.81
Check	06/30/2013	908	City of Dover	Verizon Char...		City Fund Acc...	266.74	881.55
Check	06/30/2013	908	City of Dover	Cavalier Char...		City Fund Acc...	20.04	901.59
Total Telephone							901.59	901.59
Training & Travel Expenses								
Check	06/30/2013	901	Delaware State Fire...	Vehicle Resc...		City Fund Acc...	535.00	535.00
Total Training & Travel Expenses							535.00	535.00
Uniforms								
Check	06/30/2013	896	Charles Boyer	Uniform Sup...		City Fund Acc...	1,421.90	1,421.90
Total Uniforms							1,421.90	1,421.90
Water/Sewer								
Check	06/15/2013	887	City of Dover Utility	Station 2		City Fund Acc...	23.08	23.08
Check	06/30/2013	888	City of Dover Utility	Acct # 44253...		City Fund Acc...	20.58	43.66
Check	06/30/2013	889	City of Dover Utility	Acct # 44253...		City Fund Acc...	20.58	64.24
Check	06/30/2013	890	City of Dover Utility	Acct # 44253...		City Fund Acc...	38.66	102.90
Check	06/30/2013	891	City of Dover Utility	Acct # 44345...		City Fund Acc...	64.25	167.15

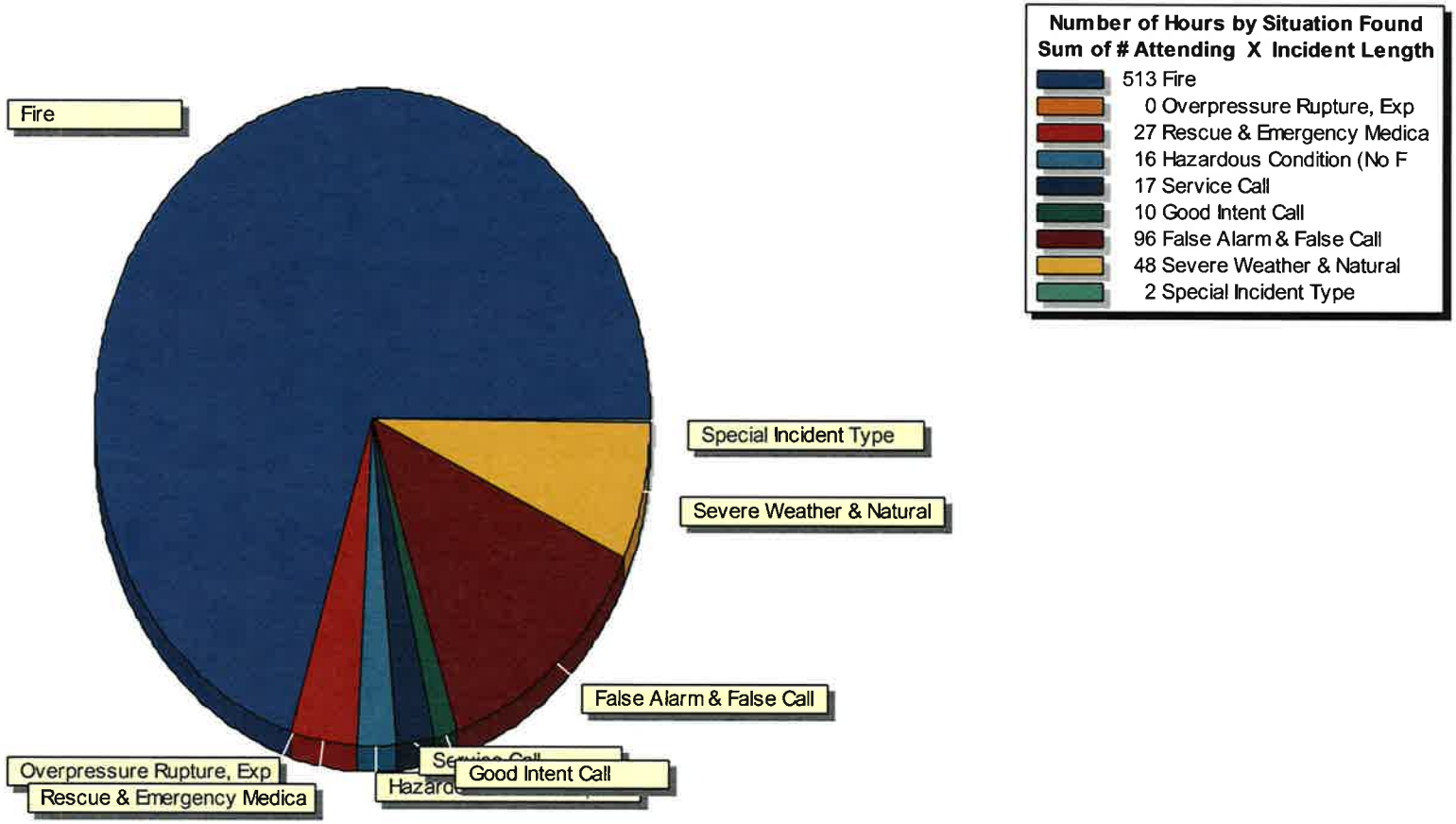
Robbins Hose Company # 1, Inc.
Profit & Loss Detail
June 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Check	06/30/2013	891	City of Dover Utility	Acct # 44341...		City Fund Acc...	20.58	187.73
Check	06/30/2013	892	City of Dover Utility	Acct # 44345...		City Fund Acc...	58.25	245.98
Total Water/Sewer							245.98	245.98
Total Expense							44,569.26	44,569.26
Net Ordinary Income							-44,569.26	-44,569.26
Net Income							**-44,569.26**	**-44,569.26**

Manpower Hours by Sitation Found

Dover Fire Department

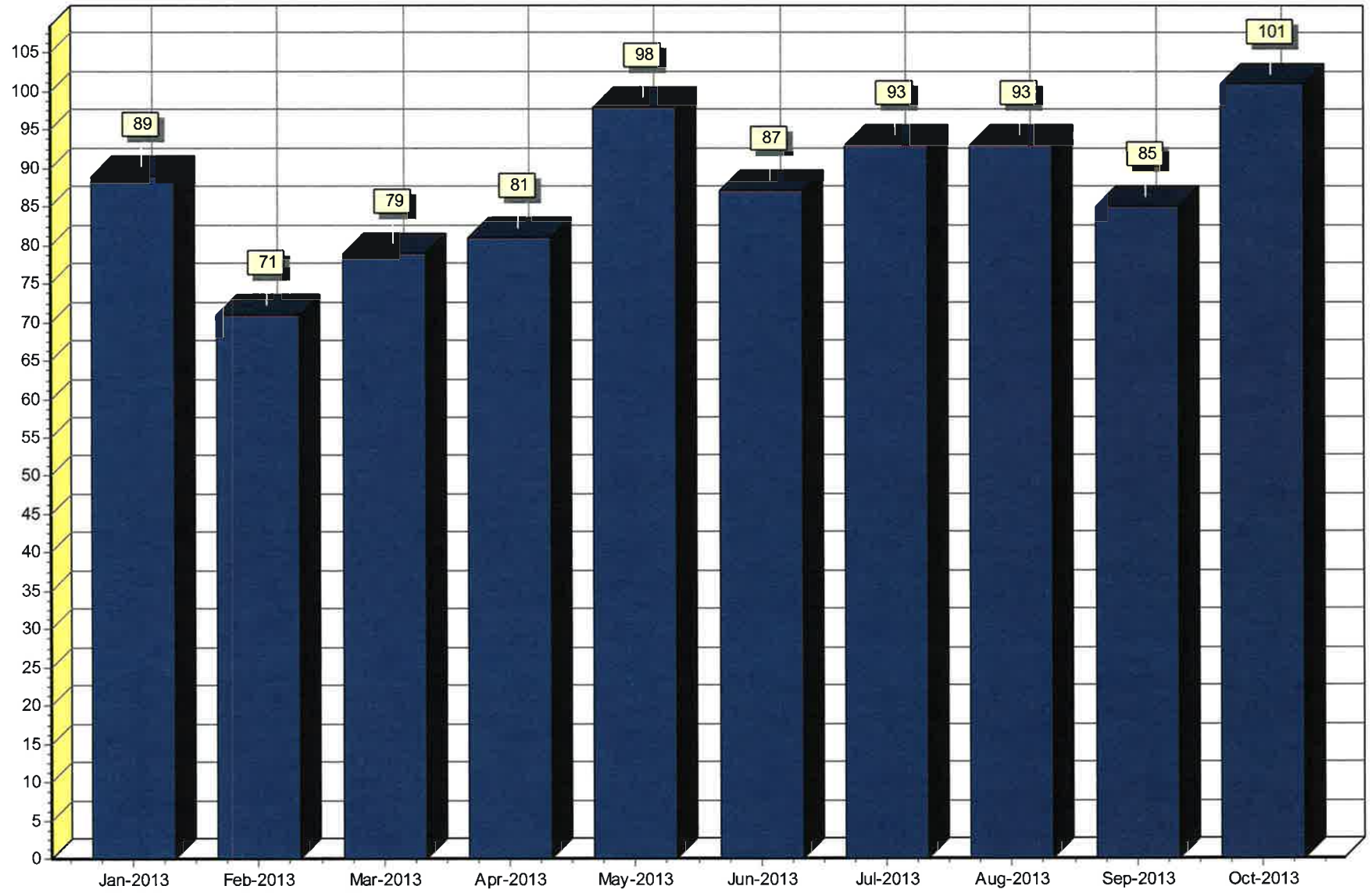
Date Range: From 06/01/2013 to 06/30/2013



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2013 to 10/31/2013



Dover
Fire Department



Monthly Report
July 2013

Incident Run Log

Dover Fire Department

Date Range: From 07/01/2013 to 07/31/2013
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
07/01/2013	30046	2013-000506	18:16	1231	N DUPONT HWY		False alarm or false call, other
07/01/2013	30046	2013-000507	19:27	1200	N DUPONT HWY		False alarm or false call, other
07/02/2013	30046	2013-000508	07:45		SR1 & M/M 104		Motor vehicle accident with injuries
07/02/2013	30046	2013-000509	09:55	138	N QUEEN ST		Good intent call, other
07/02/2013	30046	2013-000510	11:59	118	W DIVISION ST		Cooking fire, confined to container
07/02/2013	30046	2013-000511	12:16	1200	N DUPONT HWY		False alarm or false call, other
07/02/2013	30046	2013-000512	13:34	60	STARLIFTER AVE KENT CO AEROPAK		False alarm or false call, other
07/02/2013	30046	2013-000513	21:06	909	N DUPONT HWY		Unintentional transmission of alarm, other
07/03/2013	30046	2013-000514	03:41	1200	N DUPONT HWY		System malfunction, other
07/03/2013	30046	2013-000515	04:18	1200	N DUPONT HWY		System malfunction, other
07/03/2013	30046	2013-000516	06:19	1125	N DUPONT HWY		Hazardous condition, other
07/03/2013	30046	2013-000517	16:29	725	HORSEPOND RD		Malicious, mischievous false call, other
07/03/2013	30046	2013-000518	22:17	53	S NEW ST		Malicious, mischievous false call, other
07/04/2013	30046	2013-000519	00:17	684	FOREST ST		False alarm or false call, other
07/04/2013	30046	2013-000520	18:02	235	SAULSBURY ST		Unauthorized burning
07/06/2013	30046	2013-000521	04:37	710	WILLIAM ST		System malfunction, other
07/06/2013	30046	2013-000522	12:09	120	PENNINGTON PL		False alarm or false call, other
07/07/2013	30046	2013-000523	11:27	51	WEBBS LN	L	Gasoline or other flammable liquid spill
07/08/2013	30046	2013-000524	19:06	73	River Chase Dr		Good intent call, other
07/09/2013	30046	2013-000525	07:56	10	WIMBLEDON DR		Gas leak (natural gas or LPG)
07/09/2013	30046	2013-000526	09:45	21	W LOOCKERMAN ST		False alarm or false call, other
07/09/2013	30046	2013-000527	18:05	561	N DUPONT HWY		False alarm or false call, other
07/09/2013	30046	2013-000528	19:37	337	ALDER RD		Good intent call, other
07/10/2013	30046	2013-000529	07:44	74	HOWELL ST		Cover assignment, standby, moveup
07/10/2013	30046	2013-000530	15:30	10	ELECTRIC AVE		Alarm system sounded due to malfunction
07/10/2013	30046	2013-000531	17:14	1030	FORREST AVE	112	Bomb scare - no bomb
07/11/2013	30046	2013-000532	11:19	650	S BAY RD		Arcing, shorted electrical equipment
07/11/2013	30046	2013-000533	12:02	212	S QUEEN ST		Passenger vehicle fire
07/11/2013	30046	2013-000534	12:05		E DIVISION ST		Motor vehicle/pedestrian accident (MV Ped)
07/12/2013	30046	2013-000535	08:21	290	S DUPONT WHY		Gasoline or other flammable liquid spill
07/12/2013	30046	2013-000536	12:25	47	S WEST ST		Detector activation, no fire - unintentional
07/12/2013	30046	2013-000537	12:47		S GOVERNORS AVE		Water & ice-related rescue, other
07/12/2013	30046	2013-000538	12:49		BANK LA		Water & ice-related rescue, other
07/12/2013	30046	2013-000539	12:52	655	BAY RD		Water & ice-related rescue, other
07/12/2013	30046	2013-000540	13:00		S DUPONT HWY		Motor vehicle accident with no injuries.
07/12/2013	30046	2013-000541	13:07	655	BAY RD		Water & ice-related rescue, other
07/12/2013	30046	2013-000542	13:29		KENT AVE		Public service assistance, other
07/12/2013	30046	2013-000543	13:34	1399	FORREST AVE		Flood assessment
07/12/2013	30046	2013-000544	13:38	136	W LOOCKERMAN ST		Flood assessment
07/12/2013	30046	2013-000545	13:39		NORTH ST		Water & ice-related rescue, other
07/12/2013	30046	2013-000546	13:47	121	W LOOCKERMAN ST		Flood assessment
07/12/2013	30046	2013-000547	13:49		S GOVERNORS AVE		Water & ice-related rescue, other
07/12/2013	30046	2013-000548	14:27	630	W DIVISION ST		Water problem, other
07/12/2013	30046	2013-000549	14:31	208	W WATER ST		Severe weather or natural disaster, other
07/12/2013	30046	2013-000550	14:51	208	W WATER ST		Flood assessment
07/12/2013	30046	2013-000551	16:13	834	S GOVERNORS AVE		Smoke detector activation due to malfunction
07/12/2013	30046	2013-000552	20:16	111	W LOOCKERMAN ST		Water problem, other
07/13/2013	30046	2013-000553	02:34	631	RIDGELY ST		System malfunction, other
07/13/2013	30046	2013-000554	11:55	110	SUSAN PL		Smoke detector activation due to malfunction
07/13/2013	30046	2013-000555	14:52	124	S STATE ST		System malfunction, other
07/13/2013	30046	2013-000556	14:57	834	S GOVERNORS AVE		Alarm system sounded due to malfunction
07/13/2013	30046	2013-000557	22:21	1580	S DUPONT HWY		Gasoline or other flammable liquid spill
07/14/2013	30046	2013-000558	11:01	1200	N DUPONT HWY		System malfunction, other
07/14/2013	30046	2013-000559	15:42	10	ELECTRIC AVE		System malfunction, other
07/14/2013	30046	2013-000560	16:42	400	HIAWATHA LANE		Alarm system activation, no fire - unintentional
07/15/2013	30046	2013-000561	09:10	1365	N DUPONT HWY	5000	False alarm or false call, other
07/15/2013	30046	2013-000562	12:45	225	S STATE ST		Alarm system activation, no fire - unintentional
07/15/2013	30046	2013-000563	15:03		BAY ROAD-S/O DMV		Good intent call, other
07/15/2013	30046	2013-000564	22:37	129	SAULSBURY RD		Good intent call, other

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
07/16/2013	30046	2013-000565	12:33	140	HAMAN DR		Smoke detector activation, no fire - unintentional
07/16/2013	30046	2013-000566	13:35	135	QUAIL HOLLOW DR		Service Call, other
07/17/2013	30046	2013-000567	23:43	1001	WALKER RD		Alarm system activation, no fire - unintentional
07/18/2013	30046	2013-000568	11:11	45	S STATE ST		Alarm system sounded due to malfunction
07/18/2013	30046	2013-000569	14:54	1225	WALKER RD		Heat detector activation due to malfunction
07/18/2013	30046	2013-000570	19:06	400	HIAWATHA LANE		Cooking fire, confined to container
07/18/2013	30046	2013-000571	23:20	400	HIAWATHA LANE		Alarm system sounded due to malfunction
07/20/2013	30046	2013-000572	05:14	1200	N DUPONT HWY		Central station, malicious false alarm
07/20/2013	30046	2013-000573	22:53	3327	KENTON RD		Cover assignment, standby, moveup
07/21/2013	30046	2013-000574	00:56		FORREST AVE		Motor vehicle accident with injuries
07/21/2013	30046	2013-000575	11:20	602	PEAR ST		Road freight or transport vehicle fire
07/22/2013	30046	2013-000576	12:08	10	ELECTRIC AVE		False alarm or false call, other
07/22/2013	30046	2013-000577	13:19	1131	BAY RD LOT 14		Good intent call, other
07/22/2013	30046	2013-000578	14:46	629	BUCKSON DR		Alarm system activation, no fire - unintentional
07/23/2013	30046	2013-000579	21:40	219	E SHELLDRAKE CIRCLE		Good intent call, other
07/24/2013	30046	2013-000580	09:12	868	S STATE ST		False alarm or false call, other
07/24/2013	30046	2013-000581	16:50	353	N GOVERNORS AVE		Smoke detector activation due to malfunction
07/25/2013	30046	2013-000582	19:28	153	WILSON AVE		Attempted burning, illegal action, other
07/26/2013	30046	2013-000583	10:49	868	S STATE ST		False alarm or false call, other
07/26/2013	30046	2013-000584	20:38	140	HAMAN DR		Smoke scare, odor of smoke
07/27/2013	30046	2013-000585	15:36	351	KIMBERTON CT		Brush or brush-and-grass mixture fire
07/28/2013	30046	2013-000586	15:43	1094	ARTIS DR		Alarm system sounded due to malfunction
07/28/2013	30046	2013-000587	15:46	600	JEFFERIC BLVD		Water problem, other
07/28/2013	30046	2013-000588	18:15	1289	WALKER RD BUILD L		Smoke or odor removal
07/28/2013	30046	2013-000589	18:59	348	RUSTIC LA		Smoke detector activation due to malfunction
07/28/2013	30046	2013-000590	21:34	1365	N DUPONT HWY	5000	Alarm system activation, no fire - unintentional
07/28/2013	30046	2013-000591	23:51	5200	W DENNEYS RD		Passenger vehicle fire
07/29/2013	30046	2013-000592	14:12	445	PHOENIX DR		Unintentional transmission of alarm, other
07/29/2013	30046	2013-000593	19:04	132	S NEW ST		Cooking fire, confined to container
07/30/2013	30046	2013-000594	18:28	25	THE GREEN		False alarm or false call, other
07/30/2013	30046	2013-000595	21:02	236	N GOVERNORS AVE		Smoke scare, odor of smoke
07/31/2013	30046	2013-000596	10:08	852	S LITTLE CREEK RD		False alarm or false call, other
07/31/2013	30046	2013-000597	11:19	425	WEBBS LN		Cooking fire, confined to container
07/31/2013	30046	2013-000598	22:57	51	WEBBS LN	Y	Cooking fire, confined to container

Total Incidents: 93

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 07/01/2013 to 07/31/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
113 Cooking fire, confined to container		5	5.38%	$0	0.00%
131 Passenger vehicle fire		2	2.15%	$0	0.00%
132 Road freight or transport vehicle fire		1	1.08%	$0	0.00%
142 Brush or brush-and-grass mixture fire		1	1.08%	$0	0.00%
	Totals	**9**	**9.68%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
322 Motor vehicle accident with injuries		2	2.15%	$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)		1	1.08%	$0	0.00%
324 Motor vehicle accident with no injuries.		1	1.08%	$0	0.00%
360 Water & ice-related rescue, other		6	6.45%	$0	0.00%
	Totals	**10**	**10.75%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		1	1.08%	$0	0.00%
411 Gasoline or other flammable liquid spill		3	3.23%	$0	0.00%
412 Gas leak (natural gas or LPG)		1	1.08%	$0	0.00%
445 Arcing, shorted electrical equipment		1	1.08%	$0	0.00%
480 Attempted burning, illegal action, other		1	1.08%	$0	0.00%
	Totals	**7**	**7.53%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		1	1.08%	$0	0.00%
520 Water problem, other		3	3.23%	$0	0.00%
531 Smoke or odor removal		1	1.08%	$0	0.00%
550 Public service assistance, other		1	1.08%	$0	0.00%
561 Unauthorized burning		1	1.08%	$0	0.00%
571 Cover assignment, standby, moveup		2	2.15%	$0	0.00%
	Totals	**9**	**9.68%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		7	7.53%	$0	0.00%
651 Smoke scare, odor of smoke		2	2.15%	$0	0.00%
	Totals	**9**	**9.68%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		14	15.05%	$0	0.00%
710 Malicious, mischievous false call, other		2	2.15%	$0	0.00%
714 Central station, malicious false alarm		1	1.08%	$0	0.00%
721 Bomb scare - no bomb		1	1.08%	$0	0.00%
730 System malfunction, other		7	7.53%	$0	0.00%
733 Smoke detector activation due to malfunction		4	4.30%	$0	0.00%
734 Heat detector activation due to malfunction		1	1.08%	$0	0.00%
735 Alarm system sounded due to malfunction		5	5.38%	$0	0.00%
740 Unintentional transmission of alarm, other		2	2.15%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		1	1.08%	$0	0.00%
744 Detector activation, no fire - unintentional		1	1.08%	$0	0.00%
745 Alarm system activation, no fire - unintentional		5	5.38%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 07/01/2013 to 07/31/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
	Totals	**44**	**47.31%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					
800 Severe weather or natural disaster, other		1	1.08%	$0	0.00%
812 Flood assessment		4	4.30%	$0	0.00%
	Totals	**5**	**5.38%**	**$0**	**0.00%**
9 Special Incident Type					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
	Totals	**93**		**$0**	

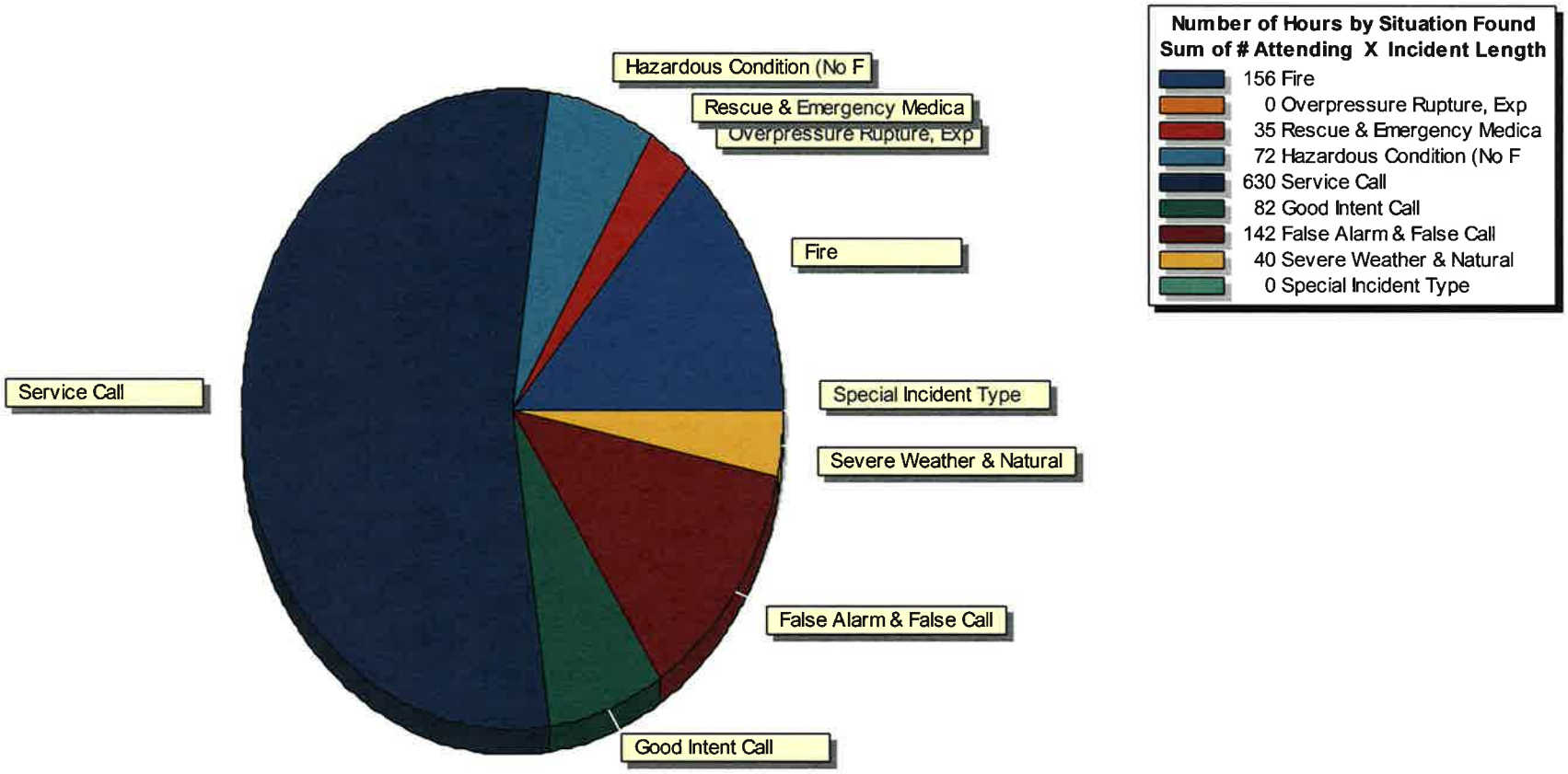
Robbins Hose Company # 1, Inc.
Profit & Loss Detail
July 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Expense								
Electricity								
Check	07/21/2013	912	City of Dover Utility	Acct # 44343...		City Fund Acc...	3,083.50	3,083.50
Check	07/21/2013	913	City of Dover Utility	Acct # 44255...		City Fund Acc...	140.00	3,223.50
Total Electricity							3,223.50	3,223.50
Gasoline								
Check	07/21/2013	911	City of Dover	June Unlead...		City Fund Acc...	517.59	517.59
Check	07/21/2013	911	City of Dover	June Bio-Die...		City Fund Acc...	1,038.93	1,556.52
Total Gasoline							1,556.52	1,556.52
Heating Expenses- Gas								
Check	07/21/2013	914	Chesapeake Utilities	Station 1 fro...		City Fund Acc...	71.59	71.59
Total Heating Expenses- Gas							71.59	71.59
Office Supplies								
Check	07/21/2013	911	City of Dover	June postage...		City Fund Acc...	10.02	10.02
Check	07/30/2013	917	M&T Bank	USPS Postage		City Fund Acc...	60.65	70.67
Total Office Supplies							70.67	70.67
Program Expenses								
Check	07/21/2013	909	American Test Center	Ladder Testing		City Fund Acc...	2,504.00	2,504.00
Total Program Expenses							2,504.00	2,504.00
Telephone								
Check	07/21/2013	910	Chief Technologies,...	Web Hosting ...		City Fund Acc...	342.00	342.00
Check	07/21/2013	911	City of Dover	Verizon June...		City Fund Acc...	266.74	608.74
Check	07/21/2013	911	City of Dover	Cavalier Jun...		City Fund Acc...	17.79	626.53
Check	07/29/2013	916	Verizon Wireless	From 06/21 t...		City Fund Acc...	168.68	795.21
Total Telephone							795.21	795.21
Training & Travel Expenses								
Check	07/21/2013	915	Delaware State Fire...	Invoice # 14-...		City Fund Acc...	50.00	50.00
Total Training & Travel Expenses							50.00	50.00
Water/Sewer								
Check	07/21/2013	912	City of Dover Utility	Acct # 44345...		City Fund Acc...	82.25	82.25
Check	07/21/2013	912	City of Dover Utility	Acct # 44341...		City Fund Acc...	11.54	93.79
Check	07/21/2013	913	City of Dover Utility	Acct # 44253...		City Fund Acc...	18.08	111.87
Total Water/Sewer							111.87	111.87
Total Expense							8,383.36	8,383.36
Net Ordinary Income							-8,383.36	-8,383.36
Net Income							**-8,383.36**	**-8,383.36**

Manpower Hours by Sitation Found

Dover Fire Department

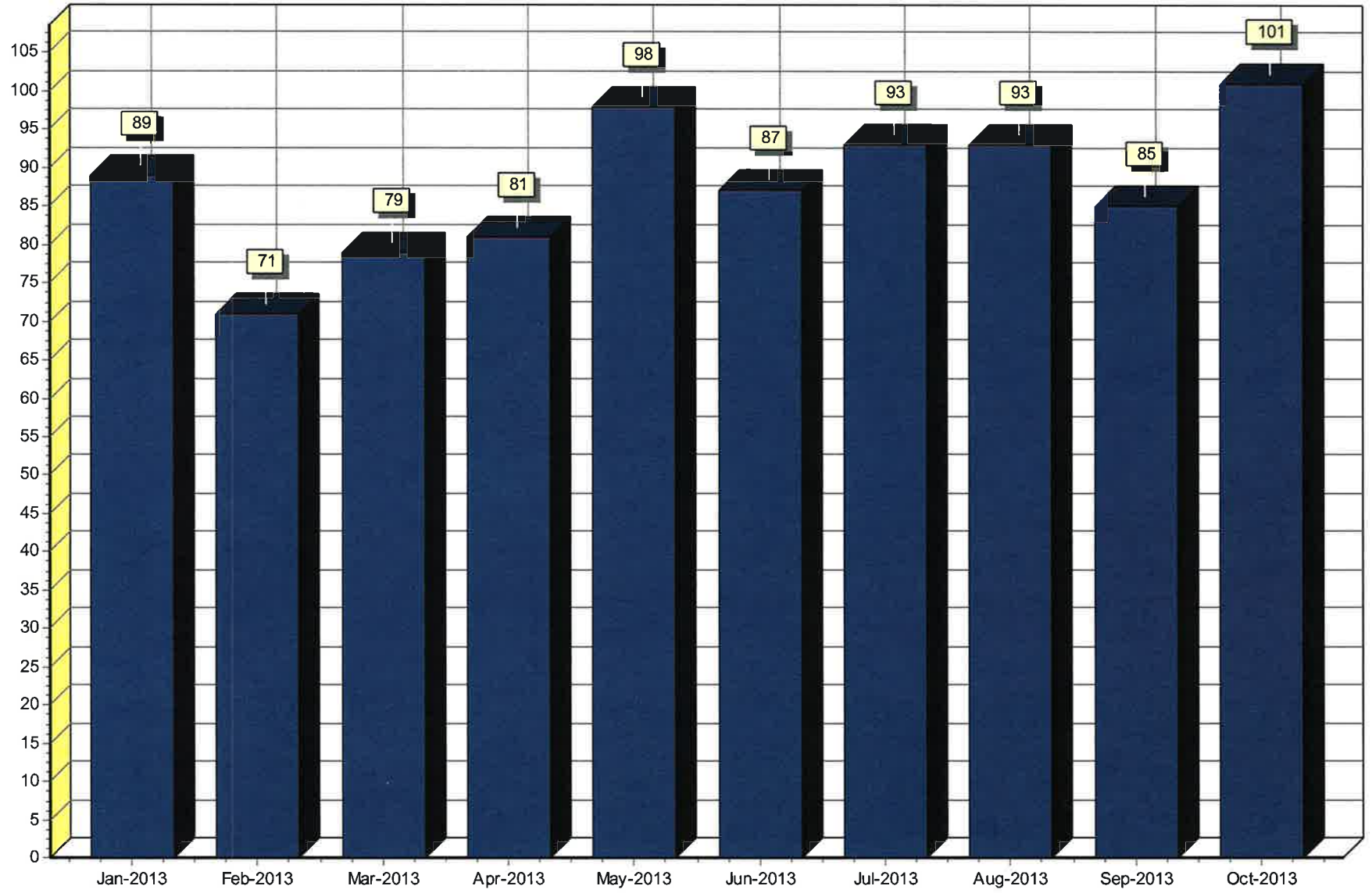
Date Range: From 07/01/2013 to 07/31/2013



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2013 to 10/31/2013



Dover
Fire Department



Monthly Report
August 2013

Incident Run Log

Dover Fire Department

Date Range: From 08/01/2013 to 08/31/2013
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
08/01/2013	30046	2013-000599	09:12		FORREST AVE		Motor vehicle accident with injuries
08/01/2013	30046	2013-000600	13:24	741	OAK DR		Lightning strike (no fire)
08/02/2013	30046	2013-000601	09:07	58	CARVER RD		Smoke scare, odor of smoke
08/02/2013	30046	2013-000602	20:21	1200	N DUPONT HWY		Dispatched & canceled en route
08/02/2013	30046	2013-000603	21:04	1703	E LEBANON RD		Detector activation, no fire - unintentional
08/03/2013	30046	2013-000604	04:51	1175	MCKEE RD		Dispatched & canceled en route
08/03/2013	30046	2013-000605	07:27	127	WESTMINSTER DR		Alarm system sounded due to malfunction
08/04/2013	30046	2013-000606	02:39	337	ALDER RD		Medical assist, assist EMS crew
08/04/2013	30046	2013-000607	02:46	29	UPLAND AVE		Smoke detector activation, no fire - unintentional
08/04/2013	30046	2013-000608	15:43	35	TEAL CT		Smoke detector activation due to malfunction
08/04/2013	30046	2013-000609	21:07	858	WOODCREST DR BLDG F		Cooking fire, confined to container
08/05/2013	30046	2013-000610	07:43	35	COMMERNCE WAY	SUITE	Alarm system activation, no fire - unintentional
08/05/2013	30046	2013-000611	08:20	137	HAMPTON DRIVE		Dispatched & canceled en route
08/05/2013	30046	2013-000612	15:52	1114	S DUPONT HWY		Passenger vehicle fire
08/06/2013	30046	2013-000613	10:52	1245	HARRISON DR		Public service
08/06/2013	30046	2013-000614	18:05	217	NORTHDOWN DR		Cooking fire, confined to container
08/06/2013	30046	2013-000615	20:16	1300	S FARMVIEW DR	E	Cooking fire, confined to container
08/07/2013	30046	2013-000616	11:23	1200	N DUPONT HWY		False alarm or false call, other
08/07/2013	30046	2013-000617	14:55	509	RIDGELY BLVD		Alarm system sounded due to malfunction
08/08/2013	30046	2013-000618	13:14		KENTON ROAD		Passenger vehicle fire
08/08/2013	30046	2013-000619	13:48	1001	WHITEOAK RD BLDG M		Building fire
08/08/2013	30046	2013-000620	20:09	27	RIVERSIDE RD		Outside rubbish fire, other
08/09/2013	30046	2013-000621	07:47	32	W LOOCKERMAN ST		Smoke detector activation due to malfunction
08/09/2013	30046	2013-000622	13:32	30	LAUREN LANE		Dispatched & canceled en route
08/09/2013	30046	2013-000623	18:12	605	BAY RD		Smoke detector activation due to malfunction
08/09/2013	30046	2013-000624	18:22	150	LONG ISLAND CT		Outside rubbish fire, other
08/10/2013	30046	2013-000625	02:50	118	S NEW ST		Unintentional transmission of alarm, other
08/10/2013	30046	2013-000626	18:02	48	S KIRKWOOD ST		Gas leak (natural gas or LPG)
08/10/2013	30046	2013-000627	18:06	211	S DUPONT HWY		Unintentional transmission of alarm, other
08/10/2013	30046	2013-000628	19:49	358	NAULT RD		Cooking fire, confined to container
08/11/2013	30046	2013-000629	06:14	524	RIVER RD		Service Call, other
08/11/2013	30046	2013-000630	10:05	1122	GARFIELD DR		Cooking fire, confined to container
08/11/2013	30046	2013-000631	15:01	8	S NEW ST		Smoke or odor removal
08/11/2013	30046	2013-000632	15:20	655	BAY RD		Smoke detector activation due to malfunction
08/11/2013	30046	2013-000633	17:04	305	DOVEVIEW DR		Service Call, other
08/11/2013	30046	2013-000634	20:43	437	RIVER RD		Medical assist, assist EMS crew
08/12/2013	30046	2013-000635	08:17	880	BUTTNER PLACE		Steam, other gas mistaken for smoke, other
08/12/2013	30046	2013-000636	17:35	SR1	SR1 BAYSIDE DR	EXIT	Assist police or other governmental agency
08/13/2013	30046	2013-000637	06:16	200	HIAWATHA LANE		Smoke detector activation, no fire - unintentional
08/13/2013	30046	2013-000638	09:50	650	S BAY RD		Assist police or other governmental agency
08/13/2013	30046	2013-000639	16:02	652	N. DUPONT HWY		Smoke detector activation, no fire - unintentional
08/13/2013	30046	2013-000640	22:53	430	COUNTRY DR		Electrical wiring/equipment problem, other
08/14/2013	30046	2013-000641	03:32	680	BAY RD		Alarm system activation, no fire - unintentional
08/14/2013	30046	2013-000642	07:58	18	OLD RUDNICK LA		Alarm system sounded due to malfunction
08/14/2013	30046	2013-000643	17:43		E LOOCKERMAN ST		Good intent call, other
08/15/2013	30046	2013-000644	15:13	401	FEDERAL ST		Motor vehicle accident with injuries
08/15/2013	30046	2013-000645	23:10	1420	MCKEE RD	FRONT	Smoke detector activation, no fire - unintentional
08/16/2013	30046	2013-000646	00:19	1420	MCKEE RD	FRONT	System malfunction, other
08/16/2013	30046	2013-000647	16:24		W NORTH ST		Motor vehicle accident with injuries
08/16/2013	30046	2013-000648	22:25	986	WHATCOAT DR		Smoke detector activation, no fire - unintentional
08/17/2013	30046	2013-000649	08:52	437	RIVER RD		Good intent call, other
08/17/2013	30046	2013-000650	10:00	879	N DUPONT HWY		Dispatched & canceled en route
08/17/2013	30046	2013-000651	14:03		HALLTOWN ROAD		Cover assignment, standby, moveup
08/18/2013	30046	2013-000652	11:21	311	MAIN ST		Cover assignment, standby, moveup
08/18/2013	30046	2013-000653	13:41	424	BEUVALE LN		CO detector activation due to malfunction
08/18/2013	30046	2013-000654	23:42	655	S BAY RD		False alarm or false call, other
08/19/2013	30046	2013-000655	04:19	631	RIDGELY ST		False alarm or false call, other
08/19/2013	30046	2013-000656	12:36	47	S WEST ST		False alarm or false call, other
08/19/2013	30046	2013-000657	16:28	1200	N DUPONT HWY		Water or steam leak

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
08/19/2013	30046	2013-000658	17:57	24	HIAWATHA LANE		Dispatched & canceled en route
08/19/2013	30046	2013-000659	21:05	954	LINCOLN ST		False alarm or false call, other
08/20/2013	30046	2013-000660	02:48	1441	N DUPONT HWY		Alarm system activation, no fire - unintentional
08/20/2013	30046	2013-000661	18:02	1365	N DUPONT HWY DOVER MALL		Outside rubbish fire, other
08/21/2013	30046	2013-000662	14:23	324	BRADLEY RD		Lock-out
08/22/2013	30046	2013-000663	17:43	65	CARVER RD		False alarm or false call, other
08/22/2013	30046	2013-000664	20:16	29	PORCHER ST		System malfunction, other
08/23/2013	30046	2013-000665	03:32	422	W REED ST		Assist police or other governmental agency
08/23/2013	30046	2013-000666	06:48	170	LYNNHAVEN DR		Dispatched & canceled en route
08/23/2013	30046	2013-000667	15:24	46	PARHAVEN DR		Combustible/flammable gas/liquid condition, other
08/23/2013	30046	2013-000668	16:14	1710	N DUPONT HWY		False alarm or false call, other
08/24/2013	30046	2013-000669	13:07	251	MIFFLIN RD		Vicinity alarm (incident in other location)
08/24/2013	30046	2013-000670	14:51	381	STATE COLLEGE		Outside rubbish fire, other
08/24/2013	30046	2013-000671	19:08	892	WOODCREST DR		Smoke detector activation, no fire - unintentional
08/25/2013	30046	2013-000672	13:46	31	N DUPONT HWY		Assist police or other governmental agency
08/26/2013	30046	2013-000673	06:22	1200	N DUPONT HWY		Dispatched & canceled en route
08/26/2013	30046	2013-000674	07:47	500	W LOOCKERMAN ST		Alarm system activation, no fire - unintentional
08/26/2013	30046	2013-000675	12:14	420	NORTHDOWN DR		Alarm system activation, no fire - unintentional
08/26/2013	30046	2013-000676	13:49	211	S DUPONT HWY		Alarm system activation, no fire - unintentional
08/28/2013	30046	2013-000677	07:07	911	KENTON RD		False alarm or false call, other
08/28/2013	30046	2013-000678	07:26	10	FAIRWAY LAKES DR	G	False alarm or false call, other
08/28/2013	30046	2013-000679	10:56		S QUEEN ST		Extrication of victim(s) from vehicle
08/28/2013	30046	2013-000680	11:39		S LITTLE CREEK RD		Motor vehicle accident with no injuries.
08/28/2013	30046	2013-000681	13:23	210	BEISER BLVD		Gas leak (natural gas or LPG)
08/28/2013	30046	2013-000682	21:22		W WATER ST		Water & ice-related rescue, other
08/28/2013	30046	2013-000683	21:48	800	BAY RD		Electrical wiring/equipment problem, other
08/28/2013	30046	2013-000684	22:17	181	WESTMINSTER DR		Sprinkler activation due to malfunction
08/29/2013	30046	2013-000685	11:18	3173	BRYANTS CORNER RD		Building fire
08/29/2013	30046	2013-000686	18:38	866	N DUPONT HWY		Outside rubbish, trash or waste fire
08/29/2013	30046	2013-000687	21:56	1200	N DUPONT HWY		Smoke detector activation due to malfunction
08/30/2013	30046	2013-000688	19:22		N LAYTON AVE		Cover assignment, standby, moveup
08/30/2013	30046	2013-000689	20:52	135	HARMONY LA		Cooking fire, confined to container
08/31/2013	30046	2013-000690	14:42	1275	N DUPONT HWY		Outside rubbish, trash or waste fire
08/31/2013	30046	2013-000691	16:19	1231	N DUPONT HWY		Central station, malicious false alarm

Total Incidents: 93

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 08/01/2013 to 08/31/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		2	2.15%	$0	0.00%
113 Cooking fire, confined to container		6	6.45%	$0	0.00%
131 Passenger vehicle fire		2	2.15%	$0	0.00%
150 Outside rubbish fire, other		4	4.30%	$0	0.00%
151 Outside rubbish, trash or waste fire		2	2.15%	$0	0.00%
	Totals	**16**	**17.20%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
311 Medical assist, assist EMS crew		2	2.15%	$0	0.00%
322 Motor vehicle accident with injuries		3	3.23%	$0	0.00%
324 Motor vehicle accident with no injuries.		1	1.08%	$0	0.00%
352 Extrication of victim(s) from vehicle		1	1.08%	$0	0.00%
360 Water & ice-related rescue, other		1	1.08%	$0	0.00%
	Totals	**8**	**8.60%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
410 Combustible/flammable gas/liquid condition, other		1	1.08%	$0	0.00%
412 Gas leak (natural gas or LPG)		2	2.15%	$0	0.00%
440 Electrical wiring/equipment problem, other		2	2.15%	$0	0.00%
	Totals	**5**	**5.38%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		2	2.15%	$0	0.00%
511 Lock-out		1	1.08%	$0	0.00%
522 Water or steam leak		1	1.08%	$0	0.00%
531 Smoke or odor removal		1	1.08%	$0	0.00%
551 Assist police or other governmental agency		4	4.30%	$0	0.00%
553 Public service		1	1.08%	$0	0.00%
571 Cover assignment, standby, moveup		3	3.23%	$0	0.00%
	Totals	**13**	**13.98%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		2	2.15%	$0	0.00%
611 Dispatched & canceled en route		8	8.60%	$0	0.00%
641 Vicinity alarm (incident in other location)		1	1.08%	$0	0.00%
650 Steam, other gas mistaken for smoke, other		1	1.08%	$0	0.00%
651 Smoke scare, odor of smoke		1	1.08%	$0	0.00%
	Totals	**13**	**13.98%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		9	9.68%	$0	0.00%
714 Central station, malicious false alarm		1	1.08%	$0	0.00%
730 System malfunction, other		2	2.15%	$0	0.00%
731 Sprinkler activation due to malfunction		1	1.08%	$0	0.00%
733 Smoke detector activation due to malfunction		5	5.38%	$0	0.00%
735 Alarm system sounded due to malfunction		3	3.23%	$0	0.00%
736 CO detector activation due to malfunction		1	1.08%	$0	0.00%
740 Unintentional transmission of alarm, other		2	2.15%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 08/01/2013 to 08/31/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
743 Smoke detector activation, no fire - unintentional		6	6.45%	$0	0.00%
744 Detector activation, no fire - unintentional		1	1.08%	$0	0.00%
745 Alarm system activation, no fire - unintentional		6	6.45%	$0	0.00%
	Totals	**37**	**39.78%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					
814 Lightning strike (no fire)		1	1.08%	$0	0.00%
	Totals	**1**	**1.08%**	**$0**	**0.00%**
9 Special Incident Type					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
	Totals	**93**		**$0**	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Income								
City Quarterly Deposit								
Deposit	08/19/2013	0229...		1st Quarter D...		City Fund Acc...	70,325.00	70,325.00
Total City Quarterly Deposit							70,325.00	70,325.00
Total Income							70,325.00	70,325.00
Expense								
Apparatus Repairs & Maintenance								
Check	08/04/2013	918	Atlantic Emergency ...	Access Ladd...		City Fund Acc...	2,649.43	2,649.43
Check	08/04/2013	920	Dover Automotive	Ref-578739- ...	X	City Fund Acc...	0.00	2,649.43
Check	08/04/2013	921	Delaware Tire	Invoice # 219...		City Fund Acc...	56.65	2,706.08
General Journal	08/04/2013	LSG ...	Dover Automotive	For CHK 920...		City Fund Acc...	166.52	2,872.60
General Journal	08/10/2013	LSG ...	Dover Automotive	Reverse of G...		City Fund Acc...	-166.52	2,706.08
Check	08/10/2013	926	Atlantic Emergency ...	Invoice # MO...		City Fund Acc...	4,616.70	7,322.78
Check	08/10/2013	926	Atlantic Emergency ...	Invoice # MO...		City Fund Acc...	5,252.63	12,575.41
Check	08/10/2013	926	Atlantic Emergency ...	Invoice # MO...		City Fund Acc...	3,459.64	16,035.05
Check	08/10/2013	929	Delaware Tire	Invoice 102-2...		City Fund Acc...	1,028.00	17,063.05
Check	08/10/2013	931	Kunkel Auto Supply	Invoice # 056...		City Fund Acc...	1.32	17,064.37
Check	08/25/2013	934	Atlantic Emergency ...	Invoice-MOS...		City Fund Acc...	150.39	17,214.76
Check	08/25/2013	934	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	139.38	17,354.14
Check	08/25/2013	934	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	3,533.14	20,887.28
Check	08/25/2013	934	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	3,478.51	24,365.79
Check	08/25/2013	939	Kunkel Auto Supply	Invoice # 056...		City Fund Acc...	243.38	24,609.17
Check	08/25/2013	940	Accurate Window Ti...	Window Tinti...		City Fund Acc...	100.00	24,709.17
Total Apparatus Repairs & Maintenance							24,709.17	24,709.17
Electricity								
Check	08/10/2013	928	City of Dover Utility	Station 1 Ele...		City Fund Acc...	3,546.44	3,546.44
Check	08/25/2013	941	City of Dover Utility	Acct # 44255...		City Fund Acc...	875.09	4,421.53
Total Electricity							4,421.53	4,421.53
Gasoline								
Check	08/25/2013	935	City of Dover	Unleaded Fuel		City Fund Acc...	485.86	485.86
Check	08/25/2013	935	City of Dover	Bio-Diesel		City Fund Acc...	956.24	1,442.10
Check	08/25/2013	936	City of Dover	Unleaded Fuel		City Fund Acc...	730.26	2,172.36
Check	08/25/2013	936	City of Dover	Bio-Diesel		City Fund Acc...	321.50	2,493.86
Total Gasoline							2,493.86	2,493.86
Heating Expenses- Gas								
Check	08/04/2013	919	Chesapeake Utilities	Station 2 fro...		City Fund Acc...	40.65	40.65
Check	08/10/2013	927	Chesapeake Utilities	Station 1 fro...		City Fund Acc...	70.31	110.96
Total Heating Expenses- Gas							110.96	110.96

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Office Supplies								
Check	08/25/2013	935	City of Dover	Postage Cha...		City Fund Acc...	24.64	24.64
Check	08/25/2013	936	City of Dover	July Postage ...		City Fund Acc...	24.38	49.02
Total Office Supplies							49.02	49.02
Other Equipment Repairs								
Check	08/04/2013	923	Kunkel Auto Supply	Misc. parts		City Fund Acc...	10.38	10.38
Check	08/04/2013	925	Witmer Public Safety	Invoice # 148...		City Fund Acc...	21.00	31.38
Check	08/10/2013	932	Witmer Public Safety	Invoice # 149...		City Fund Acc...	763.92	795.30
Total Other Equipment Repairs							795.30	795.30
Program Expenses								
Check	08/04/2013	922	ESI Equipment, Inc.	Holmatro Mai...		City Fund Acc...	2,022.00	2,022.00
Check	08/25/2013	943	Municipal Emergen...	Invoice-0043...		City Fund Acc...	8,148.75	10,170.75
Total Program Expenses							10,170.75	10,170.75
Radio Repairs								
Check	08/04/2013	924	Magnum	Firecom Wire...		City Fund Acc...	47.50	47.50
Total Radio Repairs							47.50	47.50
Telephone								
Check	08/25/2013	935	City of Dover	Verizon April ...		City Fund Acc...	266.89	266.89
Check	08/25/2013	935	City of Dover	Cavalier April...		City Fund Acc...	19.04	285.93
Check	08/25/2013	936	City of Dover	Verizon July ...		City Fund Acc...	269.19	555.12
Check	08/25/2013	936	City of Dover	Cavalier July ...		City Fund Acc...	16.94	572.06
Check	08/31/2013	944	Verizon Wireless	Verizon Wirel...		City Fund Acc...	170.32	742.38
Total Telephone							742.38	742.38
Training & Travel Expenses								
Check	08/10/2013	930	DVFA-2013 EMS C...	EMS Training...		City Fund Acc...	960.00	960.00
Check	08/19/2013	933	DVFA-2013 EMS C...	Trey Small E...		City Fund Acc...	130.00	1,090.00
Total Training & Travel Expenses							1,090.00	1,090.00
Uniforms								
Check	08/10/2013	932	Witmer Public Safety	Invoice # 149...		City Fund Acc...	582.00	582.00
Check	08/25/2013	937	Charles Boyer	Uniform Sup...		City Fund Acc...	124.00	706.00
Check	08/25/2013	938	Dover Army-Navy S...	Uniform Alter...		City Fund Acc...	27.80	733.80
Total Uniforms							733.80	733.80

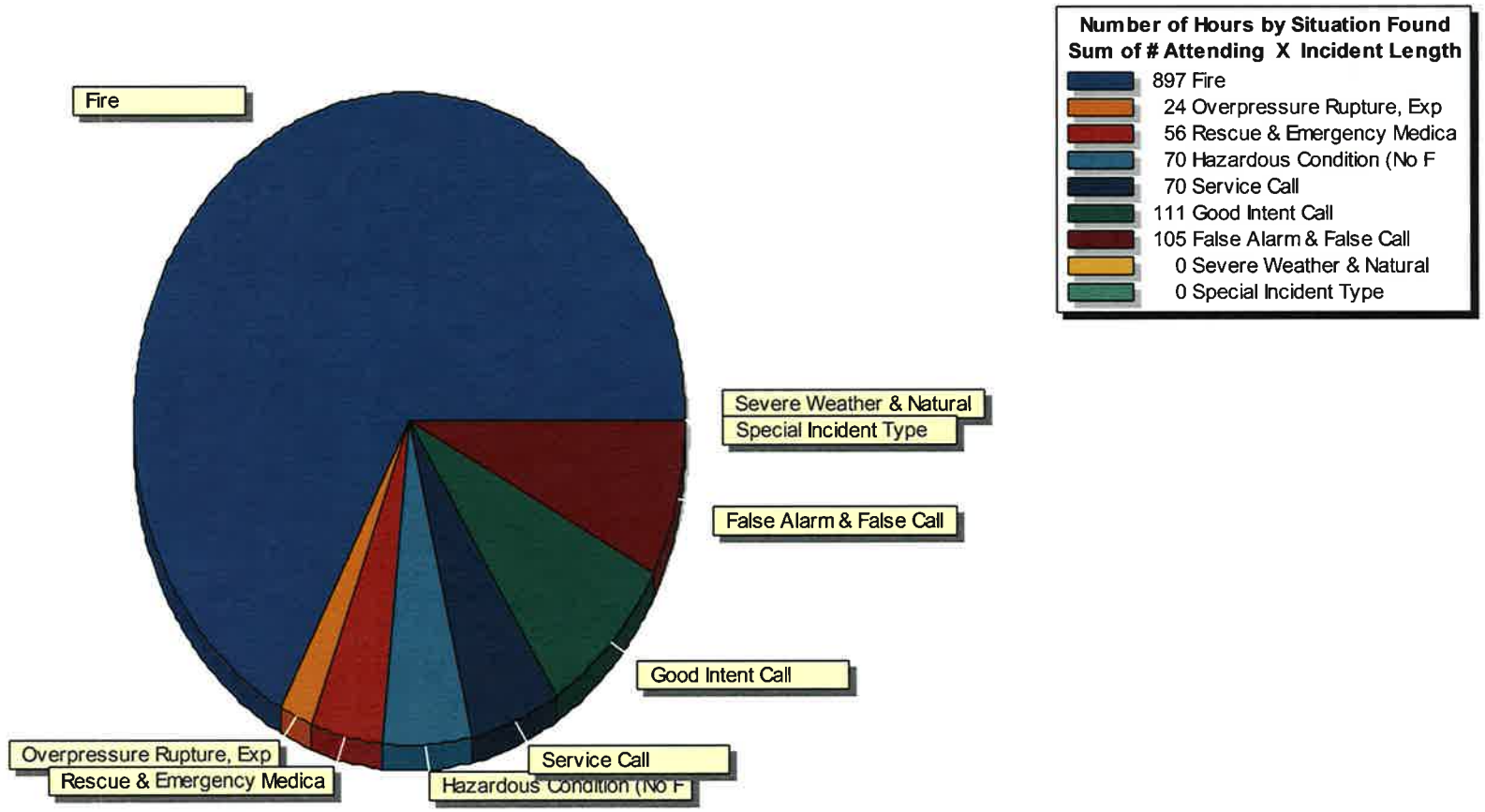
Robbins Hose Company # 1, Inc.
Profit & Loss Detail
August 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Water/Sewer								
Check	08/25/2013	942	City of Dover Utility	Acct # 44253...		City Fund Acc...	29.62	29.62
Total Water/Sewer							29.62	29.62
Total Expense							45,393.89	45,393.89
Net Ordinary Income							24,931.11	24,931.11
Net Income							**24,931.11**	**24,931.11**

Manpower Hours by Sitation Found

Date Range: From 09/01/2013 to 09/30/2013

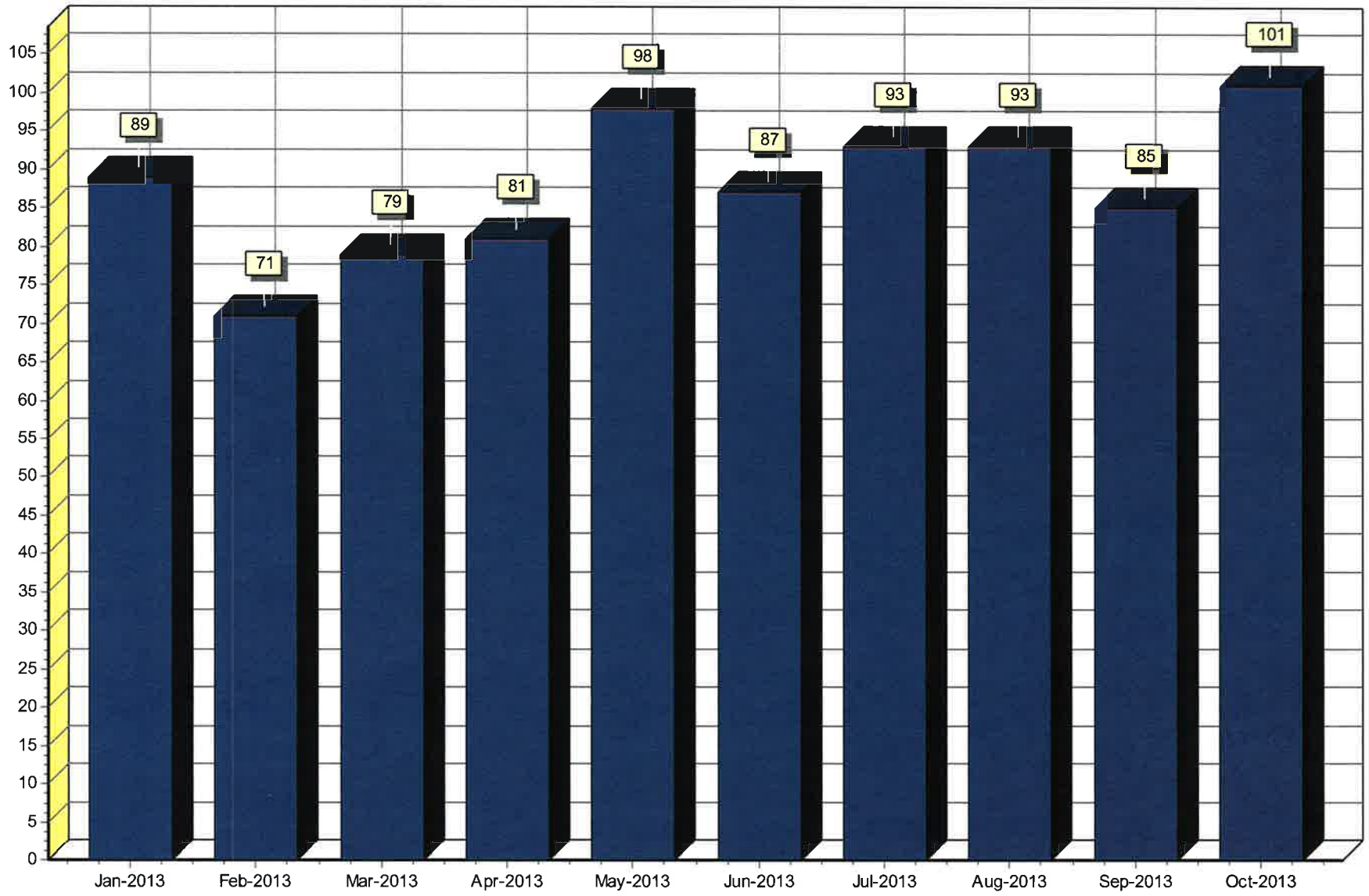
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2013 to 10/31/2013



Dover
Fire Department



Monthly Report
September 2013

Incident Run Log

Dover Fire Department

Date Range: From 09/01/2013 to 09/30/2013
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
09/01/2013	30046	2013-000692	11:15	450	FIDDLERS GREEN		Smoke detector activation, no fire - unintentional
09/01/2013	30046	2013-000693	15:29	47	S WEST ST		Alarm system sounded due to malfunction
09/01/2013	30046	2013-000694	21:27	30	N NEW ST		Dispatched & canceled en route
09/02/2013	30046	2013-000695	18:12	51	WEBBS LN	N	Alarm system activation, no fire - unintentional
09/03/2013	30046	2013-000696	17:03	833	S GOVERNORS AVE		Electrical wiring/equipment problem, other
09/04/2013	30046	2013-000697	13:42	25	THE GREEN		Dispatched & canceled en route
09/04/2013	30046	2013-000698	23:31	353	N GOVERNORS AVE		False alarm or false call, other
09/05/2013	30046	2013-000699	03:51	1200	N DUPONT HWY		Dispatched & canceled en route
09/05/2013	30046	2013-000700	21:28	1049	S GOVERNORS AVE		Citizen complaint
09/07/2013	30046	2013-000701	00:16	20	N. BRADFORD ST.		Smoke detector activation, no fire - unintentional
09/07/2013	30046	2013-000702	01:12	154	ORCHARD AVE		Outside rubbish fire, other
09/07/2013	30046	2013-000703	02:06	61	S BRADFORD ST		Building or structure weakened or collapsed
09/07/2013	30046	2013-000704	03:05	61	S BRADFORD ST		Hazardous condition, other
09/07/2013	30046	2013-000705	09:29	1300	S FARMVIEW DR	C	Cooking fire, confined to container
09/07/2013	30046	2013-000706	11:14	2150	SHARON HILL RD		Electrical wiring/equipment problem, other
09/07/2013	30046	2013-000707	13:25	109	LADY BUG DR		Brush or brush-and-grass mixture fire
09/07/2013	30046	2013-000708	18:47	820	CARVEL DR	B	Cooking fire, confined to container
09/08/2013	30046	2013-000709	01:35	1001	WHITEOAK RD BLDG D		Dispatched & canceled en route
09/08/2013	30046	2013-000710	16:39	30	CARVER RD		Public service
09/08/2013	30046	2013-000711	20:56		BAY RD		Motor vehicle accident with injuries
09/09/2013	30046	2013-000712	02:37	200	W LOOCKERMAN ST		Dispatched & canceled en route
09/09/2013	30046	2013-000713	06:09	200	BANNING ST	170	Cultivated vegetation, crop fire, other
09/09/2013	30046	2013-000714	11:04	125	SPRINGFIELD WAY		Smoke detector activation, no fire - unintentional
09/09/2013	30046	2013-000715	15:29	901	FOREST ST		False alarm or false call, other
09/10/2013	30046	2013-000716	16:49	120	N STATE ST		Removal of victim(s) from stalled elevator
09/11/2013	30046	2013-000717	07:49	430	COLLEGE RD	200	Good intent call, other
09/11/2013	30046	2013-000718	14:19	930	PUBLIC SAFETY BLVD		Passenger vehicle fire
09/11/2013	30046	2013-000719	21:13	1706	N DUPONT HWY		Smoke detector activation, no fire - unintentional
09/12/2013	30046	2013-000720	00:01	640	S STATE ST		Mobile property (vehicle) fire, other
09/12/2013	30046	2013-000721	09:37	400	S QUEEN ST		Assist police or other governmental agency
09/12/2013	30046	2013-000722	12:05	255	WEBBS LN	E	Malicious, mischievous false call, other
09/12/2013	30046	2013-000723	12:54	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional
09/13/2013	30046	2013-000724	05:09	2468	FORREST AVE		Motor vehicle accident with injuries
09/13/2013	30046	2013-000725	12:35	255	WEBBS LN	C	Gas leak (natural gas or LPG)
09/14/2013	30046	2013-000726	11:57	3211	BAYSIDE DR		Cover assignment, standby, moveup
09/14/2013	30046	2013-000727	17:10	219	KENTWOOD DR		Outside rubbish fire, other
09/15/2013	30046	2013-000728	12:04	608	ROSS ST		Brush or brush-and-grass mixture fire
09/15/2013	30046	2013-000729	18:05	15	S DUPONT HWY		Good intent call, other
09/16/2013	30046	2013-000730	07:51	140	DAFB MAIN GATE		Cover assignment, standby, moveup
09/16/2013	30046	2013-000731	14:44	1461	CHESTNUT GROVE RD		False alarm or false call, other
09/16/2013	30046	2013-000732	17:03	500	PERSIMMON TREE LA	4	Malicious, mischievous false call, other
09/16/2013	30046	2013-000733	20:53	128	PINE ST		Good intent call, other
09/17/2013	30046	2013-000734	10:27	200	BANNING ST	230	Hazardous condition, other
09/17/2013	30046	2013-000735	12:07	1650	FORREST AVE		Outside rubbish, trash or waste fire
09/17/2013	30046	2013-000736	15:48	1650	FORREST AVE		Outside rubbish, trash or waste fire
09/17/2013	30046	2013-000737	17:25	207	W LOOCKERMAN ST		Smoke detector activation, no fire - unintentional
09/19/2013	30046	2013-000738	12:08	51	WEBBS LN	C	Alarm system activation, no fire - unintentional
09/19/2013	30046	2013-000739	13:31	153	S BRADFORD ST		Electrical wiring/equipment problem, other
09/19/2013	30046	2013-000740	20:57	130	HAMAN DR		Cooking fire, confined to container
09/19/2013	30046	2013-000741	22:36	165	WILLIS RD		Cooking fire, confined to container
09/20/2013	30046	2013-000742	07:53	145	HAMAN DR		Cooking fire, confined to container
09/20/2013	30046	2013-000743	18:45	218	MILLCREEK DR		Cooking fire, confined to container
09/20/2013	30046	2013-000744	18:48	25A	Greentree drive		False alarm or false call, other
09/21/2013	30046	2013-000745	17:14	526	BUCKSON DR		Service Call, other
09/22/2013	30046	2013-000746	13:24	1679	S DUPONT HWY		Cover assignment, standby, moveup
09/22/2013	30046	2013-000747	14:02	135	HAMAN DR		Cooking fire, confined to container
09/22/2013	30046	2013-000748	20:20	160	WILLIS RD		Passenger vehicle fire
09/23/2013	30046	2013-000749	07:15	1130	CHARLES DR		Good intent call, other
09/23/2013	30046	2013-000750	08:35	360	WEBBS LN		Malicious, mischievous false call, other

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
09/24/2013	30046	2013-000751	20:21	12	N NEW ST		Good intent call, other
09/25/2013	30046	2013-000752	11:58	SR1	SR1 AND THE MAIN TOLL PLAZA		Extrication of victim(s) from vehicle
09/26/2013	30046	2013-000753	12:24	107	WOLF CREEK BLVD	5-1	Cooking fire, confined to container
09/27/2013	30046	2013-000754	13:33	315	BILLY MITCHELL LA	E	Smoke detector activation, no fire - unintentional
09/27/2013	30046	2013-000755	18:17	445	PHOENIX DR		Smoke scare, odor of smoke
09/27/2013	30046	2013-000756	19:10	910	JONATHAN DR		Emergency medical service incident, other
09/27/2013	30046	2013-000757	19:23	310	GETTYSBURG RD		Cooking fire, confined to container
09/27/2013	30046	2013-000758	20:38	1131	N DUPONT HWY		Citizen complaint
09/27/2013	30046	2013-000759	21:28	1131	N DUPONT HWY		Assist police or other governmental agency
09/27/2013	30046	2013-000760	23:26	879	N DUPONT HWY		Medical assist, assist EMS crew
09/28/2013	30046	2013-000761	03:18	45	S STATE ST		System malfunction, other
09/28/2013	30046	2013-000762	10:10	51	WEBBS LN	BB	Cooking fire, confined to container
09/28/2013	30046	2013-000763	13:12	1760	N DUPONT HWY		Gasoline or other flammable liquid spill
09/28/2013	30046	2013-000764	14:08	129	SPRUANCE RD		Cooking fire, confined to container
09/28/2013	30046	2013-000765	16:43	725	HORSEPOND RD		False alarm or false call, other
09/28/2013	30046	2013-000766	19:59	1131	N DUPONT HWY		Good intent call, other
09/29/2013	30046	2013-000767	02:44	1200	N DUPONT HWY		Water or steam leak
09/29/2013	30046	2013-000768	13:22	1131	N DUPONT HWY		Medical assist, assist EMS crew
09/29/2013	30046	2013-000769	17:12	1131	N DUPONT HWY		Good intent call, other
09/30/2013	30046	2013-000770	08:55	400	N DUPONT HWY	C	Dumpster or other outside trash receptacle fire
09/30/2013	30046	2013-000771	10:42	631	S STATE ST		Removal of victim(s) from stalled elevator
09/30/2013	30046	2013-000772	17:20	1159	N DUPONT HWY		Excessive heat, scorch burns with no ignition
09/30/2013	30046	2013-000773	17:52	111	W LOOCKERMAN ST		Gas leak (natural gas or LPG)
09/30/2013	30046	2013-000774	19:24	57	MORIARTY ST		Heat from short circuit (wiring), defective/worn
09/30/2013	30046	2013-000775	20:56	105	PINE ST		Cooking fire, confined to container
09/30/2013	30046	2013-000776	23:36	225	CECIL ST		Fires in structure other than in a building

Total Incidents: 85

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 09/01/2013 to 09/30/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
112 Fires in structure other than in a building		1	1.18%	$0	0.00%
113 Cooking fire, confined to container		12	14.12%	$0	0.00%
130 Mobile property (vehicle) fire, other		1	1.18%	$0	0.00%
131 Passenger vehicle fire		2	2.35%	$0	0.00%
142 Brush or brush-and-grass mixture fire		2	2.35%	$0	0.00%
150 Outside rubbish fire, other		2	2.35%	$0	0.00%
151 Outside rubbish, trash or waste fire		2	2.35%	$0	0.00%
154 Dumpster or other outside trash receptacle fire		1	1.18%	$0	0.00%
170 Cultivated vegetation, crop fire, other		1	1.18%	$0	0.00%
	Totals	**24**	**28.24%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
251 Excessive heat, scorch burns with no ignition		1	1.18%	$0	0.00%
	Totals	**1**	**1.18%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
311 Medical assist, assist EMS crew		2	2.35%	$0	0.00%
320 Emergency medical service incident, other		1	1.18%	$0	0.00%
322 Motor vehicle accident with injuries		2	2.35%	$0	0.00%
352 Extrication of victim(s) from vehicle		1	1.18%	$0	0.00%
353 Removal of victim(s) from stalled elevator		2	2.35%	$0	0.00%
	Totals	**8**	**9.41%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		2	2.35%	$0	0.00%
411 Gasoline or other flammable liquid spill		1	1.18%	$0	0.00%
412 Gas leak (natural gas or LPG)		2	2.35%	$0	0.00%
440 Electrical wiring/equipment problem, other		3	3.53%	$0	0.00%
441 Heat from short circuit (wiring), defective/worn		1	1.18%	$0	0.00%
461 Building or structure weakened or collapsed		1	1.18%	$0	0.00%
	Totals	**10**	**11.76%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		1	1.18%	$0	0.00%
522 Water or steam leak		1	1.18%	$0	0.00%
551 Assist police or other governmental agency		2	2.35%	$0	0.00%
553 Public service		1	1.18%	$0	0.00%
571 Cover assignment, standby, moveup		3	3.53%	$0	0.00%
	Totals	**8**	**9.41%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		7	8.24%	$0	0.00%
611 Dispatched & canceled en route		5	5.88%	$0	0.00%
651 Smoke scare, odor of smoke		1	1.18%	$0	0.00%
	Totals	**13**	**15.29%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		5	5.88%	$0	0.00%
710 Malicious, mischievous false call, other		3	3.53%	$0	0.00%
730 System malfunction, other		1	1.18%	$0	0.00%
735 Alarm system sounded due to malfunction		1	1.18%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 09/01/2013 to 09/30/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
743 Smoke detector activation, no fire - unintentional		7	8.24%	$0	0.00%
745 Alarm system activation, no fire - unintentional		2	2.35%	$0	0.00%
	Totals	**19**	**22.35%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
9 Special Incident Type					
911 Citizen complaint		2	2.35%	$0	0.00%
	Totals	**2**	**2.35%**	**$0**	**0.00%**
	Totals	**85**		**$0**	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Expense								
Apparatus Repairs & Maintenance								
Check	09/09/2013	945	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	550.00	550.00
Check	09/09/2013	945	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	5,593.26	6,143.26
Check	09/09/2013	945	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	4,420.81	10,564.07
Check	09/09/2013	945	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	330.00	10,894.07
Check	09/09/2013	945	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	330.00	11,224.07
Check	09/09/2013	945	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	264.00	11,488.07
Check	09/09/2013	945	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	264.00	11,752.07
Check	09/09/2013	945	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	264.00	12,016.07
Check	09/09/2013	948	Delaware Tire	Invoice-2210...		City Fund Acc...	271.40	12,287.47
Check	09/09/2013	949	Kunkel Auto Supply	Invoice-0564...		City Fund Acc...	28.95	12,316.42
Check	09/09/2013	949	Kunkel Auto Supply	Invoice-0564...		City Fund Acc...	15.24	12,331.66
Check	09/09/2013	951	Witmer Public Safety	Invoice-1498...		City Fund Acc...	59.57	12,391.23
Check	09/20/2013	956	Atlantic Emergency ...	Invoice #MO...		City Fund Acc...	431.67	12,822.90
Total Apparatus Repairs & Maintenance							12,822.90	12,822.90
Electricity								
Check	09/09/2013	947	City of Dover Utility	Acct # 44343...		City Fund Acc...	3,077.04	3,077.04
Check	09/20/2013	957	City of Dover Utility	Acct # 44255...		City Fund Acc...	709.11	3,786.15
Total Electricity							3,786.15	3,786.15
Heating Expenses- Gas								
Check	09/09/2013	946	Chesapeake Utilities	Station 2 fro...		City Fund Acc...	55.70	55.70
Check	09/11/2013	953	Chesapeake Utilities	Station 1 fro...		City Fund Acc...	69.04	124.74
Total Heating Expenses- Gas							124.74	124.74
Other Equipment Repairs								
Check	09/09/2013	950	Dover Automotive	Invoice-592079		City Fund Acc...	237.99	237.99
Total Other Equipment Repairs							237.99	237.99
Program Expenses								
Check	09/11/2013	954	Collins Business Sy...	Logging Rec...		City Fund Acc...	1,995.00	1,995.00
Total Program Expenses							1,995.00	1,995.00
Small Tools								
Check	09/11/2013	952	Rommel's ACE	Ref-33316		City Fund Acc...	69.99	69.99
Check	09/11/2013	952	Rommel's ACE	Ref-33335		City Fund Acc...	65.98	135.97
Check	09/11/2013	952	Rommel's ACE	Ref-33525		City Fund Acc...	8.99	144.96
Total Small Tools							144.96	144.96

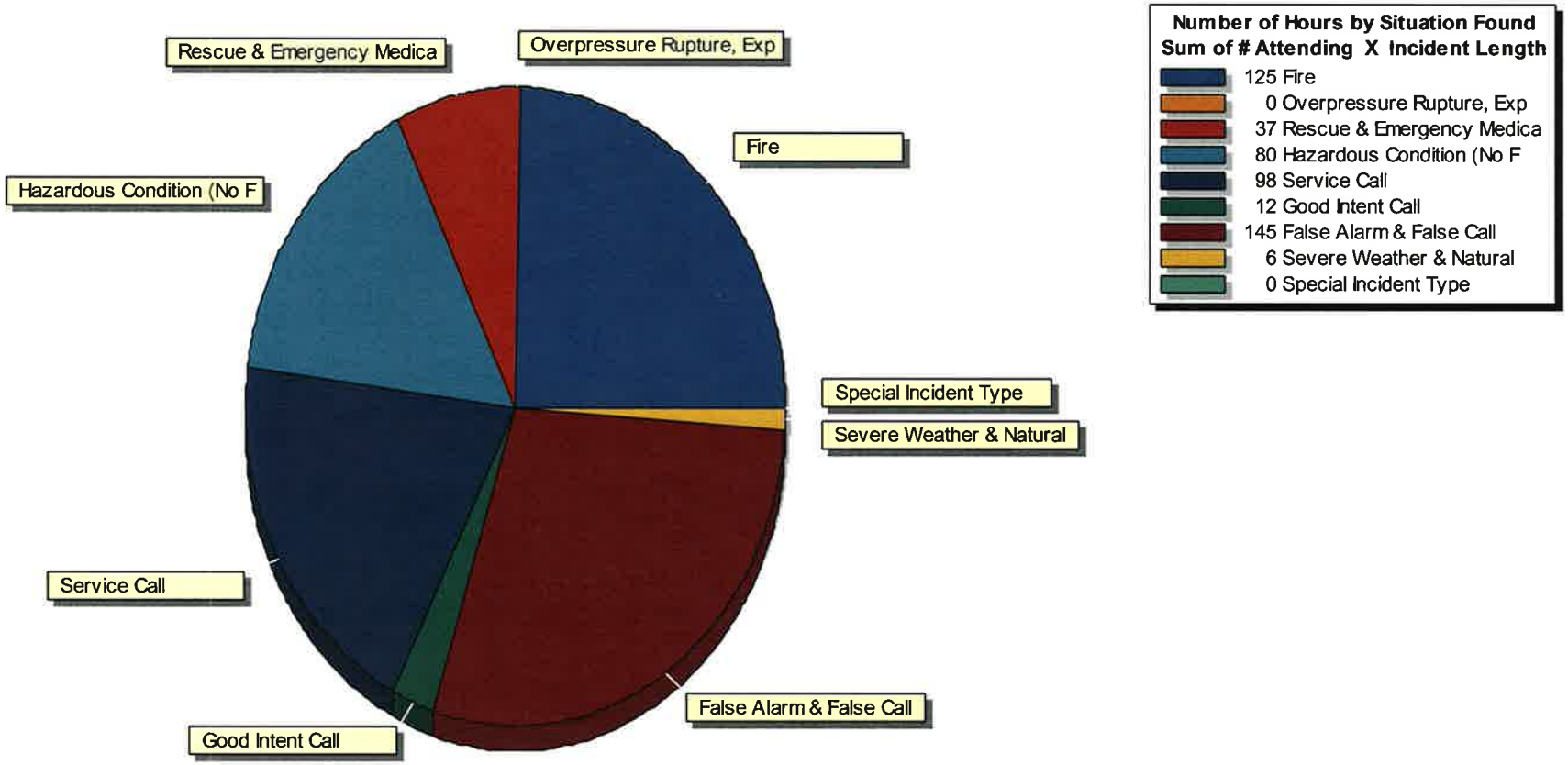
Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Water/Sewer								
Check	09/09/2013	947	City of Dover Utility	Acct # 44345...		City Fund Acc...	170.50	170.50
Check	09/09/2013	947	City of Dover Utility	Acct # 44341...		City Fund Acc...	2.50	173.00
Check	09/13/2013	955	Sharp Water Culligan	Invoice # 472...		City Fund Acc...	250.00	423.00
Check	09/13/2013	955	Sharp Water Culligan	Invoice # 473...		City Fund Acc...	270.00	693.00
Check	09/13/2013	955	Sharp Water Culligan	Invoice # 474...		City Fund Acc...	68.10	761.10
Check	09/13/2013	955	Sharp Water Culligan	Invoice # 476...		City Fund Acc...	20.00	781.10
Check	09/13/2013	955	Sharp Water Culligan	Invoice # 476...		City Fund Acc...	4.05	785.15
Check	09/20/2013	957	City of Dover Utility	Acct # 44253...		City Fund Acc...	38.66	823.81
Total Water/Sewer							823.81	823.81
Total Expense							19,935.55	19,935.55
Net Ordinary Income							-19,935.55	-19,935.55
Net Income							**-19,935.55**	**-19,935.55**

Manpower Hours by Sitation Found

Date Range: From 08/01/2013 to 08/31/2013

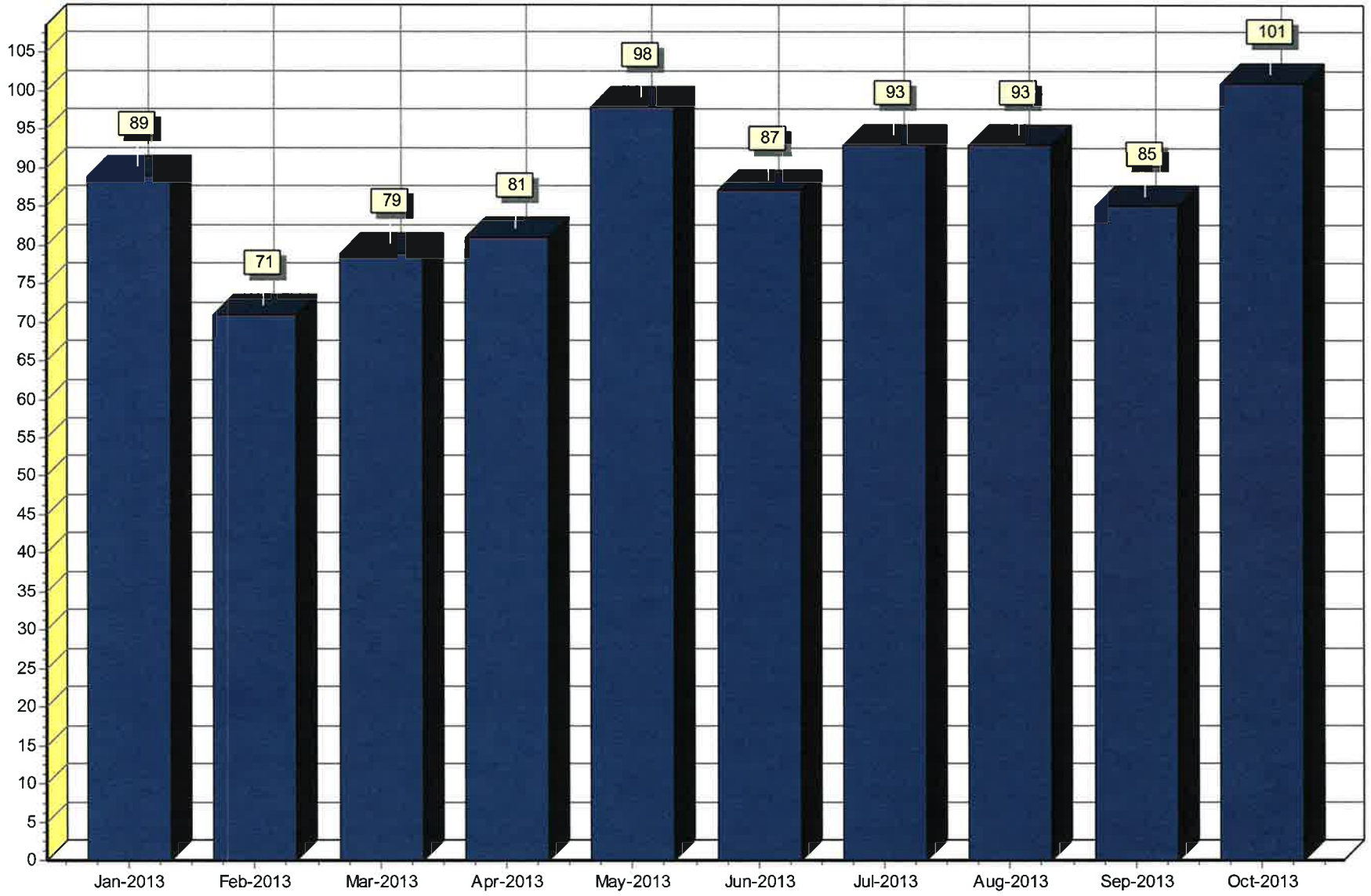
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2013 to 10/31/2013



Dover
Fire Department

Monthly Report
October 2013

Incident Run Log

Dover Fire Department

Date Range: From 10/01/2013 to 10/31/2013
Company: All Companies
Sorted by: Not selected

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
10/02/2013	30046	2013-000777	00:10	4	ANN AVE		Cooking fire, confined to container
10/02/2013	30046	2013-000778	07:28	1300	S FARMVIEW DR	N	Gas leak (natural gas or LPG)
10/02/2013	30046	2013-000779	07:38	255	WEBBS LN	B	Malicious, mischievous false call, other
10/02/2013	30046	2013-000780	13:31	707	WALKER RD		Cooking fire, confined to container
10/02/2013	30046	2013-000781	18:14		COLLEGE RD		Dispatched & canceled en route
10/02/2013	30046	2013-000782	21:52	1554	FORREST AVE		Extrication of victim(s) from vehicle
10/02/2013	30046	2013-000783	23:23	263	N DUPONT HWY		Trash or rubbish fire, contained
10/03/2013	30046	2013-000784	09:16	425	WEBBS LN		Detector activation, no fire - unintentional
10/04/2013	30046	2013-000785	12:40	591	S DUPONT HWY		Hazardous condition, other
10/04/2013	30046	2013-000786	20:16	924	ARTIS DR		Authorized controlled burning
10/05/2013	30046	2013-000787	08:26	1572	N DUPONT HWY		False alarm or false call, other
10/05/2013	30046	2013-000788	10:45	1200	N DUPONT HWY		Smoke detector activation due to malfunction
10/05/2013	30046	2013-000789	18:43	109	S.GOVERNORS BLVD.		Outside rubbish, trash or waste fire
10/05/2013	30046	2013-000790	21:24	154	PRESIDENT DR		Cooking fire, confined to container
10/05/2013	30046	2013-000791	21:46	1706	N DUPONT HWY		False alarm or false call, other
10/05/2013	30046	2013-000792	21:47	820	CARVEL DR	H	Cooking fire, confined to container
10/05/2013	30046	2013-000793	21:48	109	S GOVERNORS BLVD		Outside rubbish, trash or waste fire
10/06/2013	30046	2013-000794	17:17	837	N DUPONT HWY		Dispatched & canceled en route
10/06/2013	30046	2013-000795	18:40	677	CHESTNUT GROVE RD		Motor vehicle accident with injuries
10/07/2013	30046	2013-000796	12:31	45	ACACIA PL		Smoke scare, odor of smoke
10/07/2013	30046	2013-000797	14:16	113	S GOVERNORS BLVD		Electrical wiring/equipment problem, other
10/08/2013	30046	2013-000798	10:03	44	MEADOWGLEN DR		Cover assignment, standby, moveup
10/08/2013	30046	2013-000799	16:35	76	VILLAGE DR		Service Call, other
10/09/2013	30046	2013-000800	12:42	640	S DUPONT HWY		Smoke scare, odor of smoke
10/09/2013	30046	2013-000801	13:55	1200	N DUPONT HWY		Detector activation, no fire - unintentional
10/09/2013	30046	2013-000803	18:13	428	S GOVERNORS AVE	A	Outside rubbish, trash or waste fire
10/10/2013	30046	2013-000804	22:02	1127	S DUPONT HWY		Motor vehicle accident with no injuries.
10/11/2013	30046	2013-000805	06:05	205	MACARTHUR DR		Smoke detector activation due to malfunction
10/11/2013	30046	2013-000806	06:06	19	S STATE ST	102	Alarm system sounded due to malfunction
10/11/2013	30046	2013-000807	12:24	153	HALSEY RD		Smoke detector activation, no fire - unintentional
10/12/2013	30046	2013-000808	19:14	1200	N DUPONT HWY		System malfunction, other
10/12/2013	30046	2013-000809	19:34	18	UPLAND AVE		Smoke or odor removal
10/12/2013	30046	2013-000810	21:56	1200	N DUPONT HWY		Good intent call, other
10/13/2013	30046	2013-000811	11:30	413	COURT ST	H	Alarm system activation, no fire - unintentional
10/13/2013	30046	2013-000812	17:05	898	WOODCREST DR		Cooking fire, confined to container
10/13/2013	30046	2013-000813	18:29	591	S DUPONT HWY		Alarm system sounded due to malfunction
10/14/2013	30046	2013-000814	12:31	1365	N DUPONT HWY	3054	Malicious, mischievous false call, other
10/15/2013	30046	2013-000815	00:31	892	WOODCREST DR		Malicious, mischievous false call, other
10/15/2013	30046	2013-000816	07:58	1710	N DUPONT HWY		False alarm or false call, other
10/15/2013	30046	2013-000817	17:42	301	DOVEVIEW DR		Good intent call, other
10/15/2013	30046	2013-000818	21:28	435	SUSSEX AVE		Good intent call, other
10/16/2013	30046	2013-000819	10:00	104	QUAIL HOLLOW DR		Extinguishing system activation due to malfunction
10/16/2013	30046	2013-000820	15:34	255	WEBBS LN	C	False alarm or false call, other
10/16/2013	30046	2013-000821	17:26	402	FIDDLERS GREEN		Good intent call, other
10/16/2013	30046	2013-000822	17:45	21	S LITTLE CREEK RD		System malfunction, other
10/18/2013	30046	2013-000823	11:31	859	WOODCREST DR		Carbon monoxide detector activation, no CO
10/18/2013	30046	2013-000824	13:49	640	LAFFERTY LANE		Public service assistance, other
10/19/2013	30046	2013-000825	11:48	1061	S LITTLE CREEK RD		Cooking fire, confined to container
10/19/2013	30046	2013-000826	12:27	1200	N DUPONT HWY		Outside rubbish, trash or waste fire
10/19/2013	30046	2013-000827	17:15		Sr 1		Good intent call, other
10/20/2013	30046	2013-000828	06:10	380	NOTTINGHAM CT		Smoke detector activation, no fire - unintentional
10/20/2013	30046	2013-000829	12:02	128	CHERRY ST		Good intent call, other
10/20/2013	30046	2013-000830	21:00		W north st/saulsbury rd		Gasoline or other flammable liquid spill
10/21/2013	30046	2013-000831	05:28	4	THE GREEN		CO detector activation due to malfunction
10/21/2013	30046	2013-000832	05:56		NEW BURTON RD		Steam, other gas mistaken for smoke, other
10/21/2013	30046	2013-000833	09:11	350	SIMON CIRCLE		Gas leak (natural gas or LPG)
10/21/2013	30046	2013-000834	11:58	724	S NEW ST		Outside rubbish fire, other
10/21/2013	30046	2013-000835	16:40		BAY RD		Electrical wiring/equipment problem, other
10/21/2013	30046	2013-000836	20:41	135	QUAIL HOLLOW DR		Medical assist, assist EMS crew

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
10/22/2013	30046	2013-000837	03:09	103	S GOVERNORS AVE		Person in distress, other
10/22/2013	30046	2013-000838	09:54	671	W NORTH ST		Smoke detector activation due to malfunction
10/22/2013	30046	2013-000839	10:36		S DUPONT HWY & COURT ST		Emergency medical service incident, other
10/22/2013	30046	2013-000840	13:28	35	LOOCKERMAN PLAZA		Dispatched & canceled en route
10/22/2013	30046	2013-000841	18:08	9	PAR HAVEN DR	C	False alarm or false call, other
10/22/2013	30046	2013-000842	22:30	1127	S DUPONT HWY		Motor vehicle accident with injuries
10/23/2013	30046	2013-000843	00:47	1127	S DUPONT HWY		Service Call, other
10/23/2013	30046	2013-000844	11:06	111	S WEST ST		Malicious, mischievous false call, other
10/23/2013	30046	2013-000845	22:10		BAY RD		Passenger vehicle fire
10/24/2013	30046	2013-000846	03:33	21	S LITTLE CREEK RD		False alarm or false call, other
10/24/2013	30046	2013-000847	06:32	1018	MONROE TERR		Electrical wiring/equipment problem, other
10/24/2013	30046	2013-000848	08:11	111	PERIWINKLE DR		Smoke detector activation due to malfunction
10/24/2013	30046	2013-000849	11:28	260	BEISER BLVD		Dispatched & canceled en route
10/24/2013	30046	2013-000850	17:30		S. DUPONT HIGHWAY		Fire, other
10/24/2013	30046	2013-000851	20:34	820	CARVEL DR	I	Cooking fire, confined to container
10/25/2013	30046	2013-000852	04:09	1218	ANDREW DR		Cooking fire, confined to container
10/25/2013	30046	2013-000853	09:22	1041	N DUPONT HWY		Good intent call, other
10/26/2013	30046	2013-000854	03:39	820	CARVEL DR	J	Cooking fire, confined to container
10/26/2013	30046	2013-000855	05:42		SCARBOROUGH RD		Motor vehicle accident with injuries
10/26/2013	30046	2013-000856	07:50	447	NIMITZ RD		Steam, vapor, fog or dust thought to be smoke
10/26/2013	30046	2013-000857	08:04	758	N DUPONT HWY		System malfunction, other
10/26/2013	30046	2013-000858	09:05	1200	N DUPONT HWY		Smoke detector activation due to malfunction
10/26/2013	30046	2013-000859	11:36	1200	N DUPONT HWY		False alarm or false call, other
10/26/2013	30046	2013-000860	12:38	898	WOODCREST DR		Cooking fire, confined to container
10/26/2013	30046	2013-000861	19:27	691	N DUPONT HWY		Rescue, EMS incident, other
10/27/2013	30046	2013-000862	09:07	22	N QUEEN ST		Cooking fire, confined to container
10/27/2013	30046	2013-000863	09:31	1180	WALKER RD		False alarm or false call, other
10/27/2013	30046	2013-000864	12:09	51	WEBBS LN	G	Detector activation, no fire - unintentional
10/27/2013	30046	2013-000865	12:18	133	N GOVERNORS BLVD		Outside rubbish fire, other
10/27/2013	30046	2013-000866	13:55	1001	N DUPONT HWY	13	Passenger vehicle fire
10/28/2013	30046	2013-000867	07:42	1200	N DUPONT HWY		Smoke detector activation due to malfunction
10/28/2013	30046	2013-000868	09:14	26	PINEWOOD DR		Fire in mobile home used as fixed residence
10/28/2013	30046	2013-000869	12:53	550	BAY RD		Assist police or other governmental agency
10/29/2013	30046	2013-000870	11:45	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional
10/29/2013	30046	2013-000871	13:47		W DENNYS RD & KENTON RD		Motor vehicle accident with injuries
10/29/2013	30046	2013-000872	18:42	1411	S HANCOCK AVE		Hazardous condition, other
10/29/2013	30046	2013-000873	20:57	211	S DUPONT HWY		Smoke detector activation, no fire - unintentional
10/30/2013	30046	2013-000874	06:30	130	FALMOUTH WAY		False alarm or false call, other
10/30/2013	30046	2013-000875	17:34	1190	ROSE VALLEY SCHOOL ROAD		Good intent call, other
10/30/2013	30046	2013-000877	19:35		FORREST AVE		Explosion (no fire), other
10/30/2013	30046	2013-000876	19:50	151	ROOSEVELT AVE	LOT E-	Public service assistance, other
10/31/2013	30046	2013-000878	10:55	911	KENTON RD		False alarm or false call, other

Total Incidents: 101

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 10/01/2013 to 10/31/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
100 Fire, other		1	0.99%	$0	0.00%
113 Cooking fire, confined to container		11	10.89%	$0	0.00%
118 Trash or rubbish fire, contained		1	0.99%	$0	0.00%
121 Fire in mobile home used as fixed residence		1	0.99%	$0	0.00%
131 Passenger vehicle fire		2	1.98%	$0	0.00%
150 Outside rubbish fire, other		2	1.98%	$0	0.00%
151 Outside rubbish, trash or waste fire		4	3.96%	$0	0.00%
	Totals	**22**	**21.78%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
240 Explosion (no fire), other		1	0.99%	$0	0.00%
	Totals	**1**	**0.99%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
300 Rescue, EMS incident, other		1	0.99%	$0	0.00%
311 Medical assist, assist EMS crew		1	0.99%	$0	0.00%
320 Emergency medical service incident, other		1	0.99%	$0	0.00%
322 Motor vehicle accident with injuries		4	3.96%	$0	0.00%
324 Motor vehicle accident with no injuries.		1	0.99%	$0	0.00%
352 Extrication of victim(s) from vehicle		1	0.99%	$0	0.00%
	Totals	**9**	**8.91%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		2	1.98%	$0	0.00%
411 Gasoline or other flammable liquid spill		1	0.99%	$0	0.00%
412 Gas leak (natural gas or LPG)		2	1.98%	$0	0.00%
440 Electrical wiring/equipment problem, other		3	2.97%	$0	0.00%
	Totals	**8**	**7.92%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		2	1.98%	$0	0.00%
510 Person in distress, other		1	0.99%	$0	0.00%
531 Smoke or odor removal		1	0.99%	$0	0.00%
550 Public service assistance, other		2	1.98%	$0	0.00%
551 Assist police or other governmental agency		1	0.99%	$0	0.00%
571 Cover assignment, standby, moveup		1	0.99%	$0	0.00%
	Totals	**8**	**7.92%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		8	7.92%	$0	0.00%
611 Dispatched & canceled en route		4	3.96%	$0	0.00%
631 Authorized controlled burning		1	0.99%	$0	0.00%
650 Steam, other gas mistaken for smoke, other		1	0.99%	$0	0.00%
651 Smoke scare, odor of smoke		2	1.98%	$0	0.00%
652 Steam, vapor, fog or dust thought to be smoke		1	0.99%	$0	0.00%
	Totals	**17**	**16.83%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		10	9.90%	$0	0.00%
710 Malicious, mischievous false call, other		4	3.96%	$0	0.00%
730 System malfunction, other		3	2.97%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 10/01/2013 to 10/31/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
732 Extinguishing system activation due to malfunction		1	0.99%	$0	0.00%
733 Smoke detector activation due to malfunction		6	5.94%	$0	0.00%
735 Alarm system sounded due to malfunction		2	1.98%	$0	0.00%
736 CO detector activation due to malfunction		1	0.99%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		3	2.97%	$0	0.00%
744 Detector activation, no fire - unintentional		3	2.97%	$0	0.00%
745 Alarm system activation, no fire - unintentional		2	1.98%	$0	0.00%
746 Carbon monoxide detector activation, no CO		1	0.99%	$0	0.00%
	Totals	**36**	**35.64%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
9 Special Incident Type					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
	Totals	**101**		**$0**	

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense								
Expense								
Apparatus Repairs & Maintenance								
Check	10/05/2013	962	M&T Bank	Sears- Power...		City Fund Acc...	379.99	379.99
Check	10/20/2013	966	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	413.24	793.23
Check	10/20/2013	966	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	445.50	1,238.73
Check	10/20/2013	966	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	99.00	1,337.73
Check	10/20/2013	966	Atlantic Emergency ...	Invice-MOR3...		City Fund Acc...	351.28	1,689.01
Check	10/20/2013	966	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	571.51	2,260.52
Check	10/20/2013	966	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	493.23	2,753.75
Check	10/20/2013	966	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	334.35	3,088.10
Check	10/20/2013	966	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	444.43	3,532.53
Check	10/20/2013	967	Atlantic Emergency ...	Invoice-MOR...		City Fund Acc...	7,678.83	11,211.36
Total Apparatus Repairs & Maintenance							11,211.36	11,211.36
Electricity								
Check	10/12/2013	964	City of Dover Utility	Acct # 44343...		City Fund Acc...	3,049.32	3,049.32
Check	10/20/2013	968	City of Dover Utility	Acct # 44255...		City Fund Acc...	683.65	3,732.97
Total Electricity							3,732.97	3,732.97
Gasoline								
Check	10/05/2013	959	City of Dover	August Unlea...		City Fund Acc...	725.59	725.59
Check	10/05/2013	959	City of Dover	August Bio-D...		City Fund Acc...	1,259.07	1,984.66
Total Gasoline							1,984.66	1,984.66
Heating Expenses- Gas								
Check	10/05/2013	958	Chesapeake Utilities	Station 2 fro...		City Fund Acc...	46.67	46.67
Check	10/12/2013	963	Chesapeake Utilities	Station 1 fro...		City Fund Acc...	160.91	207.58
Total Heating Expenses- Gas							207.58	207.58
Office Supplies								
Check	10/05/2013	959	City of Dover	August Posta...		City Fund Acc...	18.86	18.86
Check	10/05/2013	959	City of Dover	August Posta...		City Fund Acc...	6.31	25.17
Total Office Supplies							25.17	25.17
Other Equipment Repairs								
Check	10/05/2013	962	M&T Bank	Pep Boys- Cl...		City Fund Acc...	140.99	140.99
Total Other Equipment Repairs							140.99	140.99
Program Expenses								
Check	10/20/2013	972	Delaware Fire & Saf...	Annual Extin...		City Fund Acc...	470.00	470.00
Total Program Expenses							470.00	470.00
Safety & Security Material								
Check	10/05/2013	962	M&T Bank	Iowa80- Clea...		City Fund Acc...	82.22	82.22
Check	10/05/2013	962	M&T Bank	Malco Produ...		City Fund Acc...	67.43	149.65
Total Safety & Security Material							149.65	149.65

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
October 2013

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Small Tools								
Check	10/20/2013	970	Dover Army-Navy S...	ATAC Flash l...		City Fund Acc...	184.32	184.32
Check	10/20/2013	971	Dover Automotive	Invoice-5953...		City Fund Acc...	37.04	221.36
Total Small Tools							221.36	221.36
Telephone								
Check	10/05/2013	959	City of Dover	August Veriz...		City Fund Acc...	268.22	268.22
Check	10/05/2013	959	City of Dover	August Caval...		City Fund Acc...	22.99	291.21
Check	10/05/2013	961	Verizon Wireless	Wireless Cha...		City Fund Acc...	168.94	460.15
Check	10/12/2013	965	Chief Technologies,...	3 months of ...		City Fund Acc...	342.00	802.15
Total Telephone							802.15	802.15
Training & Travel Expenses								
Check	10/05/2013	960	Delaware State Fire...	Crew Leader-...		City Fund Acc...	100.00	100.00
Check	10/20/2013	969	Delaware State Fire...	Invoice-14-14...		City Fund Acc...	890.00	990.00
Check	10/20/2013	969	Delaware State Fire...	Invoice-14-14...		City Fund Acc...	200.00	1,190.00
Check	10/20/2013	969	Delaware State Fire...	Invoice-14-12...		City Fund Acc...	150.00	1,340.00
Total Training & Travel Expenses							1,340.00	1,340.00
Water/Sewer								
Check	10/12/2013	964	City of Dover Utility	Acct # 44345...		City Fund Acc...	94.25	94.25
Check	10/12/2013	964	City of Dover Utility	Acct # 44341...		City Fund Acc...	11.54	105.79
Check	10/20/2013	968	City of Dover Utility	Acct # 44253...		City Fund Acc...	29.62	135.41
Total Water/Sewer							135.41	135.41
Total Expense							20,421.30	20,421.30
Net Ordinary Income							-20,421.30	-20,421.30
Net Income							**-20,421.30**	**-20,421.30**

FY 12-13 City Funded Account Balance Sheet

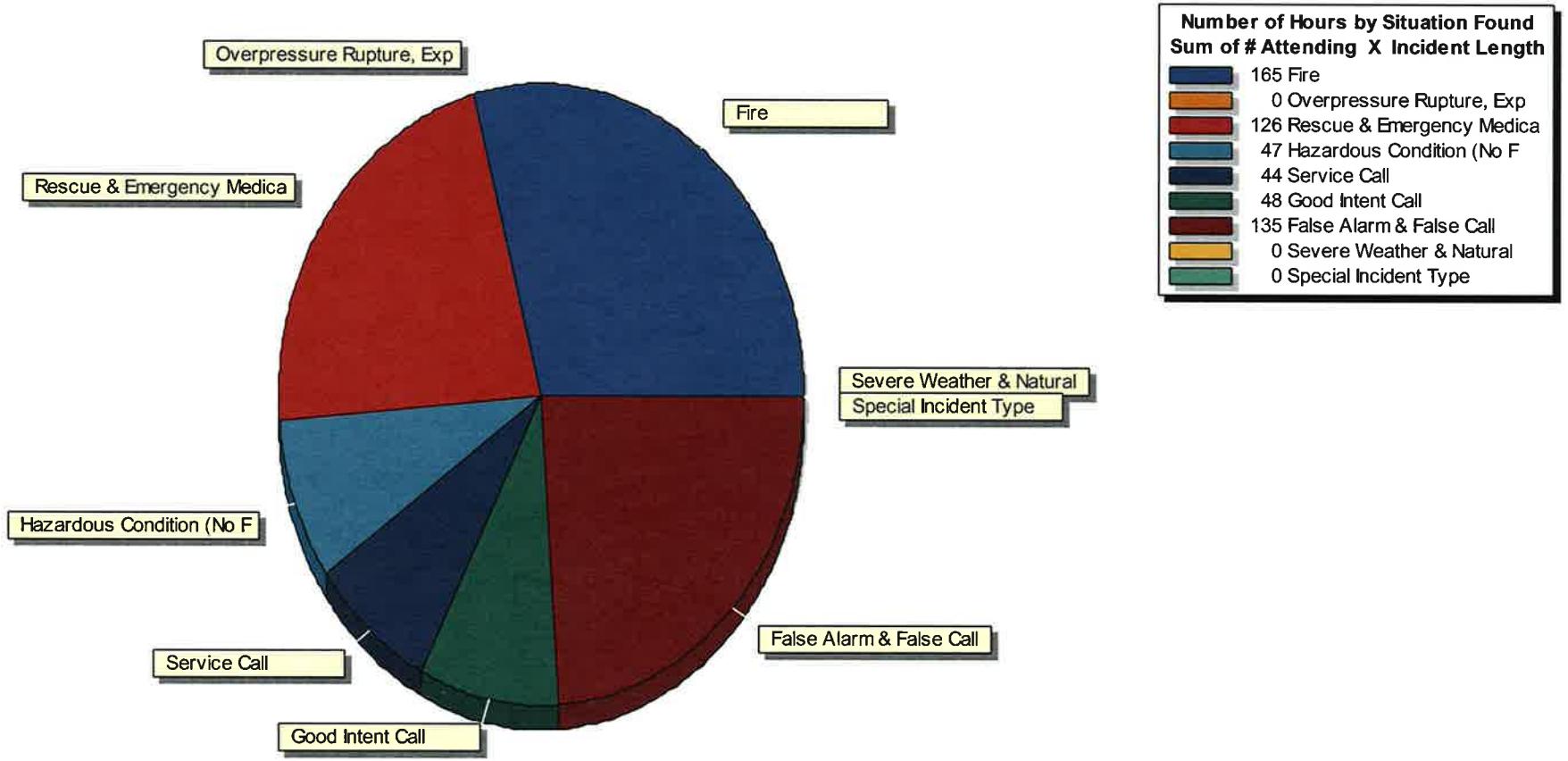
ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 67,000.00	$ 48,743.43	$ 18,256.57
Building Maintenace Supplies	$ 1,650.00		$ 1,650.00
Contractual Services	$ 16,587.00		$ 16,587.00
Electricity	$ 51,820.00	$ 15,164.15	$ 36,655.85
Gasoline	$ 19,050.00	$ 6,035.04	$ 13,014.96
Heating Expenses- Gas	$ 20,000.00	$ 514.87	$ 19,485.13
Medical Supplies	$ 700.00		$ 700.00
Office Supplies	$ 2,500.00	$ 144.86	$ 2,355.14
Other Equipment Repairs	$ 4,000.00	$ 1,174.28	$ 2,825.72
Program Expenses	$ 36,630.00	$ 15,139.75	$ 21,490.25
Radio Repairs	$ 2,000.00	$ 47.50	$ 1,952.50
Safety & Security	$ 2,150.00	$ 149.65	$ 2,000.35
Small Tools	$ 4,800.00	$ 366.32	$ 4,433.68
Telephone	$ 13,340.00	$ 2,339.74	$ 11,000.26
Training & Travel	$ 8,815.00	$ 2,480.00	$ 6,335.00
Uniforms & Firefighting Gear	$ 27,100.00	$ 733.80	$ 26,366.20
Water/ Sewer	$ 3,150.00	$ 1,100.71	$ 2,049.29

Balance as of: 10/31/13

Manpower Hours by Sitation Found

Dover Fire Department

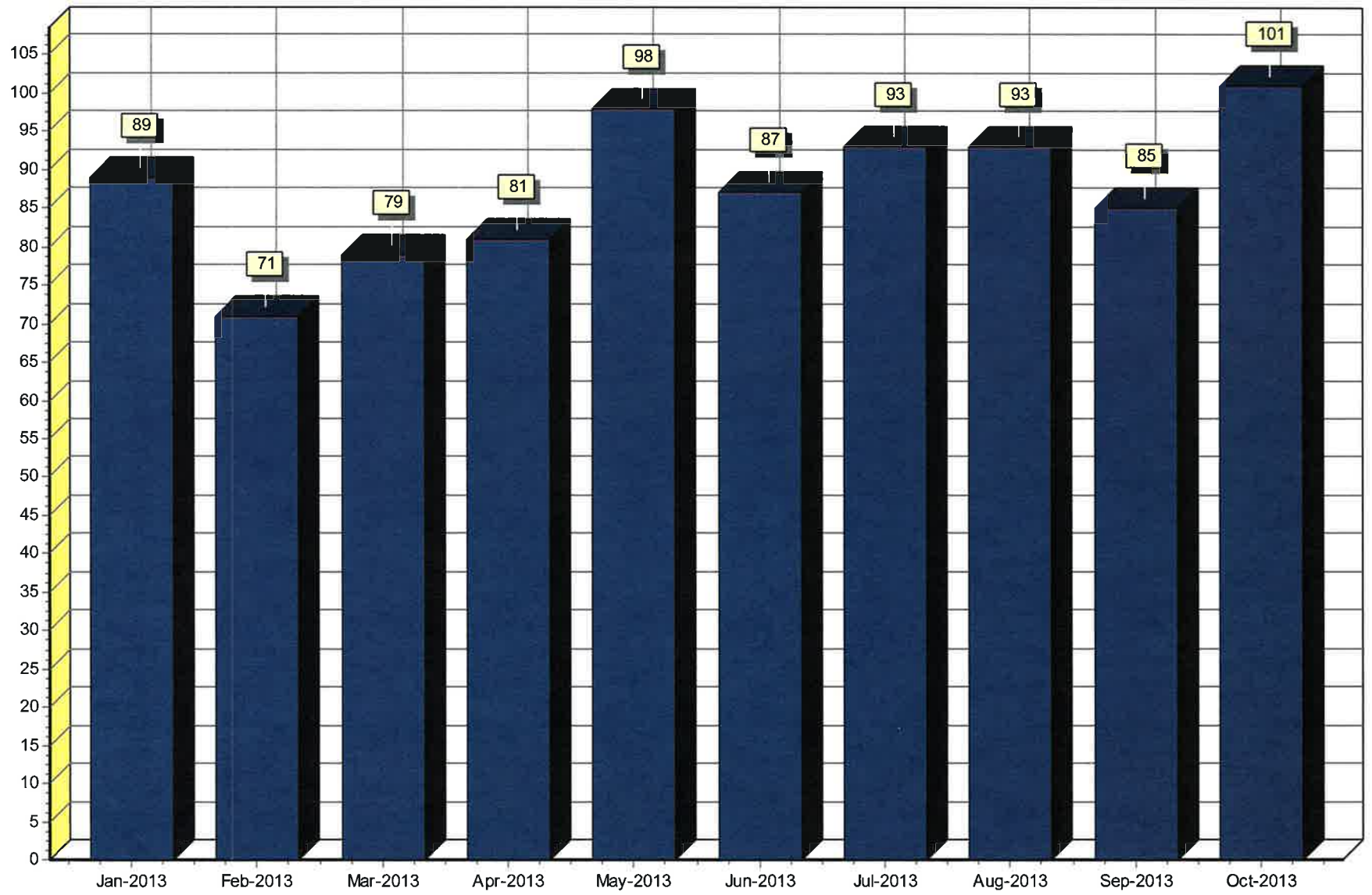
Date Range: From 10/01/2013 to 10/31/2013



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2013 to 10/31/2013



Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

October 2013

DEPARTMENT OF POLICE

James E. Hosfelt, Jr.
Chief of Police
F.B.I.N.A.

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

November 25, 2013

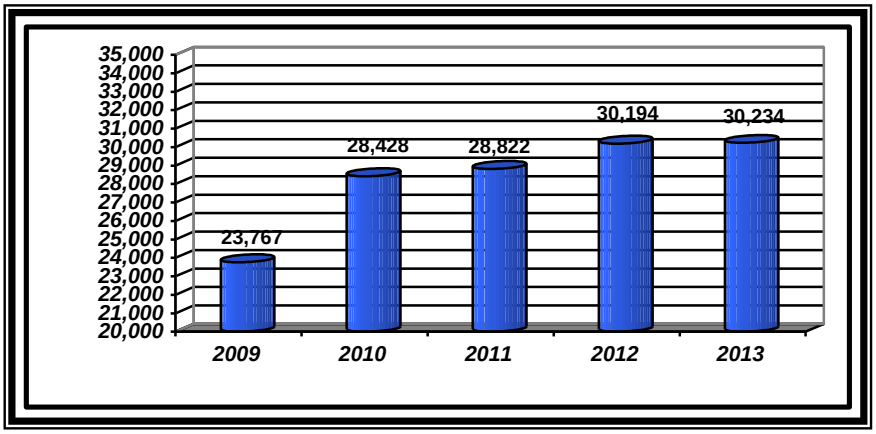
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

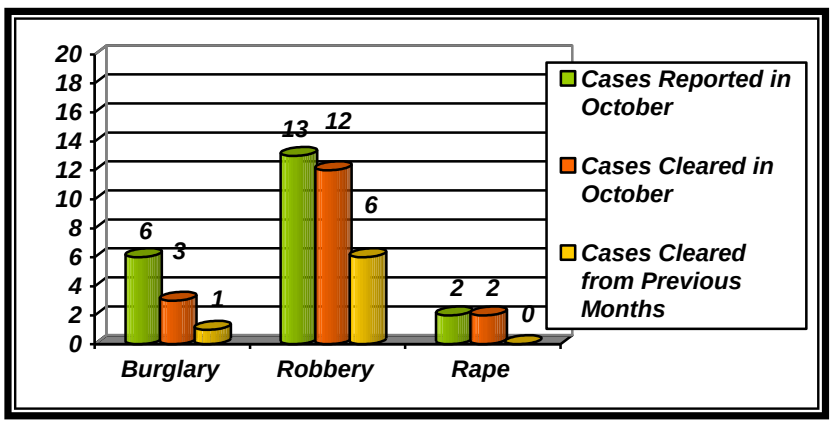
The following is the monthly report for Dover Police Department activities for the month of October 2013:

COMPLAINTS

Total complaints received through October 31st, numbered 30,234. This is an increase of 40 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

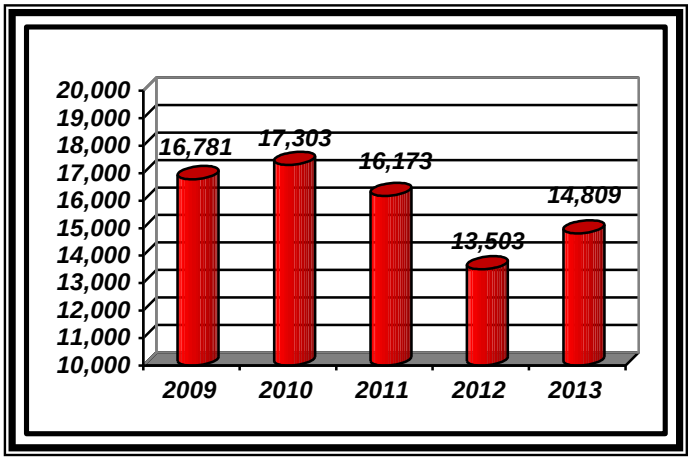


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	5
ALCOHOL VIOLATIONS/DUI'S	11
ASSIST OTHER	0
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	1
CRIMINAL ARRESTS	21
DRUG RELATED ARRESTS	6
LOUD MUSIC	0
MISCELLANEOUS VIOLATIONS	7
PARKING VIOLATIONS	54
PEDDLER	0
MEETINGS	150
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	32
TRAFFIC ARRESTS	66
WARNINGS	21
FUGITIVE	6
TOTAL CONTACTS	**380**

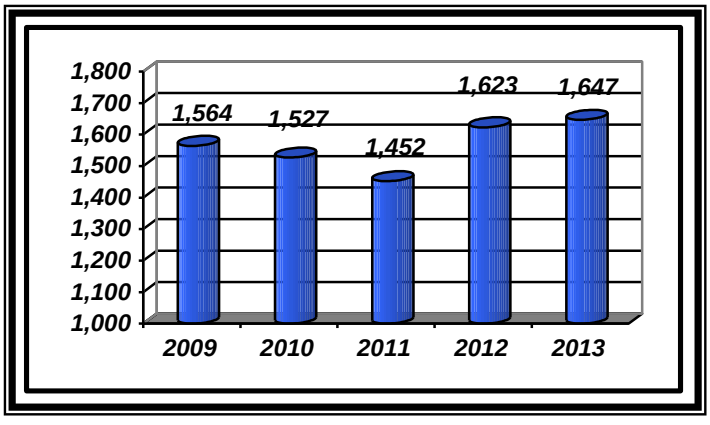
TRAFFIC ARRESTS

The department issued 14,809 traffic citations through this reporting period. This is an increase of 1,306 citations over the number issued during the same period last year.

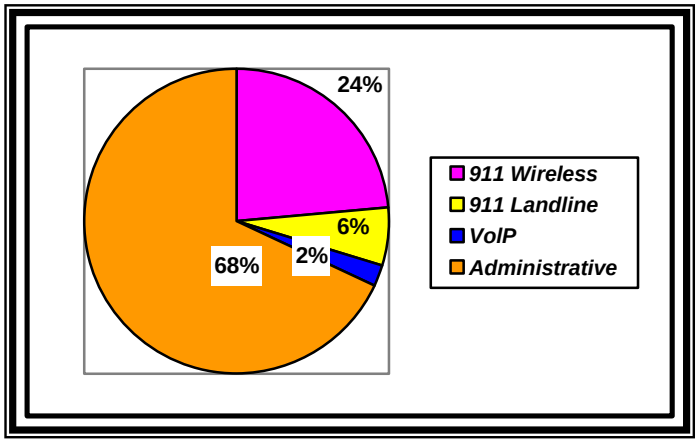


TRAFFIC CRASHES

Through October 31st, Dover Police investigated 1,647 traffic crashes. This is an increase of 24 crashes investigated during the same period last year.



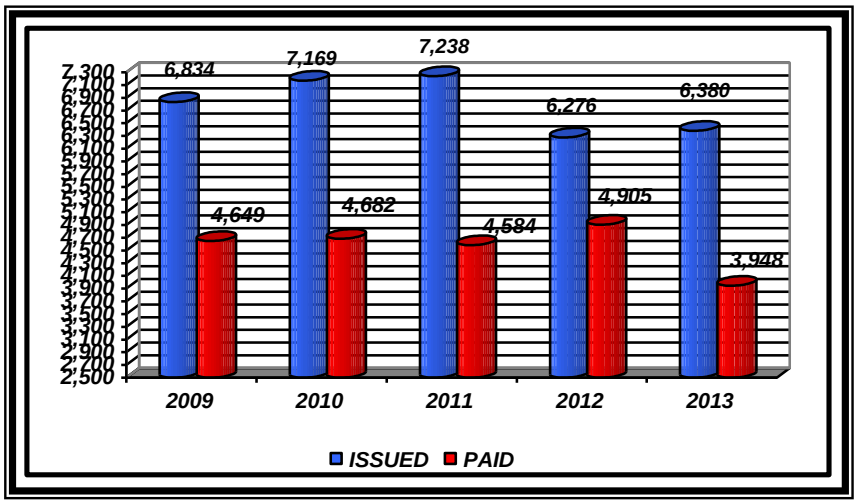
911 CENTER



During the month of October, the Dover Police Department handled a total of 9,897 calls averaging 320 calls per day. Dispatchers handled 2,339 calls on the 911 wireless lines, 602 calls on the 911 landlines, and 209 calls on the Voice Over Internet Protocol lines, the remaining 6,747 were administrative calls.

CITY ORDINANC E SUMMONS

*Through October 31st, we issued 6,380 City ordinance summons, a increase of 104 summonses over the same period last year. *Note: Of those summonses issued in September, 26 DCO's were issued for handicapped parking violations, 6 for fire lane parking violations, 50 for false alarms (0, for 1-2, 36, for 3-5 alarms, 9, for 6-9 alarms, 3, for 10-15 alarms, and 2 for 16 or more alarms) and 18 for noise violations (8 for vehicle violations and 10 for residence violations).*



Please visit our new website at www.doverpolice.org for up to date information on crimes and activities in the City of Dover.

Respectfully Submitted,

James E. Hosfelt, Jr.
Chief of Police

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: Electric **DATE SUBMITTED**: 11/25/13
PREPARED BY: Steve Enss, Interim Electric Director
SUBJECT: Evaluation of Bids – Cable Puller (Equipment Purchase, Replacing 2002 Cable Puller #758)
REFERENCE: N/A
REVIEWED BY: City Manager, Controller/Treasurer
EXHIBITS: Vendor Quote
EXPENDITURE REQUIRED: $152,584.00 **AMOUNT BUDGETED**: $125,000 **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Electric T&D / Page 134 FY 2014
TIME TIMETABLE: Order will be placed following Council approval
RECOMMENDED ACTION: Staff recommends purchasing the replacement Cable Puller from Sherman & Reilly for a total cost of $152,584.00

BACKGROUND AND ANALYSIS

The purpose of the Cable Puller purchase is to replace the ageing 2002 Sherman & Reilly equipment. The department has one cable puller typically used every day for installing main electric feeders, distribution lines and house services. Cable pullers are similar to bucket truck use and should be replaced every ten (10) years to minimize break downs and repairs.

The Electric department budgeted $125,000 based on a quote received 1/11/13. Since the time of the quote, the cable puller has been redesigned for proper ergonomics and safety. The last of the vintage models were sold in June 2013. Due to the changes in the design, the overall cost for the cable puller exceeds the budgeted amount of $125,000.

The Controller/Treasurer is recommending covering the difference of $27,584.00 through the budget balance to be included in the December 9, 2013 budget ordinance. (In reviewing the I & E Fund budget, it was determined that the Miscellaneous Revenues are not tracking sufficiently to cover the equipment overages.)

Bids were advertised and received using the City of Dover purchasing policy. Bid Number 14-0005EL was opened on September 26, 2013. Two bids were received; Sherman & Reilly and Condux. The specifications were based on the components equal to that of the Sherman & Reilly. Our specifications were developed based on safety, pulling capabilities and operator ergonomics. The Sherman & Reilly machine was developed to help improve employee safety and reduce workman's comp claims with the use of hydraulic pulling and lifting devices including the machines ability to maneuver over transformers, pull box's and man holes. Prior to writing the specifications, staff evaluated and demonstrated both machines. The Sherman & Reilly machine met all safety and operational requirements of the department. The Condux machine required additional components to meet the pulling requirements. The machine failed the demonstration as the machine bent while trying to pull our feeder cable. Additionally the Condux machine did not meet all of our safety requirements by not having proper grounding components or US DOT approved lighting.

City of Dover
Proposal Tabulation

RFP Number: 14-0005EL RFP Opening: September 26, 2013, 2:00 pm

RFP Title: Underground Wire Puller

Vendor Name	Price Bid	Comments
HD Supply Power Solutions Brian Tiley 51 Steel Drive New Castle, DE 19720 302-298-3606 Fax 866-879-0594 Brian.tiley@hdsupply.com	Base Unit: $88,758.23 Optional Air Adapter Kit: Parts available individually	Make: Condux Model: APS-75 Lead Time: 11-12 Weeks Local Vendor Preference: Rule 3 Minority Vendor Preference: No
Sherman & Reilly Becky Higgins 400 West 33rd Street Chattanooga, TN 37410 423-756-5300 Fax 423-756-2948 becky@sherman-reilly.com	Base Unit: $152,584.00 Optional Air Adapter Kit: $7,450.00	Make: Sherman & Reilly Model: U7500A Lead Time: 60-90 Days ARO Local Vendor Preference: None Minority Vendor Preference: No
	Base Unit: Optional Air Adapter Kit:	Make: Model: Lead Time: Local Vendor Preference: Minority Vendor Preference:
	Base Unit: Optional Air Adapter Kit:	Make: Model: Lead Time: Local Vendor Preference: Minority Vendor Preference: