REGULAR COUNCIL MEETING
A G E N D A

JUNE 10, 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 HERB KONOWITZ

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN HUTCHISON

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**
- **A. Council Retreat of March 22, 2013**
- **B. Special Council Meeting of May 6, 2013**
- **C. Regular Council Meeting of May 28, 2013**
- **D. Special Council Meeting of May 28, 2013**

2. Proclamation - Flag Day and Flag Week

* **3. Proposed Resolution No. 2013-17 Authorizing Signatures for Banking Services**
(Staff Recommends Adoption of the Resolution)

4. Public Hearing - Electric Revenue Fund Budget

5. Violation of the Dangerous Building Ordinance - Property Located at 92 Orchard Avenue, Owned by Juan M. Callazo (Emergency Case)
(On May 28, 2013, City Council Deferred This Matter for Two (2) Weeks to Provide the Property Owner and City Staff the Opportunity to Resolve the Issue)

6. Board of Assessment Appeals Exemption Report - May 21, 2013

* **A. Westfield Maintenance Corporation**
(Board Recommended Approval of Requests for Exemptions)
a-1. 2.65 Acres - Arbor Drive (Open Space)
a-2. 1.96 Acres - Arbor Drive (Open Space)

* **B. Four Seasons Homeowners Association**
(Board Recommended Approval of Requests for Exemptions)
b-1. .164 Acres - Homberg Circle (Open Space)
b-2. .0894 Acres - Mont Blanc Boulevard (Open Space)
b-3. 209 Mont Blanc Boulevard (Open Space)
b-4. 41 Homberg Circle (Open Space)
b-5. 109 Mont Blanc Boulevard (Open Space)
b-6. .2195 Acres - Saulsbury Road (Open Space)
b-7. 6.3 Acres - Mont Blanc Boulevard (Open Space)

* **C. Meadows Homeowners Association Inc. - 2.7 Acres McKee Road (Open Space)**
(Board Recommended Approval of Request for Exemption)

* **D. Wesley College**
(Board Recommended Approval of Requests for Exemptions)
d-1. 34 S. State Street
d-2. 308 N. Queen Street
d-3. Land - 308 N. Queen Street

* **E. Milford Housing Development Corporation**
(Board Recommended Approval of Requests for Exemptions for One (1) Year - With Re-Application Required Next Year)
e-1. 1361-1383 Walker Road
e-2. 1357 Walker Road (Rear)

* **F. Central Delaware Habitat For Humanity - 4 Bennington Street**
(Board Recommended Approval of Request for Exemption)

G. Bible Church of God Inc. - 1202-1204 White Oak Road
(Board Recommended Denial of Request for Exemption - Failure to Appear)

* **H. Dover Interfaith Mission For Housing**
(Board Recommended Approval of Requests for Exemptions)
h-1. 1151 Walker Road
h-2. 523 Ross Street

* **7. Legislative, Finance, and Administration Committee Report - May 28, 2013**

A. Downtown Dover Business Improvement District (BID) Budget and Assessment (Tax) Rates for Fiscal Year 2013-2014
*(Committee Recommended Approval of the Proposed Downtown Dover Business Improvement District (BID) Assessment (Tax) Rate for FY 2013-2014 and Proposed Budget)****(See Item #16-A)***

B. Downtown Dover Partnership (DDP) Loan Guarantee Extension
(Committee Recommended Granting the Extension of the Downtown Dover Partnership (DDP) Loan Guarantee for a Period of One (1) Year Effective July 1, 2013 on the Loan Between PNC Bank and the DDP, as Recommended by Staff)

* **7. Legislative, Finance, and Administration Committee Report - May 28, 2013 (Continued)**

C. Delaware Solid Waste Authority (DSWA) Municipal Discount Disposal Fee Agreement

(Committee Recommended Authorizing the City Manager to Sign the Delaware Solid Waste Authority (DSWA) Municipal Discount Disposal Fee Agreement)

D. Disposal of Excess Property - 70 Mifflin Road, 299 College Road, and 29 North Kirkwood Street - Offer from Habitat for Humanity

(Committee Recommended That it Be Determined That 70 Mifflin Road, 299 College Road, and 29 North Kirkwood Street Are Excess Properties and That the City Manager Be Authorized to Negotiate Sale Prices with Habitat for Humanity That Minimize the Write-off Amount for the Properties Located at 70 Mifflin Road and 29 North Kirkwood Street and That the Standard Method of Disposition of Excess Property (With the Possibility of a Bid Process) Be Utilized for the Property Located at 299 College Road)

E. Proposed Amendments to Chapter 58 - Human Relations Commission

(Committee Recommended That the Chair of the Legislative, Finance, and Administration Committee Schedule a Special Meeting for the Purpose of Discussing Recommendation Items #1-5 Included in the Committee Action Form Pertaining to the Dover Human Relations Commission)

* **8. Safety Advisory and Transportation Committee Report - May 29, 2013**

A. Planned Neighborhood Design: Senior Citizen Housing Option - Luther Village III

a-1. Request for Waiver of Appendix A - Subdivisions, Article VI - Subdivision General Requirements and Design Standards, Section E - Lots (5) - Requirement for Lot Frontage on a Public Street

(Committee Recommended Approval of the Subdivision Waiver of the Requirement of Lot Frontage on a Public Street for the Luther Village Planned Neighborhood Design - Senior Citizen Housing Option - Luther Village III, as Recommended by the Planning Commission)

a-2. Request for Waiver of Appendix B - Zoning, Article 5 - Supplementary Regulations, Section 17 - Emergency Access Requirements

(Committee Recommended Approval of the Waiver to Eliminate the Emergency Rear Access Requirement for the Luther Village Planned Neighborhood Design - Senior Citizen Housing Option - Luther Village III, as Recommended by the Planning Commission)

B. Updates

(Committee Action Not Required)

* **9. Monthly Reports - April 2013**

A. Budget
B. Chief of Police *(March and April)*
C. City Assessor
D. City Manager
E. City Planner
F. Economic Development Office

* **10. Quarterly Review of Capital Investment Plan (CIP)***(January, February, and March)*

11. Evaluation of Proposal - Emergency Response and Site Cleanup Services
(Staff Recommends Awarding a Blanket Emergency Response Contract to Guardian Environmental Services, the Lowest Priced Proposal Based on Actual Experience, for Three (3) Years with a City Option to Extend the Contract for an Additional Two (2) Years. The Maximum Term of the Blanket Contract Will Be Five (5) Years)

* **12. 2013/14 Committee Appointment - Council President - Parks, Recreation, and Community Enhancement Committee - M. Milford Caldwell (Recommended by Wallace R. Dixon, Committee Chair)(Annual Appointment to Expire May 2014)**

* **13. 2013/14 Committee Appointments - Mayor (Annual Appointments to Expire May 2014)**
A. Dover 4th of July Celebration Committee - Brad Holden, Vice President
B. Silver Lake Commission - Zachary Carter

* **14. Appointments Recommended by Council President Bonar - City Chaplains (Annual Appointments to Expire May 2014)**
A. Minister Theodore A. Henderson of Dover Christian Church
B. Bishop Thomas L. Holsey of Bibleway Temple Church of God in Christ

* **15. Reappointment Recommended by Mayor Carey - Dover Public Library Commission - Gertrude Jackson - Five (5) Year Term to Expire June 16, 2018**

16. First Reading - Proposed Ordinance #2013-09
The First Reading is offered on the following proposed ordinance. Final action by Council will take place during the Second Reading of the ordinance on June 24, 2013. Copies of all proposed ordinances are available at the entrance of the Council Chambers or can be obtained from the City Clerk's Office.

A. Ordinance #2013-09 - 2013/2014 City of Dover Budget Ordinances

17. Council Members' Announcements

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COUNCIL RETREAT

A Council Retreat was held on March 22, 2013 at 3:00 p.m. with Council President Leary presiding. Council members present were Mr. Anderson (arrived at 3:06 p.m., departed at 3:38 p.m., returned at 3:43 p.m., departed at 5:19 p.m., returned at 5:21 p.m. and departed at 5:42 p.m.), Mr. Dixon (departed at 3: 27 p.m. and returned at 5:03 p.m.), Mr. Lynn (arrived at 4:07 p.m.), Mr. Bonar, Mr. Hare, and Mr. Hutchison. Mrs. Williams and Mr. Perza were absent.

Council staff members present were Mr. Koenig, Mrs. Mitchell, Police Chief Hosfelt, Mrs. Townshend, Ms. Russell, and Mrs. McDowell. Mayor Carey was also present (departed at 5:33 p.m., returned at 5:34 p.m., departed at 5:36 p.m.).

AGENDA ADDITIONS/DELETIONS

Mr. Bonar moved for adoption of the agenda as submitted, seconded by Mr. Hutchison and unanimously carried.

INTRODUCTION

Mr. Scott Koenig, City Manager, reminded members that in previous years, during the Council Retreat, members would review strategic goals, financial matters, etc.; however, during the past two (2) years, focus had been given to finance in an attempt to balance the budget. He explained that during this year's Retreat, members would be provided an update on the Quarterly Revenues and preliminary Budgets as well changes in staffing levels. In addition, he stated that staff requested members to relay their concerns and desires as the budget for FY2014 is developed. He advised members that meetings had been held with individual departments reviewing their draft budgets and that the initial iterations of determining if their requests are "needs" or "wants."

QUARTERLY REVENUE UPDATE - FY13 AND FY14 - GENERAL FUND, WATER/WASTEWATER FUND, AND ELECTRIC FUND

Mrs. Donna Mitchell, Controller/Treasurer, reviewed the Revenue Reports through February 28, 2013 ***(Exhibit #1)***, which included FY13 and FY14 forecasts for the General, Water/Wastewater, and Electric Funds.

Responding to Mr. Anderson, Mrs. Mitchell confirmed that the projections for the Water/Wastewater for FY13 and FY14 reflect no volume growth. Elaborating, Mr. Koenig stated that there is little to no residential growth and that there had been a decline in industrial and commercial use of utilities. In June 2015, when the Calpine plant is scheduled to come on line, if those forecasts hit the demand as indicated, there will be a significant increase in water revenue in the amount of approximately $1.5M-$2M per year due to the high demand for the facility.

Mr. Koenig noted that, as with many local governments, the City's Budget is substantially driven by the City's residential and commercial growth. In reference to the transfer from Civil Traffic Penalties Fund in the General Fund (Line 15), which are monies received from the Red Light Camera Program, Mrs. Mitchell stated that the revised projection for FY13 had been decreased due to a major camera not functioning for a period of time. She stated that the decrease in the projection for FY14 considered that drivers would become accustomed to the cameras, resulting in a decrease in the number of drivers running the lights.

In response to Mr. Bonar, Police Chief Hosfelt stated that the red light camera that was not functioning for almost the whole year was located at Route 13 and White Oak Road. He stated that a vendor is responsible for ensuring that the red light cameras are operating and that Delaware Department of Transportation (DelDOT) holds that contract. He stated his understanding that DelDOT officials reviewed the contract and would not be pursuing red light cameras that were not functioning. Chief Hosfelt stated that the vendor was American Traffic Solutions (ATS), which had been bought out by a new company who has installed new cameras at different locations. Chief Hosfelt indicated that he was not sure of the amount the City is provided from the $113 collected for each red light camera. Mr. Koenig recalled that the City receives the majority of the monies (between $50-$75).

PRELIMINARY FY14 BUDGETS - GENERAL FUND, GRANT FUNDS, WATER/WASTEWATER FUND, AND ELECTRIC FUND

Mrs. Mitchell reviewed the 2013-2014 Fund Summaries ***(Exhibit #2)***, noting that the General Fund Budget currently had a shortage of $718,500. Referring to the Electric Revenue Fund, she explained that there was an excess carry forward, due to favorable power supply costs in the amount of $12,379,200 this year. If this carries forward to the next year, she stated that it will total $20,580,000. She stated her desire to discuss the possibility of providing an adjusted rate (lower) or a Power Cost Adjustment (PCA) credit with Mr. Ted Kelly, Senior Project Manager, Burns & McDonnell, who conducted a rate study for the City. She explained that the five (5) year forecast should be completed prior to making a final decision in this regard. Mr. Koenig advised members that the favorable costs were the result of changes made to the City's hedge program, explaining that some very expensive hedges that had started to come off and the repurchase of those hedges is less expensive. In addition, he stated that the actual percent of hedges was at 85% at one time, and now is approximately 60%-70%, and the City had dropped a percentage in the portfolio of the hedges; therefore, the City was buying more on the spot market, which was quite a bit more favorable.

For further clarification, Mrs. Mitchell provided members with the Electric Power Supply and Generation Trends for FY12 Budget and FY13 and FY14 Forecasts ***(Exhibit #3)*** and noted that the FY13 Revised amount was $8.5M and the FY14 Forecast was $5.8M, which was favorable compared to last year. Mr. Koenig indicated the complexities of the energy purchase markets as well as the PJM.

Mrs. Mitchell advised members that some large utility customers had questioned future rates and that she indicated no change in water/sewer rates and a possible decrease in electric rates or a PCA credit.

With reference to competitiveness, Mr. Koenig stated that the City's residential electric rates were very competitive; however, there had been criticism of the City's commercial electric rates. From a business and economic development standpoint, he felt that the City should focus on these rates in an effort to attract businesses or improve business partnerships.

Mrs. Mitchell reminded members that the City established the Rate Stabilization Fund and as long as that reserve is maintained, she felt confident that the City would have the ability to manage any temporary or short-term fluctuations.

Mr. Hare questioned if the City of Dover Electric System Valuation study recently completed by GAI Consultants contained information on the value of Units 1 and 2. Mr. Koenig stated that, due to depreciation, Units 1 and 2 (from 1961) have no value. He explained that the study determined the market value of the electric system if it were to be sold and outlined the associated impact to the community.

Mrs. Mitchell reviewed the Personnel Cost Comparison ***(Exhibit #4)***. She advised members that $309,000 is the result of Medical Insurances from the 6%+ increase, and $339,800 is the result of OPEB increases, reminding members that there are some issues where there is no control over expenses.

By unanimous consent, members took a brief recess.

Meeting recessed at 3:48 p.m. and reconvened at 3:59 p.m.

PROGRAM REVENUES - POLICE EXTRA-DUTY

Mrs. Mitchell provided members with the Tampa Police Department Extra-Duty Conditions and Permit ***(Exhibit #5)***, which is a policy for the Tampa, Florida Police Department. In reviewing several policies and procedures for other jurisdictions, she felt that the Tampa Procedure could be modified to meet the City's needs in this regard. She explained that there were issues with the revenue and expenses reported for Police Extra Duty and provided members an Analysis of Police Extra Duty and Law Enforcement Revenues - Non-Extra Duty ***(Exhibit #6)***. As an example, she stated that the City was billed for $593 in October 2006 and $603 in May 2007 for services provided for the Municipal Election. These, as well as other expenses, remain as outstanding receivables, totaling $52,499 as of February 28, 2013. In researching, she discovered that payment was reflected in the City Clerk's Office Budget for the Police Extra-Duty in October 2006 and May 2007; however, these payments were not reflected in the receivables, which indicated that the revenue was credited somewhere else in the ledger.

In addition, Mrs. Mitchell stated that the Police have Drug Enforcement Administration (DEA) overtime through a grant which had been coded as Extra-Duty for the DEA officers' time. This was not being counted as Extra-Duty revenue since it was in the DEA revenue. By adding the DEA revenue to the Police Extra-Duty, the gap between the revenue and expenses for the Police Extra-Duty would not be as large; therefore, she explained that there were some accounting and billing issues that needed to be resolved. Once staff finalizes a procedure for Police Extra-Duty, she assured members that it would be presented to City Council for approval.

Responding to Mr. Bonar, Mrs. Mitchell indicated that she would work with the Chief Hosfelt to determine the possibility of developing a means to automate payments to resolve some of these issues.

Mr. Hare questioned if the City bills all costs associated with providing the Police Extra Duty, such as Workman's Compensation, administration, etc. Responding, Mrs. Mitchell explained that the Police Department bills for police officers' wages, plus Worker's Compensation and the Federal Insurance Contributions Act (FICA) rate. However, she noted that since some grants allow for

charges only up to a certain amount, there are instances where the City does not recover all costs involving grants. Otherwise, she assured members that the City recovers the costs of labor and benefits associated with police officers but not the administration or vehicle costs, which is one of the reasons for developing a policy that would create a rate that would cover all costs, plus the possibility of a mark-up.

STAFFING LEVELS AND RECOMMENDATIONS

Referring to Exhibit #4, Mr. Koenig noted that staff had estimated $30M being spent on personnel costs. He advised members that the City's personnel is its biggest asset and, at the same time, the City's biggest liability in terms of a single financial payment. As a result, he stated that the City's biggest investment was its personnel.

Mr. Koenig reviewed the FY2013 Annual Operating Budget - Personnel Table ***(Exhibit #7)***, indicating that there were a total of 350 full-time and 36 part-time employees. He explained that the handwritten numbers were being proposed for FY2014. He advised members that although there had been an increase in Code Enforcement (from four (4) to five (5) employees), staff transferred an employee from the Inspections Department to Code Enforcement, which resulted in a decrease in personnel for the Inspections Department (from seven (7) to six (6) employees). He stated that the net result of personnel proposed is 345 full-time positions. He explained that there had been requests for additional personnel for those departments that were highlighted. Ultimately, he felt that the City should be able to continue to operate effectively with a total 350 full-time positions if the right people were in the right positions and were focused on their jobs.

Mr. Koenig reviewed a Presentation of Staffing Levels and Recommendations ***(Exhibit #8)***. In regard to the Pension Plan, he advised members that there were 130 active employees in the defined benefit plan and that new employees are no longer eligible for the defined benefit plan, with the exception of new Police Officers due to their participation in the State Plan. He stated that the Police Department's request for an Accreditation Manager had been ranked as #3 and that it may not be budgeted for the upcoming year. He explained that as a policy issue, transfer of some of the duties of Police Officers to a civilian employee should be considered. As a result, he advised members that rather than increasing the number of officers, there may be an addition of a civilian position, which would result in more police manpower on the City streets.

Responding to Mr. Bonar, Mr. Koenig stated that there had been brief discussions regarding the possibility of shared dispatch operations for the Police and Fire Departments. However, he stated that there were issues regarding the security of the Fire Department, explaining that Fire Dispatchers play a role in allowing access to the facility and maintaining it. He stated that, although this was not an insurmountable issue, there were concerns and advised members that the Fire Department also indicated that this could impact their mission and how they secure their buildings. He felt that there were alternatives that could be evaluated in this regard, explaining that there were examples of other jurisdictions that handle these matters differently than the City.

To alleviate the need for additional employees for the Customer Service Department, Mr. Koenig stated that there had been discussions regarding the possibility of installing payment kiosks at 5 East Reed Street and the new Library. In response to Mr. Anderson, Mr. Koenig stated that

although there would be fees involved, the use of debit/credit cards is a reality of doing business. He noted that staff would like to add in debit/credit card transaction fees and had been discussing how this could be accomplished to accommodate debit/credit card use. Mrs. Mitchell advised members that the fees for the use of debit/credit cards are based on volume of users. Mr. Koenig stated that the ultimate desire was for customers not to be involved in these types of fee transactions and for fees be built into the customer charge or rates.

In response to Mr. Hare, Mr. Koenig reminded members that the lock box costs $50,000; however, the use of the lock box eliminated a position in the Customer Service Department.

Responding to Mr. Hutchison regarding Electric Department Personnel, Mr. Koenig stated that there were several key positions that were vacant, including the Electric Director, Electric Engineering, Superintendent of Line Crew, etc. He stated his desire to fill these positions; however, he was waiting for the completion of the Valuation Study to obtain direction, explaining that these are very difficult positions to recruit and that there should be a determination if the City is going to sell its Electric Utility before such a process is started. Once City Council provides direction regarding the future of the Electric Utility, staff would be prepared to take appropriate action to begin the process of filling these positions.

DISCUSSION ABOUT REVENUES

Referring to Exhibit #1, Mr. Koenig reiterated that the City's revenues are driven by the construction market. He stated that the reason the building permit fees were above what was anticipated was solely due to the construction of the new Dover High School. He explained that the residential and commercial growth component is very important to the City's General Fund Budget. In addition, he stated that residential and commercial growth drives the impact fees for water and sewer, which help to pay off long-term debt in the water and sewer utility or help offset costs associated with the growth projects in the water and/or sewer utilities.

With regard to new revenues, Mr. Koenig stated that although there are potential camera projects in school zones related to speed safety, since the legislation has not been adopted, these monies were not included in the proposed budget. He explained his understanding that there is legislation that would create a pilot program for Wilmington and Dover to put speed cameras in one (1) or more school zones within the City limits, similar to the red light program; however, he stated that the legislation had not received enough votes to get out of committee. He noted that the technology was available to institute such a program. Should this program come to fruition, he would anticipate a spike in revenues originally but then a decline once drivers become aware of the cameras.

Mr. Koenig reminded members that there had been discussion regarding the possibility of instituting a hotel tax. He suggested the possibility of working with Kent County regarding this matter, feeling that it would serve as a revenue source for them as well. He advised members that the hotel industry had been adamantly opposed to the tax, explaining that it had allowed them a competitive advantage in securing conventions and similar events. He stated that most areas include a local and county hotel tax and felt that this was a matter that should be further discussed.

Mr. Koenig stated that property taxes raise significant amounts of money for the City of Dover; therefore, unless members had alternative ideas, in order to address the $718,500 budget deficit in the General Fund, staff would be proposing an increase in the tax rate.

Referring to the $718,500 budget deficit, Mr. Koenig advised members that it did not include ambulance service, an increase to the $51,000 for the Downtown Dover Partnership, salary increases for the non-bargaining employees, staffing fees, etc. Once these amounts are included, he anticipated a deficit in the amount of $750,000-$1,000,000. It was his opinion that the City would continue to have a difficult time balancing the General Fund budget if the tax rate were not adjusted, expressing the dire need to stabilize the General Fund.

Referring to the Electric Fund, Mr. Koenig stated that there were concerns regarding the City's commercial and some industrial rates and that he anticipated that members of Council would hear from businesses regarding this issue. He advised members that business owners had indicated that if the electric rate were adjusted, businesses would come to the area, which would bring jobs and residential growth to the City. As previously indicated, he stated that the commercial and residential growth would help mend some of the other issues in the General Fund and the City's Budget in general.

PRIORITIES FOR NEXT YEAR

Mr. Koenig reviewed a Presentation - Ambulance Service for the Robbins Hose Fire District ***(Exhibit #9)***. He stated that the City's current ambulance provider is Prime Care and that the contract is effective through calendar year 2015. The current contract includes ambulance service within the City limits; however, he stated that the Robbins Hose Fire District extends beyond the City limits. As indicated on Page 2 of the presentation, he noted that during the last 10 years, ambulance calls had increased from 3,860 in 2002 to 6,599 in 2012. Mr. Koenig stated that as the City has grown, members have discussed the impact on the City's water system, trash collection, annexation, etc.; however, he did not recall any discussion regarding the impact on some of the City's life safety issues and emergency services.

With reference to the other ambulance service providers, Mr. Koenig explained that he had been made aware of operational problems being experienced. He was advised that these ambulance service providers have a paid ambulance staff that has had to address calls in Dover. When the ambulance responds to an emergency in Dover, ambulance drivers are the same individuals who drive fire trucks. Therefore, if the jurisdiction receives a fire call while on an ambulance run, it reduces the amount of people available to drive fire trucks, which results in a domino effect. Mr. Koenig stated that staff was trying to determine if more coverage is needed in the daytime and questioned if there were a way to reposition the impact on adjoining ambulance service providers.

Responding to Mr. Hare, Mr. Koenig stated that staff was working on various concepts and associated costs in order to present a recommendation during budget review.

Referring to the growth chart (Page 2 of presentation), Council President Leary noted that the increase did not represent the City's population increase and questioned what was driving the increased calls. Responding, Mr. Koenig stated that the 55 and older community has caused the substantial increase.

Mr. Bonar advised members that the legislature was reviewing this matter in an attempt to alleviate some of the costs associated with providing ambulance services.

CONCERNS OF COUNCIL MEMBERS

Council President Leary noted that concerns had been relayed by members of Council regarding certain issues, as follows:

Building Security

Referring to a recent shooting at the New Castle County Courthouse, Mr. Lynn explained his concerns regarding building security for the City of Dover, particularly City Hall, specifically as it related to Council and Committee Meetings. He noted that most other governmental buildings in the area had armed security personnel as well as metal detectors and he found it somewhat disconcerting that the City had no security protocols in place for City Hall. Referring to access to the back door of City Hall during City Council Meetings, he suggested that minimally, the back door should be secured so that people would not be permitted to enter or exit at that location. He also suggested that there be a uniformed Dover Police Officer at City Hall, in conjunction with a metal detector or wand, checking individuals before they are permitted to enter the Council Chambers.

Mr. Bonar stated the possibility of Homeland Security Funds being available in order to provide some type of security features as suggested.

Open Forum Policy

Council President Leary noted that often is no one wishing to take advantage of the Open Forum provided to the public 15 minutes prior to each Regular Council Meeting. In addition, he stated that there had been individuals who do not reside in the City of Dover addressing members regarding non-productive issues during this time. He questioned if members feel that the Open Forum should be altered, changed, eliminated, or used only when a request is made in advance.

Mr. Hutchison felt that City Council should continue to have an Open Forum segment; however, he suggested that it be held at the conclusion of the Council Meeting rather than prior to the Meeting. He felt that the concerns that had been brought to members during the Open Forum could have been addressed at another time or through other means and suggested that holding it at the conclusion of the meeting would still allow for the public to relay their points of view.

Although he understood the suggestion, Mr. Hare explained that offering the Open Forum prior to the Council Meeting provides the public 15 minutes to speak and if the Open Forum were held at the conclusion, there would be no time limit and the Open Forum could become quite lengthy.

Council President Leary reminded members that a television camera would continue to be on if the Open Forum were held at the conclusion of the Council Meeting and that individuals may speak simply to have that type of publicity.

Mr. Lynn explained that the airing of grievances is a fundamental constitutional right protected by the First Amendment, which is not just the freedom of speech but contains five (5) other freedoms, including the right to petition. It was his opinion that the Open Forum provides the public the opportunity to petition and air grievances and relayed reluctance to make any changes whatsoever.

Council President Leary questioned support for limiting the use of the Open Forum to only City residents. Responding, Mr. Anderson reminded members that there would be instances where an individual may not live in the City limits but may own property, have businesses, work, worship, etc. within the City limits and should be provided an opportunity to address members of City Council. It was his opinion that the Open Forum had proven beneficial and helpful to members of Council and City staff and that no changes should be made at this time.

Mr. Lynn suggested that there be a policy change prohibiting the use of delegation of time. Responding, Council President Leary stated that there could be a simple change to the Open Forum statement that is read aloud.

Dover Human Relations Commission

Mr. Hutchison noted that the Dover Human Relations Commission (DHRC) consists of 15 members who are appointed for three (3) year terms. He stated that 22 of the appointees quit prior to completing their terms and that there were currently of six (6) vacancies. He suggested that members consider eliminating the DHRC and to allow the State of Delaware Human Relations Commission to handle these matters for the City of Dover. He relayed concerns that there had been periods when the DHRC had not received complaints and began "looking" for complaints, which he feels creates a serious liability for the City.

Mr. Hare advised members that the State Human Relations Commission meets only when a complaint is received. He suggested that if the DHRC were retained, it should function in the same manner as the State.

Concurring, Mr. Anderson felt that the DHRC has a viable function but that the Commission should not be required to meet every month. He suggested that once a quarter would be more reasonable and if there were an intake issue/complaint needing to be addressed, a meeting could be held to review this. He reminded members that members of the DHRC are not compensated although they are required to meet monthly and felt that there would be more cooperation if they were not required to meet as frequently as currently required.

Mr. Dixon relayed his support for the DHRC; however, he agreed that the monthly meeting requirement may be excessive and that a meeting once per quarter would be sufficient.

Mr. Bonar stated that although he agreed with the suggestion to require the DHRC to meet quarterly rather than monthly, he also agreed with Mr. Hutchison regarding the concept of the City utilizing the State Human Relations Commission for any concerns or complaints. He suggested that the Legislative, Finance, and Administration Committee review this matter and also to consider other committees and commissions to determine if improvements could be made to all.

Mr. Hutchison stated his concern with there being 15 members on the DHRC and suggested consideration of reducing the membership to five (5) or seven (7).

In response to Mr. Bonar, Mr. Lynn agreed to place this matter on an upcoming agenda; however, he requested that staff develop a presentation to include an historical overview to include its origin and initial mandates, etc.

Council President Leary thanked City staff for their assistance in conducting the Council Retreat.

By unanimous consent, the meeting adjourned at 5:45 p.m.

Thomas J. Leary
Council President

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Exhibits
Exhibit #1 - Revenue Reports through February 28, 2013
Exhibit #2 - 2013-2014 Fund Summaries
Exhibit #3 - Electric Power Supply and Generation Trends for FY12 Budget and FY13 and FY14 Forecasts
Exhibit #4 - Personnel Cost Comparison
Exhibit #5 - Tampa Police Department Extra-Duty Conditions and Permit
Exhibit #6 - Analysis of Police Extra Duty and Law Enforcement Revenues - Non-Extra Duty
Exhibit #7 - FY2013 Annual Operating Budget - Personnel Table
Exhibit #8 - Presentation of Staffing Levels and Recommendations
Exhibit #9 - Presentation - Ambulance Service for the Robbins Hose Fire District

Prepared for: City Council

CITY OF DOVER
FISCAL YEAR JULY 1, 2012 TO JUNE 30, 2013
REVENUE REPORT
As of February 28, 2013

	GENERAL FUND	FY13 BUDGET	FEB YTD REVENUES	67.0% % BUDGET RECEIVED	FY13 PROJ'D	FY14 PROJ'D	COMMENTS	FY12 REVENUES	FY11 REVENUES
1	Property Taxes	$ 10,767,600	$ 10,752,429	99.9%	$10,675,800	$ 10,784,300		$ 10,765,741	$ 10,647,362
2	Payment In Lieu of Taxes	281,400	336,424	119.6%	415,000	387,200	Rec'd State $297K	284,457	257,547
3	Transfer from Electric Fund	8,000,000	8,000,000	100.0%	8,000,000	8,000,000		7,876,288	8,856,000
4	Intrafund Service Receipts Electric	3,224,500	2,118,835	65.7%	3,224,500	3,261,700		3,105,015	3,150,761
5	Transfer Tax	1,370,000	880,007	64.2%	1,370,000	1,315,500	Lg. Recpt in Jan/Feb 13	1,373,208	1,462,154
6	Business Licenses	1,455,000	1,444,923	99.3%	1,455,000	1,460,000		1,470,097	1,467,382
7	Intrafund Service Receipts Water/Wastewater	1,104,600	685,116	62.0%	1,104,600	1,111,400		894,186	892,538
8	Sanitation Fees	2,690,200	1,751,863	65.1%	2,676,500	2,676,500		1,903,623	2,173,433
9	Permits & Other Licenses	1,053,300	760,651	72.2%	1,053,300	1,073,800		1,346,769	949,982
10	Transfer from Municipal Street Aid Fund	527,400	398,151	75.5%	527,400	527,400		527,042	527,226
11	Fines & Police Revenue	668,000	285,948	42.8%	668,000	666,000		681,952	698,522
12	Police Extra Duty Fees	494,400	440,598	89.1%	636,100	650,000	Analyzing program	600,310	334,023
13	Court of Chancery Fees	753,800	603,260	80.0%	807,200	863,200		863,220	766,340
14	Transfer from Water/Wastewater Fund	500,000	500,000	100.0%	500,000	500,000		424,508	-
15	Transfer from Civil Traffic Penalties Fund	750,000	158,384	21.1%	350,000	600,000	Thru Dec 12	518,638	967,020
16	Library Revenues & County Reciprocal Pymt.	472,100	330,890	70.1%	472,100	466,600		475,822	444,455
17	Franchise Fees	550,000	303,128	55.1%	600,000	606,200		568,240	549,353
18	Grants	708,500	460,056	64.9%	735,600	733,500		1,010,452	963,152
19	Recreation Revenue	130,000	74,436	57.3%	130,000	133,000		112,480	144,114
20	Other Miscellaneous Receipts	128,500	166,403	129.5%	199,100	191,000		232,535	312,836
21	Interest Income	75,000	70,093	93.5%	75,000	75,000		53,175	49,779
	TOTALS	$ 35,704,300	$ 30,521,595	85.5%	$35,675,200	$ 36,082,300		$ 35,087,758	$ 35,613,979
	Final Budget							**$ 35,016,778**	**$ 35,641,080**

EXHIBIT #1
Council Retreat of 03/22/2013

Prepared for: City Council

CITY OF DOVER
FISCAL YEAR JULY 1, 2012 TO JUNE 30, 2013
REVENUE REPORT
As of February 28, 2013

	WATER/WASTEWATER FUND	FY13 BUDGET	FEB YTD REVENUES	67.0% % BUDGET RECEIVED	FY13 PROJ'D	FY14 PROJ'D	COMMENTS	FY12 REVENUES	FY11 REVENUES
1	Water Fees	$ 4,730,700	$ 3,163,268	66.9%	$ 4,730,700	$ 4,730,700		$ 4,707,918	$ 4,945,385
2	Wastewater Fees	3,834,600	2,426,927	63.3%	3,642,700	3,642,700		3,722,985	3,694,020
3	Wastewater Adjustment Fees - County Trtmt	3,090,800	1,993,921	64.5%	2,980,400	2,980,300		3,050,127	3,058,656
4	Groundwater Inflow Adjustment	1,257,600	895,086	71.2%	1,324,600	1,324,600		1,290,968	1,171,376
5	Water Impact Fees	350,000	146,050	41.7%	350,000	357,000		308,700	393,750
6	Wastewater Impact Fees	317,000	318,535	100.5%	380,000	323,000		277,400	354,825
7	Water Tank Space Leasing	313,500	178,629	57.0%	313,500	333,800		313,101	300,137
8	Interest Income	25,800	10,294	39.9%	18,900	23,100		31,889	9,808
9	Other Miscellaneous Revenues	77,000	55,308	71.8%	81,400	82,000		104,634	83,056
	TOTALS	$ 13,997,000	$ 9,188,018	65.6%	$13,822,200	$ 13,797,200		$ 13,807,722	$ 14,011,013
	Final Budget							**$ 13,819,800**	**$ 13,707,200**

	ELECTRIC REVENUE FUND	FY13 BUDGET	FEB YTD REVENUES	67.0% % BUDGET RECEIVED	FY13 PROJ'D	FY14 PROJ'D	COMMENTS	FY12 REVENUES	FY11 REVENUES
1	Sales to Customers	$ 85,071,400	$ 60,173,796	70.7%	$ 87,519,500	$ 85,926,600		$ 96,483,053	$ 99,859,602
2	Purchased Power Adjustment	-	-	0.0%	-	-		(6,083,282)	(2,290,989)
3	Utility Tax	1,595,200	990,265	62.1%	1,498,900	1,471,600		1,548,209	1,944,543
4	Transfer from Rate Stabilization Reserve	5,400,000	2,700,000	50.0%	5,400,000	-		1,000,000	-
5	Miscellaneous Revenue	1,204,700	1,022,104	84.8%	1,314,700	1,138,800		1,463,117	1,381,300
6	Interest Income	107,800	92,595	85.9%	107,800	119,400		95,708	12,662
7	Intrafund Service Fees - Water/Wastewater	130,800	88,801	67.9%	130,800	98,500		156,204	171,646
	TOTALS	$ 93,509,900	$ 65,067,561	69.6%	$95,971,700	$ 88,754,900		$ 94,663,009	$ 101,078,764
	Final Budget							**$ 93,958,400**	**$ 99,934,036**

GENERAL FUND CASH RECEIPT SUMMARY

	2011/12 ACTUAL	2012/13 BUDGET	2012/13 REVISED	2013/14 BUDGET	% CHG FY14 VS FY13 REV
RECEIPTS					
BEGINNING BALANCE	**3,561,837**	**2,666,600**	**3,752,200**	**2,872,100**	**-23.5%**
FINES AND POLICE REVENUE	681,952	668,000	668,000	666,000	-0.3%
INVESTMENT INCOME	53,175	75,000	75,000	75,000	0.0%
LIBRARY REVENUES	53,101	66,200	66,200	66,600	0.6%
KENT COUNTY BOOK REIMBURSEMENT	422,721	405,900	405,900	400,000	-1.5%
BUSINESS LICENSES	1,470,097	1,455,000	1,455,000	1,460,000	0.3%
PERMITS AND OTHER FEES	1,346,769	1,053,300	1,053,300	1,073,800	1.9%
MISCELLANEOUS CHARGES	103,027	55,500	70,900	61,500	-13.3%
POLICE EXTRA DUTY	600,310	494,400	636,100	650,000	2.2%
PROPERTY TAXES	11,037,920	10,997,400	11,039,200	11,120,000	0.7%
BID REVENUE	51,509	51,600	51,600	51,500	-0.2%
RECREATION REVENUE	112,480	130,000	130,000	133,000	2.3%
FRANCHISE FEE	568,240	550,000	600,000	606,200	1.0%
SANITATION FEES	1,903,623	2,690,200	2,676,500	2,676,500	0.0%
RENT REVENUE - GARRISON FARM	92,878	62,000	117,200	118,500	1.1%
COURT OF CHANCERY FEES	863,220	753,800	807,200	863,200	6.9%
RECEIPTS SUBTOTAL	**19,361,022**	**19,508,300**	**19,852,100**	**20,021,800**	**0.9%**
INTERFUND SERVICE RECEIPTS					
INTRAFUND SERVICE RECEIPTS W/WW	894,186	1,104,600	1,104,600	1,111,400	0.6%
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,105,015	3,224,500	3,224,500	3,261,700	1.2%
INTERFUND SERVICE RECEIPTS SUBTOTAL	**3,999,201**	**4,329,100**	**4,329,100**	**4,373,100**	**1.0%**
GRANTS:					
POLICE RELATED/EXTRA DUTY	166,014	85,000	112,100	110,000	-1.9%
POLICE PENSION GRANT	561,772	500,000	500,000	500,000	0.0%
GREEN ENERGY GRANT	-	98,500	98,500	98,500	0.0%
RECREATION GRANTS	43,740	-	-	-	0.0%
MISC GRANT REVENUE	72,835	25,000	25,000	25,000	0.0%
HOMELAND SECURITY GRANT	163,490	-	-	-	0.0%
GRANTS SUBTOTAL	**1,007,851**	**708,500**	**735,600**	**733,500**	**-0.3%**
TRANSFERS FROM:					
TRANSFER TAX	1,373,208	1,370,000	1,370,000	1,315,500	-4.0%
MUNICIPAL STREET AID	527,042	527,400	527,400	527,400	0.0%
CIVIL TRAFFIC PENALTIES	518,638	750,000	350,000	600,000	71.4%
WATER/WASTEWATER	424,508	500,000	500,000	500,000	0.0%
ELECTRIC	7,876,288	8,000,000	8,000,000	8,000,000	0.0%
VERIZON AND CI RESERVES	-	11,000	11,000	11,000	0.0%
TRANSFERS FROM SUBTOTAL	**10,719,684**	**11,158,400**	**10,758,400**	**10,953,900**	**1.8%**
TOTAL REVENUES	**35,087,758**	**35,704,300**	**35,675,200**	**36,082,300**	**1.1%**
TOTAL BEGINNING BALANCE & REVENUE	**38,649,595**	**38,370,900**	**39,427,400**	**38,954,400**	**-1.2%**

GENERAL FUND EXPENSE SUMMARY

	2011/12 ACTUAL	2012/13 BUDGET	2012/13 REVISED	2013/14 BUDGET	% CHG FY14 VS FY13 REV
DEPARTMENT EXPENSES:					
CITY CLERK	251,291	326,900	326,900	332,100	1.6%
COUNCIL	106,407	114,200	114,200	131,500	15.1%
TAX ASSESSOR	185,959	187,500	187,500	196,300	4.7%
FIRE	660,923	688,300	688,300	692,200	0.6%
GROUNDS MAINTENANCE	964,964	993,300	1,008,100	978,200	-3.0%
LIBRARY	1,101,111	1,250,200	1,256,800	1,313,300	4.5%
RECREATION	827,230	713,400	719,800	715,500	-0.6%
LIFE SAFETY	499,389	469,900	474,300	469,000	-1.1%
CODE ENFORCEMENT	271,381	293,100	296,100	377,800	27.6%
PLANNING	378,319	410,300	416,100	425,800	2.3%
INSPECTIONS	550,099	592,200	596,900	540,300	-9.5%
ECONOMIC DEVELOPMENT	216,803	231,100	231,100	241,500	4.5%
POLICE	12,926,630	13,195,200	13,195,200	13,594,000	3.0%
POLICE EXTRA DUTY	684,106	579,400	747,200	760,000	1.7%
STREETS	866,986	756,700	772,200	631,100	-18.3%
SANITATION	2,086,218	2,140,700	2,152,800	2,176,300	1.1%
CITY MANAGER	638,570	420,000	420,000	431,100	2.6%
INFORMATION TECHNOLOGY	717,142	642,700	642,700	720,100	12.0%
FINANCE	792,269	879,500	879,500	890,600	1.3%
PUBLIC SERVICES - ADMINISTRATION	332,513	468,600	473,800	420,300	-11.3%
FACILITIES MANAGEMENT	842,424	678,800	683,500	642,400	-6.0%
PROCUREMENT & INVENTORY	612,473	576,900	578,700	527,400	-8.9%
FLEET MAINTENANCE	737,162	712,700	716,100	727,600	1.6%
CUSTOMER SERVICE	899,998	901,200	901,200	942,200	4.5%
HUMAN RESOURCES	264,148	319,700	319,700	333,000	4.2%
MAYOR	79,696	82,400	82,400	85,400	3.6%
DEPARTMENT SUBTOTALS	**28,494,211**	**28,624,900**	**28,881,100**	**29,295,000**	**1.4%**
OTHER EXPENDITURES:					
DEBT SERVICE	327,734	624,200	624,200	633,200	1.4%
CONTRIBUTION TO DDP	-	180,000	180,000	51,500	-71.4%
MISCELLANEOUS GRANT RELATED EXPENSES	-	25,000	25,000	25,000	0.0%
INSURANCE	516,254	600,000	600,000	658,900	9.8%
RETIREES HEALTH CARE	1,374,709	1,620,600	1,620,600	1,568,500	-3.2%
OTHER EMPLOYMENT EXPENSES	-	463,400	442,800	350,000	-21.0%
GENERAL PENSION UNFUNDED LIABILITY	1,450,000	1,310,500	1,693,500	1,159,100	-31.6%
POLICE PENSION FUND - STATE GRANT	561,772	500,000	500,000	500,000	0.0%
POLICE PENSION UNFUNDED LIABILITY	95,000	95,000	495,000	307,400	-37.9%
UNCOLLECTIBLES - TRASH AND OTHER	10,000	10,000	10,000	10,000	0.0%
OPEB UNFUNDED LIABILITY	239,532	-	-	-	0.0%
STREET LIGHTS	986,430	869,700	869,700	875,000	0.6%
OTHER EXPENSE SUBTOTAL	**5,561,431**	**6,298,400**	**7,060,800**	**6,138,600**	**-13.1%**
TRANSFERS					
TRANSFER TO CAPITAL ASSET RESERVE	200,000	-	-	-	0.0%
TRANSFER TO CAPITAL FUND - PROJECTS	638,847	613,400	613,400	1,353,600	120.7%
TRANSFER TO CDBG FUND	2,907	-	-	-	0.0%
TRANSFERS SUBTOTAL	**841,754**	**613,400**	**613,400**	**1,353,600**	**120.7%**
TOTAL EXPENDITURES	**34,897,396**	**35,536,700**	**36,555,300**	**36,787,200**	**0.6%**
BUDGET BALANCE	**3,752,199**	**2,834,200**	**2,872,100**	**2,167,200**	**-24.5%**
TOTAL BUDGET BALANCE & EXPENDITURES	**38,649,595**	**38,370,900**	**39,427,400**	**38,954,400**	**-1.2%**
EXCEEDS/(REMAINS)TO MEET REQUIREMENT	945,178	(22,144)	18,084	(718,500)	

RESERVE BALANCES	2011/12 ACTUAL	2012/13 APPROVED	2012/13 REVISED	2013/14 BUDGET	POLICY
CONTINGENCY	721,193	731,100	731,100	730,300	2% OF REVE

GOVERNMENTAL CAPITAL PROJECTS FUND SUMMARY

	2011/12 ACTUAL	2012/13 BUDGET	2012/13 REVISED	2013/14 BUDGET	% CHG FY14 VS FY13 REV
BEGINNING BALANCE - PROJECTS	**357,354**	**294,400**	**156,000**	**157,500**	**1.0%**
REVENUES					
STATE GRANTS - Other	23,870	108,000	158,000	-	-100.0%
PROPOSED BOND/BANK PROCEEDS - Street	-	2,000,000	2,000,000	-	-100.0%
PROPOSED BOND/BANK PROCEEDS - Garrison	-	2,000,000	-	-	0.0%
INCOME FROM SALE OF ASSETS	39,958	-	-	-	0.0%
MISCELLANEOUS RECEIPTS	53,000	-	-	-	0.0%
POLICE GRANTS	-	33,800	33,800	-	-100.0%
INTEREST EARNINGS	10,560	-	-	-	0.0%
TRANSFER FROM GENERAL FUND	638,847	613,400	613,400	1,353,600	120.7%
TRANSFER FROM COM TRANSP FUND	-	-	132,200	-	-100.0%
TRANSFER FROM PARKLAND RESERVE	-	-	-	65,000	0.0%
TRANSFER FROM FUTURE CAPACITY RESERVE	-	-	2,000,000	-	-100.0%
SUBTOTAL CAPITAL PROJECT FUNDING SOURCES	**766,235**	**4,755,200**	**4,937,400**	**1,418,600**	**-71.3%**
STATE GRANTS - Library	6,002,057	884,200	1,746,000	-	-100.0%
LIBRARY FOUNDATION	2,430,500	67,500	71,000	-	-100.0%
INCOME FROM SALE OF OLD LIBRARY	-	1,200,000	1,200,000	-	-100.0%
PROPOSED CONSTRUCTION LOAN - Library	851,500	-	648,500	-	-100.0%
KENT COUNTY CONTRIBUTION	-	250,000	250,000	-	-100.0%
DEMEC GRANT	-	-	166,700	-	-100.0%
FRIENDS OF THE LIBRARY DONATION	-	-	102,400	-	-100.0%
TRANSFER FROM LIBRARY RESERVE	2,594,860	-	-	-	0.0%
SUBTOTAL LIBRARY PROJECT FUNDING SOURCES	**11,878,917**	**2,401,700**	**4,184,600**	**-**	**-100.0%**
TOTAL FUNDING SOURCES	**12,645,152**	**7,156,900**	**9,122,000**	**1,418,600**	**-84.4%**
TOTAL BEGINNING BALANCE & FUNDING SOURCES	**13,002,506**	**7,451,300**	**9,278,000**	**1,576,100**	**-83.0%**
EXPENDITURES					
FIRE	258,456	238,500	238,500	238,500	0.0%
GROUNDS MAINTENANCE	-	112,000	112,000	56,500	-49.6%
LIBRARY	12,118,028	2,535,000	4,089,100	-	-100.0%
RECREATION	-	30,000	30,000	95,000	216.7%
CODE ENFORCEMENT	-	-	-	30,000	0.0%
POLICE	62,338	197,000	197,000	257,200	30.6%
STREETS	206,338	1,974,000	2,144,200	275,100	-87.2%
SANITATION	120,624	150,000	150,000	383,300	155.5%
INFORMATION TECHNOLOGY	14,330	57,000	107,000	7,000	-93.5%
FACILITIES MANAGEMENT	-	381,000	381,000	21,000	-94.5%
CENTRAL SERVICES	-	-	-	55,000	0.0%
MAYOR	-	33,000	33,000	-	-100.0%
DEPARTMENT SUBTOTAL	**12,780,114**	**5,707,500**	**7,481,800**	**1,418,600**	**-81.0%**
TRANSFERS & MISCELLANEOUS EXPENSES					
BOND/LOAN ISSUANCE COST	27,254	56,000	32,000	-	-100.0%
TRANSFER TO CAPITAL ASSET RESERVE	39,100	-	-	-	0.0%
TRANSFER TO COMMUNITY TRANS FUND	-	1,606,700	1,606,700	-	-100.0%
TRANSFERS & MISCELLANEOUS SUBTOTAL	**66,354**	**1,662,700**	**1,638,700**	**-**	**-100.0%**
TOTAL EXPENDITURES	**12,846,468**	**7,370,200**	**9,120,500**	**1,418,600**	**-84.4%**
BUDGET BALANCE	156,038	81,100	157,500	157,500	0.0%
TOTAL BUDGET BALANCE & EXPENDITURES	**13,002,506**	**7,451,300**	**9,278,000**	**1,576,100**	**-83.0%**

RESERVE BALANCES	2011/12 ACTUAL	2012/13 BUDGET	2012/13 REVISED	2013/14 BUDGET	POLICY
CAPITAL ASSET RESERVE	498,467	503,000	503,000	504,800	Min $500K
PARKLAND/RECREATION	199,282	202,600	202,600	201,800	N/A

WATER/WASTEWATER FUND SUMMARY

	2011/12 ACTUAL	2012/13 BUDGET	2012/13 REVISED	2013/14 BUDGET	% CHG FY14 VS FY13 REV
BEGINNING BALANCE - WATER	2,567,172	865,100	1,075,800	748,000	-30.5%
BEGINNING BALANCE - WASTEWATER	1,929,346	853,000	991,100	376,800	-62.0%
BEGINNING BALANCE - KCSA	(1,243,243)	(553,500)	(626,400)	141,600	-122.6%
TOTAL BEGINNING BALANCES	**3,253,275**	**1,164,600**	**1,440,500**	**1,266,400**	**-12.1%**
BASE REVENUE:					
WATER SERVICES	4,707,918	4,730,700	4,730,700	4,730,700	0.0%
WASTEWATER SERVICES	3,722,985	3,834,600	3,642,700	3,642,700	0.0%
WASTEWATER TREATMENT SERVICES	3,050,127	3,090,800	2,980,400	2,980,300	0.0%
GROUNDWATER INFLOW ADJUSTMENT	1,290,968	1,257,600	1,324,600	1,324,600	0.0%
WATER TANK SPACE LEASING	313,101	313,500	313,500	333,800	6.5%
SEWER IMPACT FEES	277,400	317,000	380,000	323,000	-15.0%
WATER IMPACT FEES	308,700	350,000	350,000	357,000	2.0%
INTEREST - WATER	15,945	8,700	7,400	9,100	23.0%
INTEREST - WASTEWATER	15,944	17,100	11,500	14,000	21.7%
MISCELLANEOUS SERVICE FEE	104,634	77,000	81,400	82,000	0.7%
TOTAL REVENUES	**13,807,722**	**13,997,000**	**13,822,200**	**13,797,200**	**-0.2%**
TOTAL BEGINNING BALANCE & REVENUES	**17,060,997**	**15,161,600**	**15,262,700**	**15,063,600**	**-1.3%**
DIRECT EXPENSES:					
ENGINEERING & INSPECTION	507,921	597,900	601,900	688,600	14.4%
WATER CONSTRUCTION	347,698	345,700	353,200	351,400	-0.5%
WATER DEPARTMENT	395,587	408,200	415,000	424,200	2.2%
WATER TREATMENT PLANT	1,447,678	1,522,600	1,535,400	1,499,300	-2.4%
WASTEWATER DEPARTMENT	878,066	993,000	997,000	965,900	-3.1%
DIRECT EXPENDITURE SUBTOTAL	**3,576,950**	**3,867,400**	**3,902,500**	**3,929,400**	**0.7%**
OTHER EXPENSES:					
DEBT SERVICE - WATER	251,510	532,100	438,000	545,700	24.6%
DEBT SERVICE - WASTEWATER	456,429	731,500	636,200	757,700	19.1%
RETIREES HEALTH CARE	190,830	220,000	220,000	220,000	0.0%
OTHER EMPLOYMENT EXPENSES	-	16,200	15,400	25,000	62.3%
OPEB UNFUNDED LIABILITY	372,417	-	-		0.0%
PENSION UNFUNDED LIABILITY	228,400	309,800	509,800	339,400	-33.4%
KENT COUNTY TREATMENT CHARGE	3,724,238	3,600,000	3,537,000	3,524,800	-0.3%
INTRAFUND SERVICE FEES	1,050,391	1,235,400	1,235,400	1,209,900	-2.1%
UNCOLLECTIBLES	5,000	5,000	5,000	-	-100.0%
INVENTORY/FIXED ASSET WRITEOFFS	10,000	5,000	5,000	-	-100.0%
OTHER EXPENSES SUBTOTAL	**6,289,215**	**6,655,000**	**6,601,800**	**6,622,500**	**0.3%**
TRANSFER TO:					
GENERAL FUND FROM WATER	238,842	250,000	250,000	250,000	0.0%
GENERAL FUND FROM WASTEWATER	185,666	250,000	250,000	250,000	0.0%
WATER IMP AND EXT	2,750,000	1,700,000	1,700,000	1,600,000	-5.9%
WASTEWATER IMP AND EXT	2,000,000	1,200,000	1,200,000	1,222,000	1.8%
WATER IMPACT FEE RESERVE	171,777	-			0.0%
TRANSFER TO CONTINGENCY WASTEWATER	8,000	-		-	0.0%
CAPITAL ASSET RESERVE WATER	100,000	70,000	70,000	-	-100.0%
CAPITAL ASSET RESERVE WASTEWATER	300,000	22,000	22,000	-	-100.0%
TRANSFER TO SUBTOTAL	**5,754,285**	**3,492,000**	**3,492,000**	**3,322,000**	**-4.9%**
TOTAL EXPENSES	**15,620,450**	**14,014,400**	**13,996,300**	**13,873,900**	**-0.9%**
BUDGET BALANCES					
BUDGET BALANCE WATER	1,075,793	482,700	748,000	493,200	-34.1%
BUDGET BALANCE WASTEWATER	991,140	664,500	376,800	696,500	84.8%
BUDGET BALANCE KCSA	(626,386)	-	141,600	-	-100.0%
BUDGET BALANCE SUBTOTALS	**1,440,547**	**1,147,200**	**1,266,400**	**1,189,700**	**-6.1%**
TOTAL BUDGET BALANCES & EXPENSES	**17,060,997**	**15,161,600**	**15,262,700**	**15,063,600**	**-1.3%**
EXCEEDS/(REMAINS)TO MEET REQMNT	335,929	27,440	160,600	86,000	

RESERVE BALANCES	2011/12 ACTUAL	2012/13 BUDGET	2012/13 REVISED	2013/14 BUDGET	POLICY
CONTINGENCY - WATER	102,119	103,724	103,724	103,600	2% OF REVEI
CONTINGENCY - WATER/WASTEWATER	185,153	189,176	189,176	187,300	2% OF REVEI

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND SUMMARY

	2011/12 ACTUAL	2012/13 BUDGET	2012/13 REVISED	2013/14 BUDGET	% CHG FY14 VS FY13 REV
BEGINNING BALANCE - WATER	1,537,774	3,071,800	3,811,200	1,947,300	-48.9%
BEGINNING BALANCE - WASTEWATER	339,673	1,013,600	2,641,000	246,400	-90.7%
TOTAL BEGINNING BALANCES	**1,877,447**	**4,085,400**	**6,452,200**	**2,193,700**	**-66.0%**
REVENUES					
BOND PROCEEDS - WATER - 2013 ISSUE	-	2,000,000	2,000,000	-	-100.0%
BOND PROCEEDS - WASTEWATER - 2013 ISSUE	-	2,000,000	2,000,000	-	-100.0%
STATE LOAN FUND - WATER - 2010 ISSUE	1,923,489	-	-	-	0.0%
STATE LOAN FUND - WASTEWATER - 2009 ISSUE	1,325,671	-	-	-	0.0%
TRANS FR OPERATING FUND FOR WATER	2,750,000	1,700,000	1,700,000	1,600,000	-5.9%
TRANS FR OPERATING FUND FOR WASTEWATER	2,000,000	1,200,000	1,200,000	1,222,000	1.8%
TRANSFER FR WATER IMPACT FEE RESERVE	-	300,000	300,000	-	-100.0%
TRANSFER FR WASTEWATER IMPACT FEE RES	760,270	250,000	250,000	-	-100.0%
PROCEEDS FROM SALE OF ASSETS	1,703		-	-	0.0%
INTEREST INCOME	28,308	25,000	25,000	25,000	0.0%
TOTAL REVENUES	**8,789,441**	**7,475,000**	**7,475,000**	**2,847,000**	**-61.9%**
TOTAL BEGINNING BALANCES & REVENUES	**10,666,888**	**11,560,400**	**13,927,200**	**5,040,700**	**-63.8%**
EXPENSES					
WATER	2,362,179	5,140,000	5,809,600	1,494,600	-74.3%
WASTEWATER	1,799,541	3,817,300	5,845,400	1,268,800	-78.3%
WATER TREATMENT PLANT	22,898	24,100	24,100	-	-100.0%
WATER CONSTRUCTION	29,985	31,000	31,000	83,800	170.3%
ENGINEERING & INSPECTION	-	23,400	23,400	-	-100.0%
BOND ISSUANCE COST & DEBT SERVICE RESRV	-	344,000	250,000	-	-100.0%
TOTAL EXPENSES	**4,214,603**	**9,379,800**	**11,983,500**	**2,847,200**	**-76.2%**
BUDGET BALANCE - WATER	3,811,206	1,675,500	1,947,300	1,981,400	1.8%
BUDGET BALANCE - WASTEWATER	2,641,079	505,100	246,400	212,100	-13.9%
TOTAL ENDING BUDGET BALANCES	**6,452,285**	**2,180,600**	**2,193,700**	**2,193,500**	**0.0%**
TOTAL BUDGET BALANCES & EXPENSES	**10,666,888**	**11,560,400**	**14,177,200**	**5,040,700**	**-64.4%**

RESERVE BALANCES	2011/12 ACTUAL	2012/13 BUDGET	2012/13 REVISED	2013/14 BUDGET	POLICY
CAPITAL ASSET RESERVE-WATER	427,104	501,100	501,100	502,900	MIN $500K
CAPITAL ASSET RESERVE-WASTEWATER	473,645	501,100	501,100	501,800	MIN $500K
IMPACT FEE RESERVE - WATER	441,139	-	196,100	196,100	20% of Rev.
IMPACT FEE RESERVE - WASTEWATER	3,476,673	-	3,220,200	3,220,200	20% of Rev.

ELECTRIC REVENUE FUND SUMMARY

	2011/12 ACTUAL	2012/13 BUDGET	2012/13 REVISED	2013/14 BUDGET	% CHG FY14 VS FY13 REV
BEGINNING BALANCE	12,292,573	7,184,000	14,567,100	19,505,000	33.9%
BASE REVENUE:					
DIRECT SALES TO CUSTOMER	96,483,053	85,071,400	87,519,500	85,926,600	-1.8%
PURCHASE POWER ADJUSTMENT	(6,083,282)	-	-	-	0.0%
UTILITY TAX	1,548,209	1,595,200	1,498,900	1,471,600	-1.8%
MISCELLANEOUS REVENUE	1,142,471	850,700	985,700	752,000	-23.7%
RENT REVENUE	193,065	225,000	200,000	251,000	25.5%
GREEN ENERGY	127,581	129,000	129,000	135,800	5.3%
INTEREST EARNINGS	95,708	107,800	107,800	119,400	10.8%
TRANSFER FROM RATE STABILIZATION	1,000,000	5,400,000	5,400,000	-	-100.0%
INTRAFUND SERVICE RECEIPTS W/WW	156,204	130,800	130,800	98,500	-24.7%
TOTAL REVENUES	**94,663,009**	**93,509,900**	**95,971,700**	**88,754,900**	**-7.5%**
TOTAL BEGINNING BALANCE & REVENUES	**106,955,582**	**100,693,900**	**110,538,800**	**108,259,900**	**-2.1%**
EXPENSES:					
POWER SUPPLY	43,265,652	39,468,900	37,701,000	20,339,100	-46.1%
SOLAR ENERGY	-	1,414,500	1,587,600	1,565,800	-1.4%
SOLAR RENEWAL ENERGY CREDITS	-	-	351,600	300,000	-14.7%
POWER SUPPLY MANAGEMENT	996,000	996,000	996,000	996,000	0.0%
PJM CHARGES - ENERGY	10,182,061	13,752,300	5,697,700	16,139,800	183.3%
PJM CHARGES - TRANSMISSION & FEES	-	3,756,000	6,100,700	3,900,000	-36.1%
CAPACITY CHARGES	8,685,938	12,564,800	11,817,200	16,651,800	40.9%
SUB-TOTAL POWER SUPPLY	**63,129,651**	**71,952,500**	**64,251,800**	**59,892,500**	-6.8%
PLANT OPERATIONS	5,500,857	5,914,900	5,914,900	6,015,800	1.7%
GENERATIONS FUELS	1,582,984	586,000	948,800	-	-100.0%
PJM SPOT MARKET ENERGY	-	(772,700)	(1,865,600)	(230,500)	-87.6%
PJM CREDITS	(4,081,759)	(427,000)	(488,400)	(427,000)	-12.6%
CAPACITY CREDITS	(7,373,701)	(14,318,600)	(14,318,600)	(15,079,800)	5.3%
GENERATION SUBTOTAL	**(4,371,619)**	**(9,017,400)**	**(9,808,900)**	**(9,721,500)**	-0.9%
POWER SUPPLY & GENERATION SUBTOTAL	**58,758,032**	**62,935,100**	**54,442,900**	**50,171,000**	-7.8%
DIRECT EXPENDITURES					
TRANSMISSION/DISTRIBUTION	2,960,426	3,223,600	3,233,700	3,319,500	2.7%
ELECTRICAL ENGINEERING	986,042	1,163,900	1,171,300	1,203,500	2.7%
ADMINISTRATION	654,077	501,200	501,200	597,000	19.1%
METER READING	205,791	212,500	212,500	220,100	3.6%
SYSTEMS OPERATIONS	498,063	517,600	526,300	536,300	1.9%
DIRECT EXPENDITURE SUBTOTALS	**5,304,399**	**5,618,800**	**5,645,000**	**5,876,400**	4.1%
OTHER EXPENSES:					
UTILITY TAX	1,548,209	1,595,200	1,498,900	1,471,600	-1.8%
ALLOW FOR UNCOLLECTIBLES	150,000	150,000	150,000	200,000	33.3%
CONTRACTUAL SERVICES - RFP'S	5,207	190,000	190,000	-	-100.0%
RETIREES HEALTH CARE	646,510	696,500	696,500	513,300	-26.3%
OTHER EMPLOYMENT EXPENSES	-	157,900	149,200	150,000	0.5%
TRANSFER TO PENSION UNFUNDED LIABILITY	1,110,500	1,074,200	7,274,200	1,314,200	-81.9%
OPEB UNFUNDED LIABILITY	1,688,847	-	-	975,700	0.0%
GREEN ENERGY PAYMENT TO DEMEC	127,581	129,000	129,000	135,800	5.3%
INTRAFUND SERVICE FEES	3,105,015	3,224,500	3,224,500	3,261,700	1.2%
INTEREST ON DEPOSITS	21,297	35,000	35,000	27,000	-22.9%
INVENTORY WRITE OFFS	175,000	175,000	175,000	-	-100.0%
TRANSFER TO WORKER'S COMPENSATION	-	-	500,000	-	-100.0%
DEBT SERVICE	3,371,609	3,323,600	3,323,600	3,301,900	-0.7%
OTHER EXPENSES SUBTOTAL	**11,949,775**	**10,750,900**	**17,345,900**	**11,351,200**	-34.6%
TRANSFER TO:					
IMPROVEMENT & EXTENSION	3,500,000	3,500,000	3,500,000	5,298,600	51.4%
GENERAL FUND	7,876,288	8,000,000	8,000,000	8,000,000	0.0%
TRANSFER TO FUTURE CAPACITY RESERVE	-	-	2,100,000	-	-100.0%
RATE STABILIZATION RESERVE	5,000,000	-	-	-	0.0%
TRANSFER TO SUBTOTAL	**16,376,288**	**11,500,000**	**13,600,000**	**13,298,600**	-2.2%
TOTAL EXPENSES	**92,388,494**	**90,804,800**	**91,033,800**	**80,697,200**	**-11.4%**
BUDGET BALANCE - WORKING CAPITAL	**14,567,088**	**9,889,100**	**19,505,000**	**27,562,700**	41.3%
TOTAL BUDGET BALANCE & EXPENSES	**106,955,582**	**100,693,900**	**110,538,800**	**108,259,900**	-2.1%
EXCEEDS/(REMAINS)TO MEET REQUIREMENT	6,723,688	2,535,900	12,379,200	20,580,000	

RESERVE BALANCES	2011/12 ACTUAL	2012/13 BUDGET	2012/13 REVISED	2013/14 BUDGET	POLICY
CONTINGENCY RESERVE	1,070,814	816,200	816,200	810,200	1% of Rev.
INSURANCE RESERVE	337,265	750,000	750,000	729,400	$350K Min.
RATE STABILIZATION RESERVE	10,230,133	4,947,600	4,947,600	7,646,900	3%-10% PP

ELECTRIC IMPROVEMENT & EXTENSION FUND SUMMARY

	2011/12 ACTUAL	2012/13 BUDGET	2012/13 REVISED	2013/14 BUDGET	% CHG FY14 VS FY13 REV
BEGINNING BALANCE	3,175,375	2,714,600	3,534,600	2,999,900	**-15.1%**
BEGINNING BALANCE BOND	-	-	-	-	0.0%
REVENUES					
TRANSFER FROM ELECTRIC	3,500,000	3,500,000	3,500,000	5,298,600	51.4%
TRANSFER FROM DEPRECIATION RESERVE	300,000	-	-	-	0.0%
TRANSFER FROM FUTURE CAPACITY RESERVE	-	550,000	550,000	-	-100.0%
TRANSFER FROM INSURANCE STABILIZATION	70,730	-	-	-	0.0%
INCOME FROM SALE OF ASSETS	10,066	-	-	-	0.0%
INTEREST EARNINGS	25,168	40,700	40,700	25,200	-38.1%
TOTAL REVENUES	**3,905,964**	**4,090,700**	**4,090,700**	**5,323,800**	**30.1%**
TOTALS	**7,081,339**	**6,805,300**	**7,625,300**	**8,323,700**	**9.2%**
EXPENSES					
ELECTRIC GENERATION	1,455,376	1,441,300	1,786,600	1,942,800	8.7%
TRANSMISSION AND DISTRIBUTION	461,464	596,000	896,000	950,000	6.0%
ELECTRICAL ENGINEERING	1,619,603	1,932,700	1,942,800	2,405,800	23.8%
METER READING	10,280	-	-	-	0.0%
TOTAL EXPENSES	**3,546,723**	**3,970,000**	**4,625,400**	**5,298,600**	**14.6%**
BUDGET BALANCE	**3,534,616**	**2,835,300**	**2,999,900**	**3,025,100**	**0.8%**
TOTAL BUDGET BALANCE & EXPENSES	**7,081,339**	**6,805,300**	**7,625,300**	**8,323,700**	**9.2%**

	2011/12 ACTUAL	2012/13 BUDGET	2012/13 REVISED	2013/14 BUDGET	POLICY
RESERVE BALANCES					
DEPRECIATION RESERVE	9,742,058	9,864,800	9,864,800	9,806,400	$10Million
FUTURE CAPACITY RESERVE	9,805,482	9,362,000	9,362,000	7,317,400	$10Million

City of Dover
Electric Power Supply & Generation

FY12 Budget & FY13 & FY14 Forecast on 6/25/12

	2012 Budget	2013 Forecast	2014 Forecast
Power Supply	$42,047,430	$39,468,900	$20,339,100
Dover Sun Park	1,618,924	1,414,500	1,481,400
Power Supply Management	1,170,000	996,000	996,000
PJM Charges - Load	13,424,472	17,508,300	25,891,200
Capacity Charges	8,506,512	12,564,800	16,825,800
Generation Fuels	664,641	586,000	732,300
PJM Spot Mkt Energy	-	(772,700)	(856,900)
PJM Credits	(1,285,675)	(427,000)	(427,000)
Capacity Credits	(7,388,283)	(14,318,600)	(15,079,800)
Plant Operations	5,964,817	5,914,900	6,092,300
Total Purchase Power Expense ($)	$64,722,838	$62,935,100	$55,994,400

FY12 Actual, FY13 Revised & FY14 Forecast on 3/22/13

	2012 Actual	2013 Revised	2014 Forecast
Power Supply	$41,441,134	$37,701,000	$20,339,100
Dover Sun Park - Energy	1,452,509	1,587,600	1,565,800
Dover Sun Park - Solar Recs	372,009	351,600	300,000
Power Supply Management	996,000	996,000	996,000
PJM Charges - Energy	10,182,061	5,697,700	16,139,800
PJM Charges - Transmission & Fees	-	6,100,700	3,900,000
Capacity Charges	8,685,938	11,817,200	16,651,800
Generation Fuels	1,582,984	948,800	-
PJM Spot Mkt Energy	-	(1,865,600)	(230,500)
PJM Credits	(4,081,759)	(488,400)	(427,000)
Capacity Credits	(7,373,701)	(14,318,600)	(15,079,800)
Plant Operations	5,500,857	5,914,900	6,015,800
Total Purchase Power Expense ($)	$58,758,032	$54,442,900	$50,171,000
Cost Change	$ (5,964,806)	$ (8,492,200)	$ (5,823,400)

City of Dover
Fiscal 2014
Preliminary Budgets

Personnel Cost Comparison

	Fiscal Year 2014				Fiscal Year 2013			
	General	W/WW	Electric	Total	General	W/WW	Electric	Total
Base Wages	$ 15,182,200	$ 1,624,100	$ 2,797,800	$ 19,604,100	$ 14,984,900	$ 1,572,500	$ 2,666,000	$ 19,223,400
Overtime	665,900	76,300	195,500	937,700	661,300	70,300	185,500	917,100
Temporary Help	442,900	-	-	442,900	427,100	-	-	427,100
Total Wages	16,291,000	1,700,400	2,993,300	20,984,700	16,073,300	1,642,800	2,851,500	20,567,600
FICA	1,193,400	130,300	228,700	1,552,400	1,168,700	124,000	213,800	1,506,500
Medical Insurances	2,604,700	438,600	500,200	3,543,500	2,399,600	380,300	454,100	3,234,000
Life & Disability Insurances	74,700	8,800	13,000	96,500	75,300	8,800	12,700	96,800
Worker's Compensation	365,600	43,300	84,000	492,900	469,400	54,100	102,400	625,900
Education Assistance	39,200	-	18,100	57,300	17,600	5,100	-	22,700
Pension	1,392,600	80,900	133,100	1,606,600	1,338,500	78,200	128,800	1,545,500
OPEB	1,509,900	131,700	198,000	1,839,600	1,225,900	106,900	167,000	1,499,800
Total Benefits	7,180,100	833,600	1,175,100	9,188,800	6,695,000	757,400	1,078,800	8,531,200
Total Personnel	$ 23,471,100	$ 2,534,000	$ 4,168,400	$ 30,173,500	$ 22,768,300	$ 2,400,200	$ 3,930,300	$ 29,098,800
Net Increase by Element								
Wages	$ 217,700	$ 57,600	$ 141,800	$ 417,100				
FICA	24,700	6,300	14,900	45,900				
Medical Insurances	205,100	58,300	46,100	309,500 *				
Life & Disability Insurances	(600)	-	300	(300)				
Worker's Compensation	(103,800)	(10,800)	(18,400)	(133,000)				
Education Assistance	21,600	(5,100)	18,100	34,600				
Pension	54,100	2,700	4,300	61,100				
OPEB	284,000	24,800	31,000	339,800 *				
	$ 702,800	$ 133,800	$ 238,100	$ 1,074,700				

The City Manager is still reviewing personnel request for Fiscal 2014 that are not reflected in the preliminary budget estimates.

This schedule reflects changes in personnel budgets for active personnl, it does not reflect retirement health care or lump sum pension contributions for the closed pension plans.

EXHIBIT #4
Council Retreat of 03/22/2013

TAMPA POLICE DEPARTMENT

Extra Duty
Conditions of Permit

Extra Duty Office
411 N. Franklin Street
Tampa, FL 33602
(813) 276-3385
Fax (813) 276-3389

Updated April 5, 2012

A. PROCEDURES FOR APPLICATION

1. Apply in person or via Fax (813-276-3389). Requests for service must be received seven (7) days before the event at the address listed on the cover page, between the hours of 8:00 A.M. and 4:00 P.M. Monday through Friday. Any requests made less than seven (7) days in advance are only processed with the understanding that the assignment may not be filled.

2. Background check is required for establishments with Alcohol license. The background check requires 2 weeks and an additional fee applies.

B. TYPES OF PERMIT

1. A Permanent Permit is issued when service of officers in an extra-duty capacity will be needed on a regular recurring basis. Upon initiation of a permanent permit, the customer must pay a deposit equal to two (2) months estimated billing. **Upon termination of the permit, the deposit will be applied to any outstanding balance due, and any remaining deposit balance will be refunded to the customer.** The extra duty supervisor may adjust the amount of deposit required based on actual history of extra duty service.

2. A Temporary Permit is issued when service of officers in an extra-duty capacity will be needed during a period of less than two (2) weeks. A temporary customer will be required to pay for the service requested before an Officer will report to the assignment.

   NOTE: The final determination of permit type rests with the Extra Duty Supervisor.

C. PAYMENT METHODS

1. Permanent Permit: Customer will be billed monthly and must make payment upon receipt of billing, in cashier's check, cash, money order, or company check.

   The Director of Finance, or designee, is authorized to declare all fees due and payable, and may revoke the credit privileges for use of the Extra Duty services at any time, upon finding that the user's current billing for usage of the Extra Duty services is delinquent or exceeds the user's payment guarantee (deposit). A billing will be declared delinquent when payment in full has not been received by the City by the last calendar day of the month in which the bill is dated, or twenty (20) calendar days after the initial billing date, whichever is greater.

A late fee of $25.00 will be charged on any delinquent account beginning the forty-fifth (45th) calendar day following the initial billing date, and each subsequent 30 day interval from such date until the account is no longer delinquent.

2. Temporary Permit: Customer must pay for services before the assignment. The acceptable forms of payment are a cashier's check, cash, or money order. Officers can work additional hours with permission granted by the shift commander or extra duty staff. If this should occur, the customer must pay the additional charges the next business day at the Extra Duty Office. To prevent this, the customer can pay for extra hours and if unused will be reimbursed. **NO OFFICER IS ALLOWED TO ACCEPT MONIES FROM A CUSTOMER.**

D. UNSCHEDULED HOURS

1. If an officer works additional hours (i.e. makes an arrest while working extra-duty) on an extra duty assignment, the customer is responsible for prompt payment of the additional costs.

2. If this occurs on a Permanent Permit assignment, the customer's regular billing will reflect the additional costs and the officer will be compensated.

E. OFFICER'S PAY VOUCHER

1. The customer or designee must sign the officer's pay voucher **UPON COMPLETION** of the assignment.

2. For large assignments, the customer or designee must sign the master voucher that covers all officers on that assignment.

F. REFUNDS

1. Permanent Permits - In cases where refunds are due, a credit or refund will be processed as requested by the customer and approved by the Extra Duty Supervisor.

2. Temporary Permits - The customer's refund will be processed within 15 days once requested by the customer.

G. RATE SCHEDULE

1. Routine assignments: "Normal" extra-duty assignments other than Special Events.
2. "Special Event" extra-duty assignment to include but not limited to events:

a. That require a City of Tampa Permit
b. Involve temporary road closures
c. Require right – of – way closures
d. Temporary wet zones
e. Runs and walks
f. Active traffic control – officer actively / physically engaged in directory vehicular / pedestrian traffic
g. Other special events

3. Alcohol Establishments – Refer to Appendix "B"
4. "Specialty Teams" area available – call for additional information
   a. K-9 Team
   b. Dive
   c. Marine
   d. Mounted
   e. Motorcycle
5. Refer to appendix "A" for current hourly rates.
6. Application for Background Check: $100.00
7. Specific Planning Administration required $ 41.00 per hour
8. Holiday Rate: Additional $6 per hour for Routine assignments

NOTE: The City of Tampa will pay the Officer's salary as well as pay for worker's compensation and general liability insurance, administrative resource costs, automobile fuel, maintenance and insurance. THE $7.00 PER HOUR IS INCLUDED IN ABOVE RATES!

H. STAFFING REQUIREMENTS

1. One (1) Sergeant for every 5-10 Officers

2. One (1) Lieutenant for every 2-5 Sergeants

3. One (1) Captain for every two (2) or more Lieutenants

4. Two (2) Officers minimum per 500 with alcohol

5. Three (3) Officers minimum for Beer Tents

If the Extra-Duty Supervisor determines that the size of the event warrants, the customer will work with special events planning officer to determine the number of officers needed for the assignment.

In cases where the customer underestimated the attendance, the On-Site Supervisor may at his/her discretion notify the customer that additional officers are

needed. Whether or not the customer was able to be notified, the additional officers may be called in and the customer will be billed accordingly.

I. CANCELLATION PROCEDURES

1. Cancellations by the Customer

   Cancellations by the customer should be made at least 48 hours before the time the assignment begins, we must receive this in writing.

   If the Extra Duty Office receives less than 48 hours notice from the customer, (with exception of a natural disaster) the customer will be charged and the assigned officer(s) will be paid the minimum number of hours as indicated on the permit.

   Call (**813) 276-3385** for cancellations during business hours, you will also need to provide this request in writing.

   Unavoidable cancellations of an impending assignment during non-business hours will be directed to the Shift Commander at **D1 (813) 354-6698, D2 (813) 931-6598 or D3 (813) 242-3819.**

   NOTE: It is the responsibility of the customer to notify the Extra Duty Office if the business or organization will be closed for a holiday or for any other purpose when extra duty officers are normally scheduled. If customer fails to notify the Extra Duty Office that officers are not needed that day, the normal minimum charges for the assignment will apply.

2. Cancellations by the Tampa Police Department

   Cancellations by the Shift Commander or the Extra Duty Office

   Under extraordinary circumstances, if an assigned officer is unable to fulfill the assignment due to illness or injury and the Shift Commander or Extra Duty Office is unable to obtain a substitute, the permit assignment may be cancelled.

   Note: If this is a Temporary Permit, the hours scheduled and not worked will be refunded. On a Permanent Permit, only the hours worked will be billed.

   Cancellations by the Chief of Police

   In the case of a departmental need or community emergency, the Chief or designee may cancel extra-duty permit assignments. The extra-duty officers would then be immediately available for service to the department.

Note: If this is a Temporary Permit, the hours scheduled and not worked will be refunded. On a Permanent Permit, only the hours worked will be billed.

J. WORKERS' COMPENSATION/LIABILITY

The City of Tampa is self-insured for general liability and statutory workers' compensation coverage. Police officers assigned to extra duty work are afforded worker's compensation coverage.

K. OFFICER NOT REPORTING FOR EXTRA DUTY JOB

If an officer was scheduled to work and did not report, the customer should notify the extra duty office at **(813) 276-3385** immediately and also call the Shift Commander at **D1 (813) 354-6698, D2 (813) 931-6598 or D3 (813) 242-3819**.

L. DISCONTINUE SERVICE

If the Chief of Police or designee, the Extra Duty Supervisor, determines that it is in the best interest of the department to discontinue extra duty services, the customer will be notified immediately.

M. HOLIDAY RATE SCHEDULE

The rate schedule will be increased to holiday rates on the following holidays and certain special events:

New Years Day	1/1
Memorial Day	Date Observed
July 4th	7/4
Labor Day	First Monday In September
Thanksgiving Day	Fourth Thursday In November
Christmas Day	12/25
New Years Eve	12/31

N. SCHEDULED HOURS CHANGED

The Extra Duty Office will try to accommodate schedule change requests if made 48 hours prior to the time of the event, we must receive this request in writing.

O. SPECIAL EVENTS

It is the Police Department's responsibility to determine what is the adequate number of security personnel and traffic personnel to staff an event. When applicable, the City of Tampa Traffic Engineering Department will be responsible for developing a Maintenance of Traffic (MOT) plan which will identify mandatory traffic assignments. "Special Event" extra-duty assignments include, but not limited to, events:

1. That require a City of Tampa permit
2. Involve temporary road closures
3. Require right-of-way closures
4. Temporary wet zones
5. Runs and walks
6. Active traffic control – officer actively / physically engaged in directing vehicular pedestrian traffic
7. Other special events

City Co-Sponsored events – The cost of police personnel to maintain safety for the actual event, those Officers assigned to traffic and/or crowd control, will be absorbed by the City of Tampa.

Temporary Wet Zones – All officers required pursuant to a temporary wet zone permit will be at the expense of the event organizers. The Extra Duty Office will provide current rates and coordinate scheduling of the officers. The holiday rate of pay will be applicable.

The Extra Duty Office may, also arrange additional requests for police services, such as money escorts or over night security.

Non-City Co-sponsored events – The Extra Duty Office will schedule officers to work non-city co-sponsored events. The expense will be the responsibility of the event organizers.

> If the event requires additional planning by the police department prior to the day of event, the administrative time will be billed at the current extra duty rate of pay.
>
> The Extra-Duty office may also arrange additional requests for police services, such as money escorts or over night security.

Alcohol Establishments – Refer to Appendix "B"

Appendix "A"

Duty	Base Hourly Rate	Sgt. Hourly Rate	Lt. Hourly Rate	Capt. Hourly Rate	Major Hourly Rate
Routine	$35	$41	$51	$55	$57
Holiday	$41	$49	$53	$59	$63
Special Event	$41	$49	$53	$59	$63

Specialty Team	Base Hourly Rate	Special Event Rate	Hourly Fee for Vehicle/ Animal	Total Regular Event	Total Special Event
Marine	$35	$41	$18	$53	$59
Motors	$35	$41	$8	$43	$49
TRT	$35	$41	$18	$53	$59
Bomb	$35	$41	$18	$53	$59
Mounted	$35	$41	$18	$53	$59
K-9	$35	$41	$18	$53	$59

Command Post will have a charge of $50

Appendix "B"
Alcohol Establishments
Conditions of Permit

A) A business establishment, possessing State of Florida consumption on premises licensing, and being addressed throughout this direct, is described as follows:

1) If, at any time, the property for which the alcoholic beverage zoning classification is sought is operated as a bar / lounge or club, as said terms are defined in City of Tampa Code section 27-523 (**Bar and lounge: Commercial establishment whose principal business is the sale of drinks,** especially alcoholic drinks, and sometimes food which is served to the customer in a ready to consume state for consumption on premises)... Applicability and conditions. Whenever the subject property of a petition is... determined by city council that an alcoholic beverage zoning classification for 1-COP, 2-COP, 4-COP, 1-COPOO-R, 2-COP-R, 4-COP-r, 1-COP-X, 2-COP-X and 4-COP-X...

B) Officer Safety / Staffing Requirements

1) While efforts will be made to comply with the assignment duties as defined by business representatives, the Tampa Police Department maintains exclusive rights in determining the number of officers required in order to maintain a safe environment for all and dictate placement / duties of officers working a particular assignment.
2) Normally, a minimum of two (2) officers will be scheduled to work at an alcohol establishment for officer safety reasons. However, a bureau or division commander may waive this requirement if conditions warrant only one officer. Officers are required to maintain contact with other officers assigned to the detail.
3) On occasion, specific staffing levels and officer placement are influenced by City of Tampa Ordinances / Code and unique circumstances identified by the City of Tampa Council regarding zoning approval for individual establishments / land parcels.
4) Officers are prohibited from working assignments within the confines of the alcohol establishment. Officers shall remain on the outside of the building, patrolling the exterior areas of the business and parking lots.

C. Officer Duties

1) Officers working extra duty assignments at alcohol establishments are responsible for generating reports associated with police activity at the location.
2) Officers shall enter the establishment only in response to an incident requiring official police action. Once concluded, they will return outside.

3) Under no circumstances will officers assume a role, or participate with business representatives, in any activity that is engaged in determining the age of patrons desiring entry into the establishment. Officers shall not "card" (check identification cards or driver's licenses) any customers / patrons of any business. Officers do have the responsibility to investigate situations, identified by the business representatives wherein individuals proffer counterfeit or false identification.
4) Officers shall not work as a "bouncer" and prohibited from collecting or handling money for the business.
5) Officers will not conduct any activity associate with the business while working on-duty for the department.
6) Officers shall not work in plain clothes, are not permitted to wear any type of department "Police" or "RAID" jackets, and will never wear any clothing other than the Tampa Police department uniforms.

NOTICE TO CUSTOMERS

The officers are at all times subject to the policies of the City of Tampa and the rules and regulations governing employees of the Tampa Police Department (TPD). A Customer has no authority over police personnel and is restricted to providing only a general assignment of duties to be performed by the officer. Those rules never supersede TPD policy or procedures and employers of the extra-duty officers should be so advised. Extra-Duty officers remain under the exclusive control of the department and accountable for strict adherence to department rules and regulations. Any conflicting rules of employers of extra-duty officers will be disregarded. The officer shall refuse to perform any duties deemed to be in conflict with the guidelines established by the Tampa Police Department. As determined by the Department, officers may be recalled from extra-duty to on-duty status.

This permit is for law enforcement work only and does not exempt Customers from obtaining other necessary permits for this event.

The City of Tampa Police Department is NOT obligated to provide extra-duty services. A permit will not be issued to any person, firm, or organization whose offices, members, business, or operations are questionable or for any event of a potentially compromising nature.

Tampa Police Department officers are NOT permitted to receive cash from Customers for any reason whatsoever.

The undersigned customer agrees, individually and on behalf of the named applicant, to promptly pay for extra duty services rendered. Further, the undersigned agrees, individually and on behalf of the named applicant to pay all costs, expenses and attorneys fees incurred in the collection of any sums due hereunder.

Jane Castor
Chief of Police

I have read and understand the "Extra Duty Conditions of Permit" and "Notice to Customers"

_____ _____

Customer - Individually and as Authorized Representative Date

_____

Federal ID #

TAMPA POLICE DEPARTMENT EXTRA DUTY PERMIT APPLICATION

Please Print

☐ Permanent
☐ Temporary Permit No._____ Grid No._____ District_____ Beverage License: ☐ Yes ☐ No

NAME OF APPLICANT (Business, Organization, Function, Customer)	DESIGNATED REPRESENTATIVE	PHONE (Day)	PHONE (Fax/Pager)

ADDRESS OF EVENT	ZIP CODE	BILLING ADDRESS (Permanent Address)	CITY, STATE	ZIP CODE

PERMITTED SERVICE DATE(S), DAYS AND HOURS TO BE WORKED	OFFICERS REPORT TO:	PREDICTED ATTENDANCE

DESCRIPTION OF SERVICES NEEDED	**E-Mail Address**

STAFFING REQUIREMENTS AND RATES

CAPTAIN(S) _____ AT $ _____ PER HOUR LIEUTENANT(S) _____ AT $ _____ PER HOUR
SERGEANT(S) _____ AT $ _____ PER HOUR PATROL OFFICER(S) _____ AT $ _____ PER HOUR

SPECIAL EVENTS AT PREVAILING HOLIDAY RATE OF PAY (REFER TO CONDITION OF PERMIT)

NOTE: ALL OFFICERS WORKING A PERMIT ASSIGNMENT WILL RECEIVE A MINIMUM NUMBER OF HOURS PAY, AS DUE THEIR RANK. THE ABOVE RATES ARE SUBJECT TO CHANGE. FOLLOWING SUCH CHANGE, THE DEPARTMENT SHALL GIVE NOTICE TO THE CUSTOMER WITHIN 14 DAYS.

MINIMUM NUMBER OF HOURS __3__(hours)

PERMIT CANCELLATION

A. ***THE POLICE DEPARTMENT CAN CANCEL A PERMIT ANYTIME, WITH OR WITHOUT CAUSE***

THE CUSTOMER MAY CANCEL A PERMIT BY CONTACTING THE COORDINATOR AT 813-276-3385 48 HOURS PRIOR TO EVENT DURING BUSINESS HOURS, OR NON-BUSINESS HOURS BY CONTACTING THE SHIFT COMMANDER – **D-I 813-354-6600 or D-II 813-931-6500 or D-III 813-242-3819**. IF THIS CANCELLATION IS NOT MADE AT LEAST 48 HOURS PRIOR TO THE DATE AND TIME OF THE PERMIT ASSIGNMENT, THE CUSTOMER MUST COMPENSATE THE DEPARTMENT AT THE MINIMUM NUMBER OF HOURS PAY FOR EACH OFFICER SCHEDULED. THIS MINIMUM VARIES ACCORDING TO THE RANK OF THE SCHEDULED OFFICERS.

I _____, INDIVIDUALLY AND AS AUTHORIZED REPRESENTATIVE OF AFOREMENTIONED CUSTOMER, HEREBY ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THIS PERMIT APPLICATION, AND THE "CONDITIONS OR PERMIT", AND FURTHER AGREE THAT I WILL ABIDE BY AND BE SUBJECT TO THESE CONDITIONS IN ALL RESPECTS, AND BE RESPONSIBLE FOR PAYMENT OF ALL SUMS DUE FOR EXTRA DUTY SERVICES PROVIDED.

_____ _____
SIGNATURE OF CUSTOMER OR AUTHORIZED REPRESENTATIVE DATE

OFFICE USE ONLY

☐ *GRANTED* *THE ABOVE APPLICATION FOR PERMIT IS HEREBY GRANTED, AND THE ABOVE APPLICATION, TOGETHER WITH THE AFOREMENTIONED "CONDITIONS OF PERMIT" ARE HEREBY ADOPTED, BY REFERENCE, AND ARE MADE A PART OF AND CONSTITUTE THE TERMS AND CONDITIONS OF THIS PERMIT.*

_____ _____
AUTHORIZED SIGNATURE DATE

City of Dover

Analysis of Police Extra Duty - Updated for FY13 through February 28, 2013 (67% of Year)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 ACTUAL	2012/13 ACT FYTD	2010/11 BUDGET	2011/12 BUDGET	2012/13 BUDGET	FY 13 '% of BUDGET
POLICE EXTRA DUTY (369-16) (351-17 = FY13)	$ 370,379	$ 386,770	$ 418,479	$ 334,023	$ 679,295	$ 453,320	$ 300,000	$ 300,000	$ 494,400	91.7%
Prior year (FY11) receivables included in FY12 actual shown above				87,539	(87,539)					
LESS CAPITAL SCHOOL DISTRICT REIMB	(110,054)	(73,496)	(73,496)	(73,496)	-	-	0	0	0	
POLICE E.D. RELATED GRANTS (362.71 = FY13)	59,103	97,894	146,784	113,880	96,219	68,837	138,350	60,000	85,000	81.0%
TOTAL RELATED REVENUES	319,428	411,168	491,767	461,946	687,975	522,157	438,350	360,000	579,400	
POLICE EXTRA DUTY (Division 544)	(355,661)	(455,031)	(544,450)	(562,488)	(684,103)	(549,376)	(449,516)	(430,600)	(579,400)	94.8%
NET EXTRA DUTY REVENUE/(EXPENSE)	$ (36,233)	$ (43,863)	$ (52,683)	$ (100,542)	$ 3,872	$ (27,219)	$ (11,166)	$ (70,600)	$ -	
CUMULATIVE		$ (80,096)	$ (132,779)	$ (233,321)	$ (193,216)	$ (176,571)				
Outstanding Receivables - June 30	$ 88,424	$ 162,360	$ 172,577	$ 52,499	$ 218,667	$ 52,012				

*Extra Duty customer charges do not include Administrative Overhead or Vehicle fuel/maintenance

Receivable collections/balances may be impacted by the timing of the customer being billed;

Law Enforcement Revenues - Non-Extra Duty as of February 28, 2013 (67% of Year)

	2007/08 ACTUAL	2008/09 ACTUAL	2009/10 ACTUAL	2010/11 ACTUAL	2011/12 ACTUAL	2012/13 ACTUAL YTD	2010/11 BUDGET	2011/12 BUDGET	2012/13 BUDGET	FY 13 '% of BUDGET
COURT OF COMMON PLEAS FINES (351-11)	$ 96,264	$ 79,206	$ 95,758	$ 75,957	$ 100,902	$ 41,822	$ 80,000	$ 55,000	$ 65,000	64.3%
J P COURT FINES (351-12)	229,551	201,717	185,120	243,725	177,047	99,503	215,000	220,000	200,000	49.8%
DOVER POLICE DEPARTMENT FINES (351-13)	226,948	175,101	162,095	185,485	173,191	93,270	160,000	190,000	150,000	62.2%
TOTAL FINES	$ 552,763	$ 456,024	$ 442,973	$ 505,167	$ 451,140	$ 234,595	$ 455,000	$ 465,000	$ 415,000	56.5%
POLICE DONATIONS (351-14)	-	-	16,287	2,005	2,060	50	-	15,000	-	0.0%
CAPITAL SCHOOL DISTRICT REIMB (351-16)	110,054	73,496	73,496	73,496	73,496	-	73,500	73,500	100,000	0.0%
POLICE REPORTS (351-21)	42,425	37,005	37,345	35,385	34,180	26,170	35,000	35,000	35,000	74.8%
BOAT LICENSES(351-23)	6,373	6,553	6,139	4,853	6,085	1,070	6,500	6,000	5,000	21.4%
MISC (351-26)	44,823	23,362	19,857	29,278	15,134	4,978	5,000	18,000	10,000	49.8%
DEA OT REVENUE (351.27)	45,362	38,972	43,884	45,223	38,580	15,796	35,000	40,000	40,000	39.5%
911 FEES (351-28)	55,712	67,010	60,347	76,611	63,337	42,224	45,000	60,000	63,000	67.0%
TOTAL OTHER LAW ENFORCEMENT REVENUES	$ 857,512	$ 702,422	$ 700,328	$ 772,018	$ 684,012	$ 324,883	$ 655,000	$ 712,500	$ 668,000	48.6%

Council Retreat of 03/22/2013 EXHIBIT #6

EXHIBIT #7
Council Retreat of 03/22/2013

CITY OF DOVER FISCAL YEAR
2013 BUDGET PERSONNEL
TABLE

DEPT/DIVISION	2010-2011 BUDGET	2011-2012 BUDGET	2012-2013 BUDGET	FY-14
CENTRAL SERVICES	6.0	6.0	4.0	4.
CITY CLERK	4.0	4.0	4.0	4.
CITY MANAGER	5.0	5.0	3.0	3.
CODE ENFORCEMENT	4.0	4.0	4.0	5.
COMMUNITY DEVELOPMENT (GRANT FUND)	1.0	1.0	0.5	0.5
CUSTOMER SERVICES	15.0	14.0	14.0	14.
ECONOMIC DEVELOPMENT	3.0	3.0	3.0	3.
FACILITIES MANAGEMENT	13.0	12.0	9.0	7.
FINANCE	8.0	8.0	8.0	8.
FIRE	6.0	6.0	6.0	6.
FLEET MAINTENANCE	6.0	6.0	6.0	6.
GROUNDS	16.0	14.0	14.0	13.
HUMAN RESOURCES	3.0	3.0	3.0	3.
INFORMATION TECHNOLOGY	7.0	5.0	5.0	5.
INSPECTIONS	7.0	7.0	7.0	6.
LIBRARY	13.0	12.0	13.0	13.
LIFE SAFETY	4.0	3.0	3.0	3.
MAYOR	1.0	1.0	1.0	1.
PARKS AND RECREATION	6.0	6.0	5.0	5.
PLANNING	5.0	5.0	4.5	4.5
POLICE – TOTAL*	120.0	122.0	122.0	122.
PUBLIC WORKS ADMINISTRATION	4.0	5.0	6.0	5.
SANITATION	12.0	13.0	11.0	11.
STREETS	11.0	11.0	10.0	8.
TAX ASSESSOR	3.0	3.0	3.0	3.
GENERAL FUND & CDBG TOTAL	**283.0**	**279.0**	**269.0**	263
ELETRIC ADMINISTRATION	4.0	4.0	3.0	3.
ELECTRIC SYSTEM OPERATIONS	5.0	5.0	5.0	5.
ELECTRIC ENGINEERING	11.0	10.0	10.0	10.
ELECTRIC T & D	25.0	25.0	24.0	24.
METER READING - CUSTOMER SERVICE	3.0	3.0	3.0	3.
ELECTRIC FUND TOTAL	**48.0**	**47.0**	**45.0**	45
WATER/WASTEWATER ENGINEERING	7.0	6.0	6.0	7.
WATER CONSTRUCTION	6.0	6.0	5.0	5.
WATER MANAGEMENT	5.0	4.0	5.0	4.
WASTEWATER MANAGEMENT	10.0	10.0	10.0	11.
WATER TREATMENT PLANT	10.0	10.0	10.0	10.
WATER/WASTEWATER FUND TOTAL	**38.0**	**36.0**	**36.0**	37
TOTAL FULL-TIME PERSONNEL	**369.0**	**362.0**	**350.0**	* 345

** 93 Officers; 29 Civilians = 122 Total Employees*

DEPT/DIVISION	2010-2011 BUDGET	2011-2012 BUDGET	2012-2013 PROPOSED	
PART-TIME PERSONNEL				
FIRE	n/a	1.0	1.0	1.
PARKS AND RECREATION	n/a	10.0	10.0	10.
LIBRARY	n/a	10.0	13.0	13.
FINANCE	n/a	1.0	0.0	
~~FACILITIES MANAGEMENT~~	n/a	1.0	~~0.0~~	
SUBSTANCE ABUSE GRANT	n/a	12.0	12.0	
TOTAL PART-TIME PERSONNEL		**35.0**	**36.0**	
TOTAL PERSONNEL	**369.0**	**397.0**	**386.0**	
CITY COUNCIL COMMITTEES	n/a	17.0	17.0	
PLANNING COMMISSION	n/a	14.0	14.0	

Staffing Levels & Recommendations

EXHIBIT #8
Council Retreat of 03/22/2013

Recruitments and Open Positions

- Currently, ten (10) active recruitments.
- There are an additional nine (9) pending resignations or retirements.
- There are an additional seventeen (17) positions that have been vacated and recruitments are being considered.

Pension Plan Participants

- Defined Benefit Plan – 130 Active Employees
- 401A – 88 Active Employees

Staffing Requests

- Library – Adjust to needs of the new facility.
  - Add two (2) new PT Library Assistants
  - (Grade 14) @ 29 hours/week.
  - Upgrade one (1) current FT Library Clerk II (Grade 13) to FT Library Assistant (Grade 14).
  - Estimated Cost - $42,750.

Staffing Request

- Information Technology Department
  - Add one (1) LAN Analyst (Grade 120)
  - Supporting over 350 computers across COD (except for Police Department).
  - Supporting Cisco VoIP system.
  - Salary estimate is $40,471 - $48,187 plus benefit load

Staffing Request

- Police Department
  - #1 priority is computer support – LAN Analyst
  - Technology demands of the department are critical to daily function.
  - Salary estimate is $40,471 - $48,187 plus benefit load
  - #2 priority is dispatch support – Communications Operator – would increase total from 11 to 12. Willing to consider use of part-time in place of full-time.
  - #3 priority is Accreditation Manager – Not a current position in the pay scale.

Staffing Requests

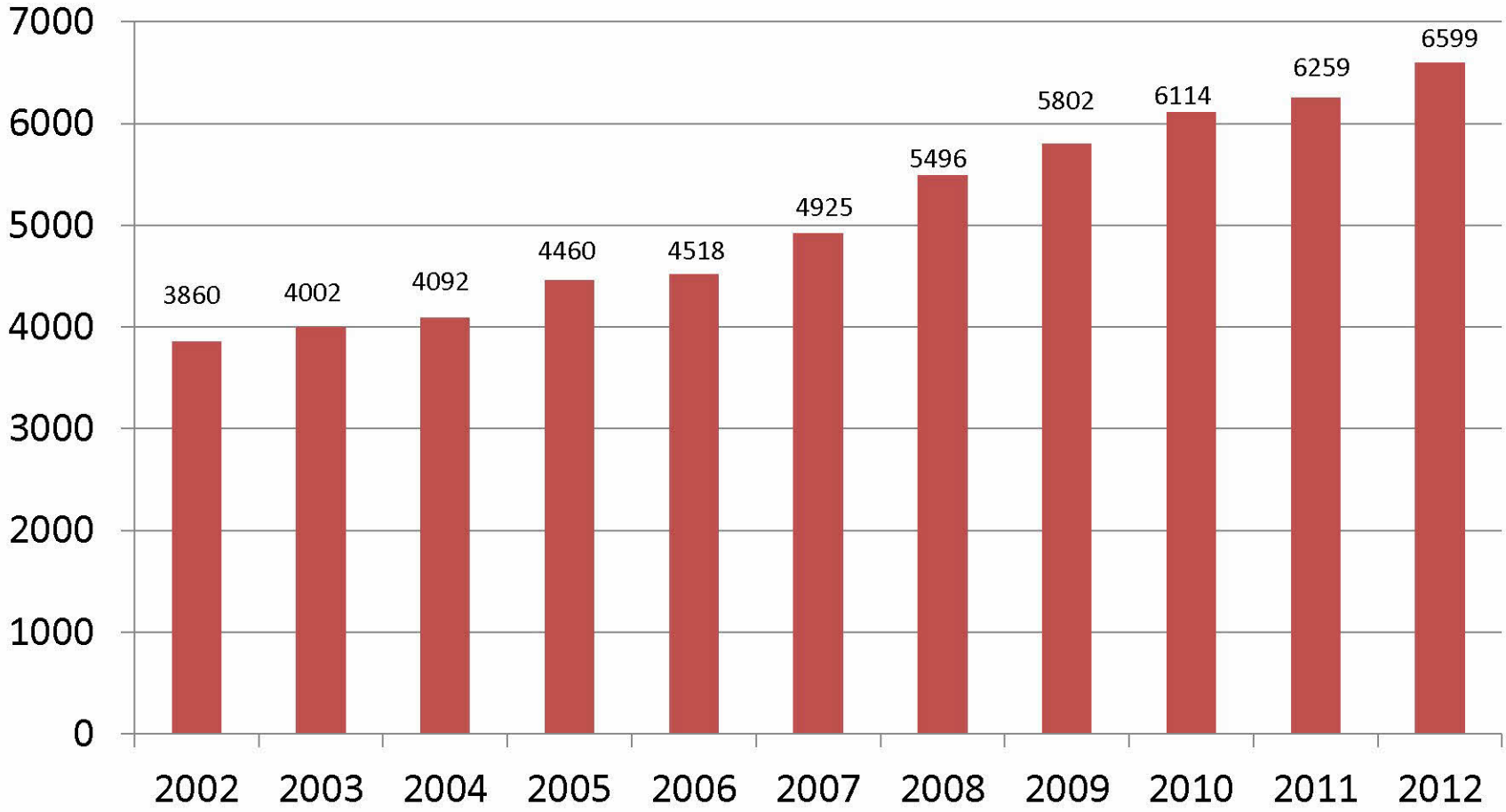
- Customer Service
  - Original Request was one (1) FT Customer Service Clerk and one (1) PT Customer Service Clerk
  - Current Request is one (1) PT Customer Service Clerk to focus on Collections.

Ambulance Service for Robbins Hose Fire District

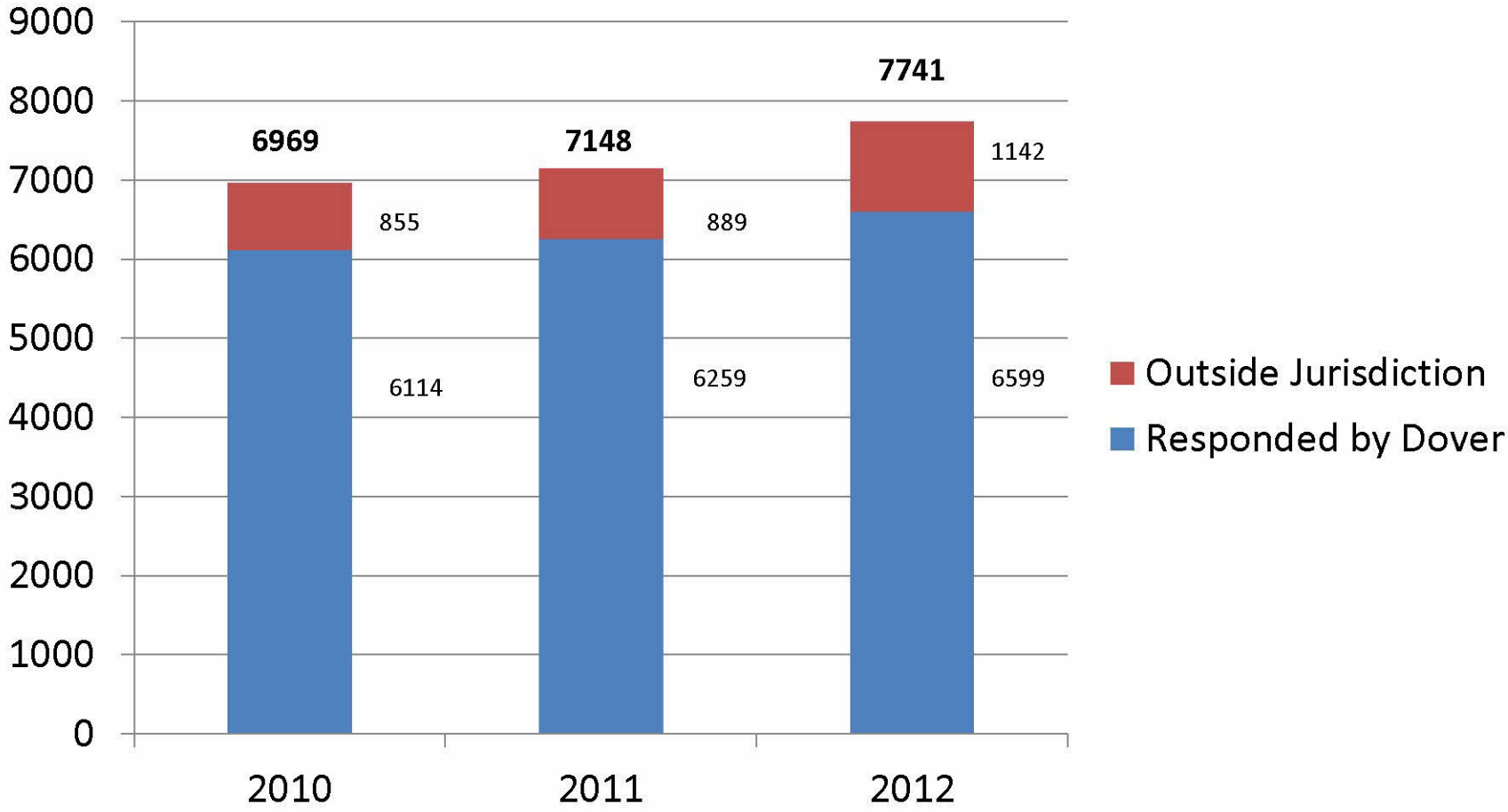


EXHIBIT #9
Council Retreat of 03/22/2013

Growth; Since 2002



Continued Growth and Outside Coverage



Ambulance Departments - 2012 Totals

Department	Yearly Totals
American Legion (Smyrna)	3,109
Bowers	373
Camden	2,508
Carlisle	2,785
Cheswold	1,743
Dover	6,599
Dover AFB	127
Felton	1,245
Frederica	461
Harrington	1,904
Hartly	766
Leipsic	302
Magnolia	966
Marydel	487

- Total # of dispatched calls to Dover serviced by outside agencies for 2012 is 1,142 of the 1,142
- Total # of dispatched calls serviced by Prime Care for Dover in 2012 is 6,599 bringing total calls for Dover to 7,741
- Total # of calls Dover was dispatched to other districts in 2012 is 95

2012 Outside Agency Responses to Dover

AGENCY	# Of Calls Responded To
American Legion (Smyrna)	79
Bowers	14
Camden	403
Carlisle	2
Cheswold	416
Felton	16
Frederica	1
Harrington	2
Hartly	94
Leipsic	55
Magnolia	45
Marydel	15
Total Calls	1,142

- By these area agencies being pulled from their own district it is leaving them with inadequate staffing to reply to calls from their own jurisdiction. (Billing concerns for those with ambulance clubs, etc.)
- Now we are seeing a domino effect up and down the state as other areas are in Dover responding they are pulling from even further away to now have to cover the districts that are out assisting Dover. (North and South)

2013 Stats

- Total # of calls Dover has responded to so far this year – 1,038
- Responses for 7 districts starting with highest number of calls

Other Districts	2013 YTD
Dover	1,038
Carlisle	499
American Legion (Smyrna)	478
Camden	471
Cheswold	242
Magnolia	146
Hartly	104

SPECIAL COUNCIL MEETING

A Special Council Meeting was held on May 6, 2013 at 7:30 p.m. with Council President Leary presiding. Council members present were Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Bonar, Mrs. Williams, Mr. Hare, and Mr. Hutchison.

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

AGENDA ADDITIONS/DELETIONS

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

APPEAL FOR PENSION BENEFITS - STEVE WARREN AND DEWEY RAY LAVENDER

Members were provided a Committee Action Form (CAF) and support documentation related to the appeal for Pension Benefits (*as on file in the Office of the City Clerk)*, as well as correspondence to Mr. William Pepper, Deputy City Solicitor, dated November 20, 2012 from Wier & Allen, P.A, which was provided by Mr. Steve Warren and Mr. Dewey Ray Lavender *(as on file in the Office of the City Clerk)*. Mr. Scott Koenig, City Manager, reminded members that in September 2012, the City of Dover received a request from the law firm of Wier and Allen, P.A. to immediately grant a pension to Mr. Steve Warren and Mr. Dewey Ray Lavender. In November 2012, this matter was placed on the City Council agenda; however, it was removed at the request of Mr. Wier. When the support for this agenda item was placed on the City's website, Wier and Allen, P.A. charged the City with invasion of privacy and violation of the Freedom of Information Act. In December 2012, a meeting was held with Mr. Wier, City staff, and the City Solicitor to verbally discuss the matter. Since the December 2012 meeting, the law office of Michele D. Allen, LLC has assumed the handling of this matter. In April 2013, Ms. Allen submitted a letter dated April 9, 2013 proposing a resolution to the matter.

Mr. Koenig reviewed a brief history of this matter, as follows: Mr. Warren began working for the City of Dover on or about August 26, 1980. Mr. Lavender began working for the City on or about March 17, 1981. Both men remained employed with the City of Dover into the 1996 calendar year and were vested in the City's General Employee Pension Plan. In 1996, Duke Fluor Daniel (D/FD) Operating Services took over the operation of the City's power plant. The agreement between the City and D/FD provided a variety of options for the affected employees. Some employees, including Messrs. Warren and Lavender, were offered employment with D/FD Operating Services. Both men accepted the offers of employment and received a "sign on" bonus valued at 50% of their unused City sick leave. The balance of the unused City sick leave would be paid at the time of City retirement.

Mr. Koenig advised members that on March 5, 1996, Mr. Lavender executed a Statement of Intent/Action with respect to his General Employees' Pension Contribution. He chose the option that provided, as follows: "I am terminating my employment with the City of Dover and am a vested employee. I elect to retain my pension contributions in the Pension Plan and, in accordance with Section 2-190(c) of the General Employees' Pension Plan. I may apply for pension benefits to the General Employees' Pension Board of Trustees upon attaining the age of 65." Since Mr. Lavender's date of birth is January 24, 1961, he is eligible for a pension on January 24, 2026.

Mr. Koenig advised members that on March 12, 1996, Mr. Warren executed a Statement of Intent/Action with respect to his General Employees' Pension Contribution. He chose the option that provided, as follows: "I am terminating my employment with the City of Dover and am a vested employee. I elect to retain my pension contributions in the Pension Plan and, in accordance with Section 2-190(c) of the General Employees' Pension Plan, I may apply for pension benefits to the General Employees' Pension Board of Trustees upon attaining the age of 65." Since Mr. Warren's date of birth is October 11, 1955, he is eligible for a pension on October 11, 2020.

Mr. Koenig noted that in 1996, §2-190(c) of the City of Dover Code of Ordinances provided: "*Any participant with a minimum of ten years of continuous service and whose employment is terminated, for reasons other than for cause, prior to the date he becomes eligible for retirement benefits under sections 2-181, 2-182, 2-183 or 2-187 of this code, upon attaining the age of sixty-five (65) years of age, shall be eligible for retirement benefits under the provisions of section 2-185 of this code upon application to the pension board of trustees. The form of the benefit will be based on the formula which was in effect at the time of termination*." He indicated that the current version of this provision is now codified as §2-335(c) of the Dover Code.

Mr. Koenig explained that Messrs. Warren and Lavender worked for D/FD Operating Services while that entity operated the power plant and that they participated in that entity's pension plan. When NAES replaced D/FD Operating Services as the operator of the electric plant, Messrs. Warren and Lavender became employees of NAES and participated in the 401(k) available with that company. The plan includes a 50% contribution match.

Mr. Koenig indicated that Messrs. Warren and Lavender had not been employees of the City of Dover since March 1996, nor had they received City paychecks or any other benefits provided to City employees. The City had not supervised either man or had control of their work.

Mr. Koenig advised members that Messrs. Warren and Lavender were claiming entitlement to early retirement under §2-327 of the Code; however, neither was entitled to such benefit. He explained that such benefits are available only to eligible employees in accordance with §2-327(b) of the Dover Code, and that an eligible employee is defined by Section 2-321 of the Dover Code as a person who is *"regularly employed in rendering service to the city on a full-time permanent basis, who is not participating in any other retirement plan to which the City contributes for them, and whose compensation is paid directly by the city. An employee will be considered a full-time employee if he regularly works 40 or more hours each week."* Mr. Koenig indicated that Messrs. Warren and Lavender do not render service to the City of Dover and that they now work for North American Energy Services (NAES). He assured members that they have not worked for the City since March 5, 1996 and March 12, 1996 and do not receive compensation that is paid directly by the City. He stated that Messrs. Warren and Lavender would be eligible to receive a City pension under §2-335(c) of the Dover Code when each reaches age 65.

Mr. Koenig explained that Messrs. Warren and Lavender were part of group of employees who were offered employment at the power plant; therefore, any decisions made as a result of the evening's deliberations would have the potential to affect other former employees in this group.

In response to Mr. Hutchison, Mrs. Kim Hawkins, Director of Human Resources, stated that some employees were close to retirement when D/FD took over the power plant and an agreement was made between the City of Dover and D/FD regarding employment for those specific employees. Once those employees reached retirement, they were no longer a part of that agreement. Elaborating, Mr. Koenig stated that some former power plant employees who were in the early-to-mid phase of their careers applied for and were provided positions in another City Department.

Mr. Hare questioned the salaries for Messrs. Warren and Lavender when they were employed with the City of Dover. Responding, Mrs. Hawkins stated that in March 1996, the hourly rate for Mr. Lavender was $20.40 and $16.71 for Mr. Warren.

Mr. Bonar relayed concerns regarding an incorrect address listed for Mr. Warren on the letter sent to Mr. Warren in 1996 and felt that the document would not be valid due to the improper address. He suggested an interpretation by the City Solicitor regarding this matter. Responding, City Solicitor Rodriguez noted that the letter was signed by Mr. Warren and it was his opinion that the letter was valid. He felt that the address reflected a typographical error.

Ms. Michelle Allen, Attorney, 724 Yorklyn Road, Suite 310, Hockessin, Delaware, stated that she represented both Mr. Warren and Mr. Lavender and felt that the facts presented by the City Manager were generally consistent. Referring to Mr. Hutchison's previous question, she explained that a select seven (7) employees were offered the opportunity to stay and work as City employees, even though they were working at the power plant at the time D/FD took over the contract. She stated that when Mr. Warren and Mr. Lavender received offers from D/FD, they were provided only 24 hours to respond. They were not provided the opportunity to review the contract between the City and D/FD, consult with counsel, or to know that the contract would indicate that the City would reimburse NAES and D/FD dollar for dollar for every penny spent on personnel. More importantly, she stated that neither of her clients were informed at the time that seven (7) select employees were going to be allowed to basically continue to work for the City until they reached their retirement age and became eligible for their City pensions, and then be given the opportunity to continue working at the power plant for D/FD and collect 401(k) and other benefits.

Ms. Allen members that her clients were the only two (2) employees that would be affected by their request, since there were only three (3) people who chose to remain in the City's pension plan. She stated, therefore, that if City Council were to overrule the decision made by the Pension Board and provide Messrs. Warren and Lavender the ability to have what they believed was their rightful City pension, this would not affect anyone else. She advised members that if the matter were not resolved by City Council, her clients would be forced to seek their rights through another entity. Ms. Allen stated that technically these individuals were employees of the City, explaining that the contracts indicated they were being treated as employees. She stated that, according to the new federal administration, the Department of Labor was currently reviewing whether or not employers are actually properly designating people as employees. It was her opinion that Messrs. Warren and Lavender were not properly designated as NAES employees and were City of Dover employees, if all aspects were considered. Ms. Allen reminded members that these employees had devoted 31 and 32 years of service to the City of Dover and felt that they should be entitled to the same pension rights that were afforded to those select seven (7) employees.

Ms. Allen noted that under §2-342 of the Dover Code, City paramedics were transferred to the County and that it clearly stated that the City paramedic employees who were transferred would be eligible and remain in the City pension plan. She felt that this situation was the same as the situation involving her clients, Messrs. Warren and Lavender, and indicated that they were absolutely entitled to the pension benefits. She advised members that her clients were willing to come to some sort of a compromise so that this matter did not have to be pursued through the courts. If this matter were to go before the court and the court should rule that all of those working at the power plant were actually City of Dover employees, she assured members that this would have a greater implication.

Ms. Allen reiterated that the matter involving her clients was an issue of fairness, reminding members that Mr. Lavender and Mr. Warren were the only two (2) employees remaining, and that they were not provided same information that the select seven (7) employees received. She disagreed with the determination of the City Manager, explaining that in accordance with the City's definitions, an employee's eligibility for pension benefits is determined by whether or not they are rendering full-time services to the City of Dover. Ms. Allen stated that prior to D/FD and NAES contracts, Mr. Lavender and Mr. Warren were performing services identical to those that they are performing today. As to whether or not their compensation was being paid directly by the City, Ms. Allen reminded members that City Council approves a budget every year which reflects that their salaries are paid dollar for dollar, including over-time, uniforms, tools, equipment, etc. She explained that this information would be considered by the courts in making a determination as to whether or not Messrs. Warren and Lavender were employees of the City. In addition, she advised members that, in accordance with Section 3.6 of the NAES Contract, it was clear that the City maintains control over the site personnel at NAES and the plant manager, who supervises these employees, must receive approval by the City.

In response to Mr. Hare, Ms. Allen stated that although City management could not directly dismiss an employee at the power plant, they could certainly control employees through the plant manager, who is selected at the approval of the City. In addition, the City has control over the salaries provided to these employees. City Solicitor Rodriguez indicated that, in accordance with the agreements between the City and D/FD and NAES, the City reimburses for salary and would have control over those employees indirectly.

Elaborating, Mr. Koenig explained that NAES submits a budget to the City that includes a listing of personnel and requires the approval of City Council. He noted that some of the power plant employees are covered by an IBEW union that negotiates separately from the City's IBEW and that the City is not privy to those negotiations.

Responding to Mrs. Williams, Mr. Koenig reminded members that the City hired NAES to provide operating services for the power plant in accordance with the City's energy needs and PJM grid.

Mr. Bonar noted that if a private contractor were hired by the State of Delaware to perform work for the State of Delaware, although they would receive payment from the State of Delaware, the private contractor would not be considered an employee. It was his opinion that this scenario would be the same for those employees working at the power plant. Responding, Ms. Allen stated that several and various factors are considered when determining if an individual is considered an employee.

Mr. Lynn confirmed that the manner in which the Department of Labor is approaching the definition of employee is currently in controversy. He stated his personal experience in litigating cases with regard to independent contractors, explaining that the State applies a three (3) factor test to determine if an individual is an employee or an independent contractor and that the Internal Revenue Service (IRS) has a 19-part test. He questioned why these employees were now seeking a pension and when they were first eligible for pension benefits from the City. Responding, Ms. Allen stated that Messrs. Warren and Lavender could have begun receiving pension benefits after 25 years of service. In 1996, Mr. Warren had 14 years of employment with the City and Mr. Lavender 15 years; therefore, Mr. Warren indicated that he needed nine (9) more years (until 2006) and Mr. Lavender would have needed ten (10) more years (until 2007) to be eligible for retirement.

In response to Council President Leary, Mr. Koenig indicated that the Pension Board had not considered the requests of Messrs. Warren and Lavender. Ms. Allen advised members that both Messrs. Warren and Lavender participated in the 401(k) plan offered by the D/FD and NAES.

Responding to Mr. Lynn, City Solicitor Rodriguez confirmed that the request should be considered by the Pension Board prior to any further consideration by City Council, explaining that the decision of the Pension Board could be appealed to City Council. Mr. Koenig explained his understanding that the current function of the Pension Board is to review plan assets and investments rather than reviewing retirement requests (pensions), since pension eligibility is now based on the Dover Code. Based on the provisions of the Code, he assured members that Messrs. Warren and Lavender did not meet the eligibility requirements to receive a pension. He stated that, according to the Deputy City Solicitor, presentation to City Council was the next step for consideration of the requests of Messrs. Warren and Lavender.

City Solicitor Rodriguez noted that he was aware of the recent decision made by the Deputy City Solicitor regarding the role of the Civilian Pension Board and relayed his concurrence with the decision to take retirement requests from the administrative realm of the Pension Board and bring them to City Council for an appeal.

Mr. Lavender, Jr., 1398 Bunker Hill Road, Middletown, advised members that he had been an employee of the power plant for 32 years, currently serving as the Operating Supervisor, and serves on the Management Team. He advised members that he had access to the City's HTE system, which provides critical inventory and financial tools of the City. It was his feeling that if he were not a dedicated or important employee of the City, he would not be provided access to such information. Mr. Lavender stated that in 1996, he and Mr. Warren were not aware that the seven (7) select employees would be afforded an opportunity to retire and receive a City pension after 25 years of service. He explained that he served as an Operating Supervisor and an exempt, managerial employee for the City of Dover and was not afforded this same opportunity or anything similar. Mr. Lavender felt that he, along with Mr. Warren, were discriminated against because, as vested employees of the City, having more than 10 years of service, they should have been afforded the same offer as those employees with 20 years (the select 7). He noted that the D/FD Contract was for 10 years and at its conclusion he and Mr. Warren would have had their 25 years of service; therefore, he questioned why the select seven (7) were singled out and afforded such an opportunity rather than all vested employees (those with more than 10 years of service).

Referring to the City's insurance provider (Excel Insurance), Mr. Lavender stated that the City's bond rating went from average to above average due to the long-term employees. In response to Mr. Lynn's questions, he stated that he and Mr. Warren were not made aware of the select seven (7) until one (1) of them, who served as a Maintenance Coordinator, retired in 2008. He stated that he assumed the responsibilities of that position for almost a year until it was filled and at that point Mr. Lavender discovered the letter that was written in 1996. It was then that he began researching the matter in more detail.

Mr. Lynn questioned the transparency of the action taken regarding the seven (7) individuals who were afforded the opportunity to continue to work for the City. Responding, Mr. Koenig stated that the contractual negotiations between the City and D/FD were handled by Mr. Jim O'Connor, former City Manager, Mr. Bruce Andrews, former Human Resources Director, and Mr. Kirk Betts (Power Supply Attorney). Although there was a process for privatizing the power plant, he was not aware of the specific discussions regarding the seven (7) employees.

In response to Mrs. Williams, Mrs. Traci McDowell, City Clerk, assured members that if this matter had been discussed at a Council Meeting, there would be minutes; however, she was not aware of the process that was taken at that time. Having been a member of Council in 1996, Council President Leary stated that he did not recall Council discussing specific issues involving the employees.

Noting that there may be a "paper trail" regarding the matter, Mr. Bonar felt that members of Council may not have all the information necessary to take action at this time. He requested that Council be given the opportunity to discuss this matter with the City Solicitor and the Human Resources Director in private.

Recalling the process, Mr. Hutchison stated that during the contract negotiations with the City Manager and the outside contractor, City Council, the Mayor, and City staff made a business decision regarding the power plant. As a result of the study and evaluation, it was determined that the City would enter into a long-term agreement with a private company, which resulted in the partnership between the City and D/FD. He stated that the decision was made, due to economic reasons, that the City would no longer continue in the electric business as it related to operations management. He assured members that there was much discussion regarding this matter.

Responding to Mr. Hare, Mr. Lavender reiterated that he was not given ample time to assess the situation when he received the employment letter in 1996. He advised members that several employees who were paid by NAES through the City are receiving City pensions and also collecting from 401(k) plans. He also advised members that when the power plant was assumed by D/FD, there was no change in the staff; City employees continued to serve in their positions.

Mr. Bonar moved to recess into executive session to discuss personnel and legal issues, seconded by Mrs. Williams and carried by a vote of six (6) yes (Dixon, Bonar, Williams, Hare, Hutchison, and Leary), two (2) no (Lynn and Perza), and one (1) absent (Anderson).

Meeting recessed at 8:34 p.m. and reconvened at 9:02 p.m.

Mr. Perza moved to approve staff's recommendation to deny the pension request of Mr. Warren and Mr. Lavender until they attain the age of 65, seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

LETTER OF SUPPORT FOR H.B. 197 - AN ACT TO AMEND TITLE 21 OF THE DELAWARE CODE RELATING TO VEHICLE SPEED MONITORING SYSTEM

Police Chief Hosfelt advised members that he had been talking with Senator Brian Bushweller, who had agreed to sponsor H.B. 197 - An act to amend Title 21 of the Delaware Code relating to vehicle speed monitoring system, if City Council supported the legislation. He explained that H.B. 197 would establish a two (2) year pilot program that would authorize any Delaware police agency to initiate camera and video enforcement of speed limits within one (1) mile of any work or school zone. He stated that the system would work similar to the red light camera enforcement program by producing recorded images of motor vehicles traveling at a speed of 11 miles over the posted speed limit. Violations would be subject to a civil assessment not to exceed $50 and the procedures for issuing, contesting, and paying a notice of violation would be the same as for traffic light signal violations. Police Chief Hosfelt indicated that the violations would be civil in nature and not subject to points or made a part of an individual's driving records.

Responding to Mrs. Williams, Police Chief Hosfelt stated that the costs would be similar to those of the red light program, whereby the Delaware Department of Transportation (DelDOT) would solicit bids and all equipment would be furnished by the vendor. The only cost for the City would be the work required to approve the violations. Regarding the locations, he felt that the cameras could be installed in all school zones. He stated that there were currently five (5) school zones where the City's motorcycle units run enforcement, noting that there were two (2) other school areas that were not being enforced since there were no children walking to these schools.

Mr. Hare questioned if the system would be in operation when school was not in session. Responding, Police Chief Hosfelt stated that he did not know the answer; however, he noted that there were seven (7) school zones, two (2) of which had signs with restrictions "when children are present"; the other five (5) did not. He stated that he would clarify the times in which the monitoring system would be in operation.

Police Chief Hosfelt noted that the State of Maryland had the system in work zones and stated that he knew from his own experience that the system works.

Mr. Bonar cautioned staff not to consider the anticipated revenues in the budgeting process if the program were approved and that they consider it as money "found."

Mr. Hare moved to approve staff's recommendation to support H.B. 197, seconded by Mr. Bonar and carried by a unanimous roll call vote (Anderson absent).

[Clerk's Office Note: Subsequent to the City Council Meeting, it was brought to the attention of the Clerk's Office that the version of the legislation that was received and provided to members (H.B. 197) was last year's legislation. The current legislation, a proposed Senate Bill ***(Exhibit 1)*** *was distributed to members. This legislation differed from the previous bill in that it stated that the*

pilot program pertains only to Dover and Wilmington (not the entire State) and was sponsored by Senators Bushweller and Ennis and Representatives Bennett, Mitchell, and Scott. There being no objections from Council, a letter of support for the proposed legislation from the City of Dover ***(Exhibit 2)*** *was forwarded to Senator Bushweller.]*

Mr. Hare moved for adjournment, seconded by Mr. Bonar and unanimously carried.

Meeting adjourned at 9:10 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Special Meeting of May 6, 2013, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
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Exhibits
Exhibit #1 - Proposed Senate Bill - Video Speed Enforcement Program
Exhibit #2 - Letter of Support to Sen. Brian Bushweller - Vehicle Speed Monitoring Systems

SPONSOR: Sen. Bushweller

DELAWARE STATE SENATE
147th GENERAL ASSEMBLY

SENATE BILL NO.

AN ACT TO AMEND TITLE 21 OF THE DELAWARE CODE RELATING TO VEHICLE SPEED MONITORING SYSTEMS

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF DELAWARE:

Section 1. Amend §4101, Title 21 of the Delaware Code by making insertions as shown by underlining as follows:

"(e) Video Speed Enforcement Pilot Program. - -

(1) There is hereby established a video speed enforcement pilot program. The pilot program shall permit the City of Dover and the City of Wilmington police agencies, within the limits of their respective jurisdictions, to install and operate, or contract for the installation and operation of, vehicle speed monitoring systems within one-quarter mile of any work zone and/or school; provided, however, that in the event of installation on state-maintained streets or roads, the Department of Transportation must first have approved such installation. Pursuant to the pilot program, the Department of Public Safety and/or the governing body of the City of Dover and the City of Wilmington may provide, by regulation or ordinance, for the establishment of a program imposing monetary liability on the owner of a motor vehicle for failure to comply with specific speed limits in accordance with the provisions of this subsection. For purposes of this subsection, the term "Court" shall refer to the Justice of the Peace Courts.

(2) Liability -- The owner or operator of a vehicle which has failed to comply with a specific speed limit, as evidenced by information obtained from a vehicle speed monitoring system, shall be subject to a civil or administrative assessment not to exceed $50; provided, however, that the City of Dover and the City of Wilmington may provide for an additional assessment not to exceed: $10 if the civil or administrative assessment is not paid within 20 days; $20 if the assessment is not paid within 45 days; and $30 if the assessment is not paid within 90 days. Court costs or similar administrative fees, not to exceed $35, may also be assessed against an owner or operator who requests a hearing to contest the violation and is ultimately found or pleads responsible to the violation, or who fails to pay or contest the violation in a timely manner. No assessments or court costs other than those specified in this subsection shall be imposed. A violation for which a civil assessment is imposed under this subsection shall not be classified as a criminal offense and shall not be made a part of the driving record of the person upon whom such liability is imposed, nor shall it be used for insurance purposes in the provision of motor

vehicle insurance. Assessments collected as a result of a vehicle speed monitoring system shall be paid to either the City of Dover or the City of Wilmington, depending on which controlled and operated the monitoring system.

(3) Definitions -- For purpose of this subsection only:

a. "Owner" means the registered owner of such vehicle on record with this or any other state; provided, however, that in the event that the owner is a vehicle leasing company, the "owner" for purposes of this subsection shall mean the person shown on the records to be the lessee of such vehicle. Vehicle rental companies are excluded from the definition of "owner."

b. "Vehicle speed monitoring system" means a mobile or fixed device with one or more motor vehicle sensors producing recorded images of motor vehicles traveling at speeds at least 11 miles per hour above the posted speed limit.

(4) Summons and notice of violation -- Notwithstanding any other provision of the Delaware Code, a summons for a violation of this subsection may be executed by mailing a copy thereof by first class mail to any Delaware resident or nonresident at the address of the owner of the vehicle as shown on the records of the Division of Motor Vehicles of this or any other state, as appropriate. For purposes of this subsection, any nonresident owner or operator of any motor vehicle which is operated or driven on public streets, roads, turnpikes or highways of this State is deemed to have submitted to the jurisdiction of the Delaware courts. Collection actions, including default judgment and execution, may proceed based upon jurisdiction obtained through the mailing by first class mail of a summons and subsequent court notices pursuant to this subsection. Every initial mailing shall include the:

a. Name and address of the owner of the vehicle;

b. Registration number of the motor vehicle involved in the violation;

c. Violation charges;

d. Location where the violation occurred;

e. Date and time of the violation;

f. Copies of 2 or more photographs, microphotographs or other recorded images taken as proof of the violation;

g. Amount of the civil assessment imposed and the date by which the civil assessment must be paid;

h. Information advising the summonsed person of the manner, time and place by which liability as alleged in the notice may be contested, and warning that the failure to pay the civil assessment or contest liability in a timely manner is an admission of liability and may result in a judgment being entered against the summonsed person and/or the denial of the registration or the renewal of the registration of any of the owner's vehicles; and

i. Notice of the summonsed person's ability to rebut the presumption that the summonsed person was the operator of the vehicle at the time of the alleged violation and the means for rebutting such presumption.

(5) Payment by voluntary assessment -- Persons electing to pay by voluntary assessment shall make payments to the entity designated on the summons for payment. Such entity may be the Justice of the Peace Court, or an entity designated by the Court, the Department of Public Safety, or by the City of Dover or the City of Wilmington which controlled and operated the monitoring system. Procedures for payment under this subsection shall be as provided by court rule or policy directive of the Justice of the Peace Court, or by regulation, code or ordinance of the City of Dover or the City of Wilmington, and shall be in lieu of the procedures set forth in § 709 of this title.

(6) Procedures to contest the violation -- A person receiving a summons pursuant to this subsection may request a hearing to contest the violation by notifying, in writing, the entity designated on the summons within 20 days of the receipt thereof. Upon receipt of a timely request for a hearing, a civil hearing shall be scheduled and the defendant notified of the hearing date by first class mail. A civil hearing shall be held by the Justice of the Peace Court or such other entity designated by the City of Dover or the City of Wilmington on which controlled and operated the monitoring system. The hearing may be informal and shall be held in accordance with Justice of the Peace Court rules or by regulation, code or ordinance of the City of Dover or the City of Wilmington which controlled and operated the monitoring system. Additional administrative collection processes may be established by Court rule, policy directive, regulation, code or ordinance, as applicable. Costs for such hearing shall not be assessed against the prevailing party. There shall be no right of transfer to the Court of Common Pleas.

(7) Failure to pay or successfully contest the violation -- If the owner, or an operator identified by the owner, fails to pay the civil penalty by voluntary assessment, request a hearing within the required time or submit an affidavit stating that the owner or operator identified was not the driver, the Division of Motor Vehicles may refuse to renew the registration of the owner's vehicle operated at the time of the violation. If the owner or an operator identified by the owner is found responsible at a hearing and fails to pay as ordered, or requests a hearing and fails to appear, the Division of Motor Vehicles shall suspend the license of the owner or operator. Upon receiving a record of failure to comply, the clerk may enter a civil traffic judgment against the owner or operator in the amount of the civil penalty, costs, and any applicable penalty amounts, giving credit for any amount paid. Such judgment may, upon motion, be transferred by the Court to the civil docket. Any judgment so transferred may be executed and enforced or transferred in the same manner as other judgments of the Court and the City of Dover and the City of Wilmington shall have authority to seek such execution, enforcement or transfer.

(8) Proof of violation – Proof of a violation of this subsection shall be evidenced by information obtained from a vehicle speed monitoring system authorized pursuant to this subsection. Any photographs, microphotographs, videotape or other recorded images evidencing such a violation shall be available for inspection in any proceeding to adjudicate liability for such violation. A certificate, or facsimile thereof, issued by a technician employed to operate the vehicle speed monitoring system and based upon such employee's inspection of photographs, microphotographs, videotape or other recorded images produced by a vehicle speed monitoring system, shall constitute prima facie evidence of the facts contained therein if:

(i) the technician has successfully completed training by the manufacturer of the vehicle speed monitoring system in the procedures for setting up and operating the system; and

(ii) a log is maintained for each day that a vehicle speed monitoring system is in use stating that any manufacturer specified self-tests were successfully performed prior to the system's use; and

(iii) the vehicle speed monitoring system has undergone an annual calibration check by an independent calibration laboratory which has issued a signed certificate of calibration after each annual calibration check.

(9) Presumptions -- The owner of any vehicle found to be in violation of this subsection shall be held prima facie responsible for such violation in the same manner as provided for under § 7003 of this title, unless the owner can furnish evidence that the vehicle was, at the time of the violation, in the care, custody or control of another person. Such presumption shall be rebutted if the owner:

a. Furnishes an affidavit by regular mail to the entity indicated on the summons stating that the owner was not the operator of the vehicle at the time of the alleged violation and provides the name and address of the person or company who leased, rented or otherwise had the care, custody or control of the vehicle, or attaches a certified copy of a police report showing that the vehicle or license plate(s) thereof had been reported to the police as stolen prior to the time of the alleged violation; or

b. Provides proof in court or to the entity handling the administrative appeal process that the owner was not the operator of the vehicle at the time of the alleged violation or that the owner failed to comply with the traffic signal either in order to yield the right-of-way to an emergency vehicle or as part of a funeral procession.

A summons may be issued to a person identified by affidavit or evidence in court as the actual operator of the vehicle shown to have violated the specific speed limit. There shall be a presumption that any person so identified was the driver at the time of the violation. Such presumption, however, may be rebutted as described in this paragraph.

(10) Notwithstanding any other provision in this subsection, if the motor vehicle which is recorded by a vehicle speed monitoring system failing to comply with a specific speed limit is commercially licensed, then the owner of that vehicle shall be sent notice of the date, time and location of the violation with 2 photographs thereof. Within 10 days of the receipt of said notice, the owner of the vehicle shall provide the entity which issued the summons with the name and address of the driver of the vehicle at the date, time and location of the violation and, within the same time period, shall provide the driver of the vehicle with the photographs of the violation. After receipt by the entity which issued the summons of the name and address of the driver of the vehicle at the time of the violation, the driver of the vehicle shall be prima facie responsible for such violation in the same manner as provided for under § 7003 of this title and shall be subject to the provisions of this subsection. Failure of the owner of the vehicle found to be in violation of this subsection to provide the name and address of the driver at the time of the violation within the period prescribed shall cause the owner to be held responsible as set forth in paragraph (4) of this subsection.

(11) Any person found responsible for a violation of this subsection shall have a right of appeal only in those cases in which the civil penalty imposed exceeds $75.00, upon giving bond with surety satisfactory to the judge before whom such person was found responsible. Such appeal must be taken and bond given within 15 days from the date the person was found responsible. The filing of an appeal shall operate as a stay or supersedeas of all proceedings in the court below in the same manner that a certiorari from the Superior Court operates. The taking of such appeal shall constitute a waiver by the appellant of the appellant's right to a writ of certiorari in the Superior Court. Additional penalty assessments for late payment/response pursuant to subsection (2) of this section shall be included in calculating the amount of the civil penalty for purposes of determining the right to an appeal."

Section 2. The provisions of this act shall automatically sunset and cease to be effective 2 years after enactment unless legislation to continue the pilot program is enacted.

Ssynopsis

This Act establishes a 2 year pilot program which authorizes the City of Dover and the City of Wilmington police agencies to initiate camera and video enforcement of speed limits within ¼ mile of any work zone and/or school. Similar to the red light cameras currently in use in this State, the vehicle speed monitoring systems authorized under the pilot program will produce recorded images of motor vehicles traveling at least 11 miles per hour above the posted speed limit. Violations shall be subject to a civil assessment not to exceed $50.00, and the procedures for issuing, contesting and paying a notice of violation shall be the same as for traffic light signal violations. Violations are civil in nature and are not subject to points or made a part of a person's driving record.

Author: Senator Bushweller

City of Dover

MAYOR AND COUNCIL

May 20, 2013

The Honorable Brian J. Bushweller
PO Box 1401
Dover, DE 19903

Dear Senator Bushweller:

The City of Dover offers its full support of proposed legislation to amend Title 21 of the Delaware Code relating to vehicle speed monitoring systems. This Act, which establishes a 2 year pilot program authorizing the City of Dover and the City of Wilmington police agencies to initiate camera and video enforcement of speed limits within ¼ mile of any work zone and/or school, would enable the City of Dover Police Department to better utilize its current speed enforcement efforts (motorcycle officers) in other areas of the city, rather than established school zones.

We understand that, similar to the red light cameras currently in use in this State, the vehicle speed monitoring systems authorized under the pilot program will produce recorded images of motor vehicles traveling at least 11 miles per hour above the posted speed limit. Violations shall be subject to a civil assessment not to exceed $50.00, and the procedures for issuing, contesting and paying a notice of violation shall be the same as for traffic light signal violations. Violations are civil in nature and are not subject to points or made a part of a person's driving record.

As always, thank you for your continued support of the City of Dover.

Sincerely,

Carleton E. Carey Sr.

CARLETON E. CAREY, SR.
MAYOR

DAVID L. BONAR
COUNCIL PRESIDENT

CEC/DLB/tam
S:\Correspondence\Council Meeting\2013\05-06-2013 Letter of Support - Related to Vehicle Speed Monitoring Systems-Bushweller.wpd

cc: City Council
Senator Bruce C. Ennis
Representative Andria L. Bennett
Representative John L. Mitchell Jr.
Representative Darryl M. Scott

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on May 28, 2013 at 7:30 p.m. with Council President Bonar presiding. Council members present were Mr. Dixon, Mr. Lynn, Mr. Perza (arrived at 7:33 p.m.), 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, Mrs. Townshend, 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.

There was no one present wishing to speak during the Open Forum.

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

AGENDA ADDITIONS/DELETIONS

Council President Bonar indicated that staff requested the deletion of Item #10 - Proposed Resolution No. 2013-17 Authorizing Signatures for Banking Services.

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

Mr. Hare moved for approval of the consent agenda as presented, seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson and Perza absent).

ADOPTION OF MINUTES - ANNUAL COUNCIL MEETING OF MAY 13, 2013

The Minutes of the Annual Council Meeting of May 13, 2013 were unanimously approved by motion of Mr. Hare, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

SET PUBLIC HEARING - ELECTRIC FUND BUDGET

A public hearing on the Electric Revenue Fund Budget is required for compliance with Section 505 of the 1993 Electric Revenue Refunding Bond Issue (Refunding 1985 Electric Revenue Bond) prior to adoption of the budget. Staff recommended that the public hearing be set for June 10, 2013 at 7:30 p.m.

Mr. Hutchison moved to set a public hearing for June 10, 2013 at 7:30 p.m. for the 2013/2014 City of Dover Electric Fund Budget, seconded by Mr. Hare and unanimously carried.

VIOLATION OF DANGEROUS BUILDING ORDINANCE - 92 ORCHARD AVENUE (GARAGE ONLY), OWNED BY JUAN M. CALLAZO (Emergency Case)

In accordance with Chapter 22 - Buildings and Building Regulations, Article XI - Dangerous Buildings, Sec. 22-388 - Emergency cases, of the Dover Code, in cases where it reasonably appears that there is an immediate danger to the life or safety of any person, unless a dangerous building is

immediately repaired, vacated and closed, or demolished, the building inspector shall report such facts to the council, which may cause the immediate repair, vacation, or demolition of such dangerous building.

Mrs. Ann Marie Townshend, Director of Planning, Community Development, and Recreation, provided a chronological history and presentation on the conditions of the property located at 92 Orchard Avenue (garage only), owned by Juan M. Collazo ***(Exhibit #1)***. She noted that the property consists of a one (1) story wood-framed detached garage and that the structure was vacant and had no utilities. The dwelling was condemned as unfit for human habitation on May 14, 2013 due to the degree of deterioration of the structure. The exterior wall facing west has visible deterioration from water damage and, due to the extensive deterioration, the structure appears as though it has the possibility of imminent collapse. Due to the concern of the potential for collapse, this was brought forward as an emergency case.

Mrs. Townshend indicated that the case regarding concerns of the garage was opened in October 2012 and that an extension was given to the property owner until January 2013. She stated that although the owner indicated he would proceed with demolition in April 2013, to date, no demolition permit has been issued nor has there been any progress. She noted an error in the PowerPoint presentation and advised members that there were no police complaints or outstanding charges related to this property.

Staff recommended that City Council: 1) declare this building and all accessory structures on this property dangerous; 2) order the property repaired or demolished by June 8, 2013 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner within five (5) days of the date established by City Council; and 4) order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

Council President Bonar declared the public hearing open.

Property owner, Mr. Juan M. Collazo, 92 Orchard Avenue, advised members that staff was incorrect in their report, explaining that he had obtained a demolition permit. In accordance with the demolition permit, he stated that neighbors must be notified in writing. Mr. Collazo noted that the structure is located off the side of the street, at a dead-end, and not accessible to the public. He stated that just prior to him demolishing the structure, the City placed notices on the garage indicating that no action whatsoever could be taken on the property, which is why the demolition had not been done.

Responding to Mr. Lynn, Mr. Collazo stated that he agrees that the garage needs to be demolished and that it is his desire to do so.

In response to Mr. Hare, Mr. Collazo requested that the City provide him 20 days to have the garage demolished. He confirmed that changing the date of the order for the property to be repaired or demolished from June 8th to June 18th would be sufficient.

Responding to Mrs. Williams, Mrs. Townshend stated that although there was discussion regarding the property owner obtaining a demolition permit, she was not advised that he had done so. Mr. Collazo indicated that, to his recollection, the permit was issued on May 2, 2013. Mrs. Townshend assured members that she can verify that the permit was issued and explained that the condemnation notice placed on the garage by the City was not intended to stop the demolition of the building but rather to assure the structure was not utilized. She indicated that notification to neighbors could be required if there is concern that a property being demolished would be close to a property line and affect a neighboring property.

Mr. Collazo advised members that the disconnection of utilities involved more than just requesting the utility companies to disconnect service, explaining that he had to obtain an electrician, plumber, etc., to totally disconnect such services.

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

Mr. Slavin moved to defer this matter for two (2) weeks to provide the property owner and City staff the opportunity to resolve the issue. The motion was seconded by Mrs. Williams.

In response to Mr. Perza, Mrs. Townshend indicated that a demolition permit is good for six (6) months.

The motion to defer the matter for two (2) weeks to provide the property owner and City Staff the opportunity to resolve the issue was carried by a roll call vote of seven (7) yes, one (1) no (Perza), and one (1) absent (Anderson).

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - 528 FULTON STREET, OWNED BY FREDDIE E. WILSON AND RANAE A. BARLOW

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 528 Fulton Street, owned by Freddie E. Wilson, Ranae A. Barlow, and others. Mrs. Ann Marie Townshend, Director of Planning, Community Development, and Recreation, provided a chronological history and presentation on the conditions of the property located at 528 Fulton Street ***(Exhibit #2)***. She explained that the property consists of a one (1) story, wood-framed, single-family home and that the dwelling was condemned as unfit for human habitation on December 14, 2012 due to the degree of deterioration of the structure. She noted that the home had numerous windows and doors boarded, with possible structural damage to part of the rear roof. Currently, the structure is vacant with no utilities and in a serious state of disrepair.

Staff recommended that City Council: 1) declare this building and all accessory structures on this property dangerous; 2) order the property repaired or demolished by June 28, 2013 by the owner or equity owner at their own risk; 3) order the Building Inspector to cause the repair or demolition of

the structures if not completed by the owner within 10 days of the date established by City Council; and 4) order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

Responding to Mr. Lynn, Mrs. Townshend stated that the "other" property owners are: Juanita Cooper, Wayne J. Cooper, Oliver Cooper, and the Kent County Tax Office, which includes not only property owners but lien holders as well.

Council President Bonar declared the public hearing open. There being no one present wishing to speak during the public hearing, Council President Bonar declared the public hearing closed.

Mr. Hare moved that the structure located at 528 Fulton Street be declared a dangerous building and subject to demolition, as recommended by staff. The motion was seconded by Mr. Hutchison and carried by a unanimous roll call vote (Anderson absent).

EVALUATION OF PROPOSALS - UNDERGROUND UTILITY LOCATING SERVICES

Mr. Scott Koenig, City Manager, advised members that the City of Dover is a member of the Utilities Service Protection Center of Delmarva, Inc., also known as Miss Utility, which is an organization that receives excavation requests from all parties and notifies the facility owners of locating requests in the City's service area. Currently, the City of Dover utilizes W Locco, LLC as its sole locating contractor.

Mr. Koenig stated that proposals were solicited for underground utility locating services, with three (3) responses received. These proposals were evaluated based on work experience with locating water, wastewater, electric, and fiber lines; safety record; ability to meet response time; cost; geographical knowledge of Dover; ability to handle all aspects of ticketing and contractors and ability to sustain locators. He stated that the proposer, W Locco, was evaluated the highest and submitted the lowest cost proposal. He assured members that the contractor would be responsible for locating underground utilities owned by the City of Dover and will be liable for damaged utilities due to incorrect locating. In addition, the contractor will manage the Miss Utility ticket process, which includes receiving the tickets directly from Miss Utility, marking the involved utilities, and entering the information on the web-based reporting system. Dover will be responsible for providing the contractor with periodic updated prints and files of newly installed utilities.

Mr. Koenig indicated that the proposals had two (2) methods of billing - the first was a price per ticket, and the second was an hourly rate. Staff concluded that the hourly rate would be the cheaper option, noting that historical data indicated that W Locco can process roughly thirty (30) tickets per day and, based on W Locco's proposed hourly rates, this would equate to $232/day. If the per ticket method were utilized, the same thirty (30) tickets would cost the City $405. The proposed contract from W Locco is for a period of one (1) year with two (2), one (1) year extensions and includes an annual increase of 2% the second year and 1% in the third year. Members were provided a summary of the hourly expense from each proposer. For informational purposes, members were advised that

over the last three (3) calendar years (2010-2012), the average cost for using W Locco, LLC has been $63,308 and, based upon the proposal, this cost would be $65,569. Staff estimated that hiring two (2) full time employees with benefits, equipment, and a vehicle would cost the City $145,468.

Staff recommended awarding a one (1) year contract with the option for two (2), one (1) year extensions to W Locco, LLC, as per the proposal submitted in response to RFP #13-0032COD.

In response to Mr. Perza, Mr. Koenig stated that the option to renew is the City's and that there would be a three (3) to six (6) month notification period since the City would need to re-bid for the services.

Mrs. Williams moved for approval of staff's recommendation to award a one (1) year contract for providing underground utility locating services, with the option for two (2), one (1) year extensions, to W Locco, LLC. The motion was seconded by Mr. Hutchison and carried by a unanimous roll call vote (Anderson absent).

REVISION TO THE GARRISON OAK TECHNICAL PARK PROFESSIONAL SERVICES CONTRACT

Mr. Scott Koenig, City Manager, reminded members that in 2009, the City of Dover's Economic Development Office solicited Requests for Proposals (RFP) for engineering services related to the future development of Garrison Oak Technical Park. Land planning and engineering design of the subdivision had been ongoing since then. He advised members that additional costs had been identified related to tasks necessary to bring the project to completion which were not included in previous proposals, as follows: 1) separate water line installation package to meet Garrison Energy Center construction schedule; 2) wastewater coordination and analysis; 3) right-of-way stakeout for farmer to start planting; 4) additional hydrology/hydraulic analysis to model final design characteristics and basin changes since original design four (4) years ago; 5) geotechnical evaluation in proposed roadway to better define scope of work for bid specification to minimize change orders; 6) recordation of the final subdivision plat reflecting all necessary utility parcels and easement changes; and 7) development of bid specification package and provision of consulting assistance during bid process.

Mr. Koenig also reminded members that in September 2009, City Council authorized $322,100 for the engineering services contract with Becker Morgan Group. He stated that two (2) of the original tasks were eliminated from the contract, reducing the contract value to $289,500. In August 2012, City Council authorized an additional $88,000 to address utility design changes and environmental considerations, for a current approved total of $377,500. Members reviewed a table outlining each engineering task in terms of the original contract cost, amendments previously accepted by City Council, and the proposed amendments presented for consideration.

Staff recommended that the City Manager be authorized to sign an engineering services contract amendment with Becker Morgan Group to complete the Subdivision Design and Construction Documents for the Garrison Oak Technical Park at a cost not to exceed $86,900 over the $377,500 previously authorized by City Council from 2009 to 2012.

In response to concerns of Mr. Lynn, Mr. Koenig explained that the additional tasks were not included in the original documents that were approved since some of the tasks, such as the separation of the water line installation package, were not anticipated in the original scopes that were developed when finalizing the bid packages for construction. He clarified that the major tasks that were not anticipated were the separation of the water line installation package, explaining that it was hoped that the City could develop the bid specifications for the water line installation package in-house; however, the City simply does not have the engineering capacity to complete the task. The recordation of the final plat was not anticipated since the City had to create a number of utility easements and ultimately will be creating utility parcels for the water tower and pump station that were not a part of the original engineering authorization to Becker Morgan Group. Mr. Koenig stated that the only task that was previously done where there are additional changes being made is with the wastewater coordination and analysis and the additional hydrology/hydraulic analysis, explaining that additional information is needed either by Kent Conservation District or the City that was not originally anticipated.

Responding to Mr. Perza, Mr. Koenig stated that at the time the last changes were presented, these tasks were not anticipated. He felt confident that there were no additional changes anticipated in the near future; however, he stated that there was no definite assurance.

Mrs. Williams moved to approve staff's recommendation to authorize the City Manager to sign an engineering services contract amendment with Becker Morgan Group to complete the Subdivision Design and Construction Documents for the Garrison Oak Technical Park at a cost not to exceed $86,900 over the $377,500 previously authorized by City Council from 2009 to 2012. The motion was seconded by Mr. Hutchison and carried by a roll call vote of seven (7) yes, one (1) no (Lynn), and one (1) absent (Anderson).

PROFESSIONAL SERVICES AGREEMENT - RECRUITMENT OF ELECTRIC DIRECTOR

Mr. Scott Koenig, City Manager, noted that the City has been without a permanent Electric Director since Mr. Ron Lunt resigned his position as Public Utilities Director on January 6, 2012. In the intervening period, several employees have served as the Interim Electric Director. Now that City Council has accepted the Electric System Valuation Study, he requested the opportunity to begin the recruitment of a new Electric Director. Due to the critical nature and specialized expertise related to the Electric Director position, Mr. Koenig also requested the use of a professional recruitment service for this placement. He advised members that he had requested staff to begin researching executive recruitment services several months ago in preparation for this recruitment. After contacting vendors in the local market, the American Public Power Association (APPA), Burns & McDonald, and Pike Energy Solutions, staff received information on three (3) firms, as follows: Kelly Services, MyCoff, Fry and Prouse, and Aerotek. Staff contacted each of the three (3) firms and requested information and proposals from each of the vendors. A summary of the responses was provided to members.

After reviewing the information provided, Mr. Koenig stated that he elected to contact Mr. Christopher Picariello, Account Manager of Aerotek, and that a meeting was held to discuss their services and fees, as follows: 1) Their fee is 35% of annualized first year salary; 2) There are

no upfront costs - the City does not pay them until they place a candidate; 3) If the candidate is fired within the first 30 days of employment (other than for a reduction in force or reorganization), the entire fee is refunded; and 4) If the candidate is fired within 31-60 days, two-thirds of the fee is refunded; within 61-90 the refund is one-third and there is no refund after 90 days. Based on their meeting, Mr. Koenig relayed confidence that Aerotek can find a qualified candidate for this position that will meet the needs of the City of Dover. He indicated that the only concern raised during their discussion was the salary for this position. He stated that the approved pay range for this position is $84,137 - $132,264 and that the recruiter expressed concerns regarding this range and recommended that the City remain flexible when negotiating compensation for this position.

Staff recommended that the City Manager be authorized to execute a professional services agreement with Aerotek for the recruitment of the Electric Director position.

In reviewing the proposals, Mr. Lynn noted that it appears that Aerotek is the most expensive. Responding, Mr. Koenig estimated that the travel costs to and from Colorado that would be involved for MyCoff, Fry and Prouse would be several thousand dollars. He explained that his decision was mostly based on the $39,000 minimum fee proposed by MyCoff, Fry and Prouse. Mr. Koenig confirmed that there were no "additional fees" such as for advertisement, etc., involving Aerotek, assuring members that their only fee is the percentage of the first year salary. He stated that although there has been no discussion with Aerotek regarding the reimbursement of travel expenses for candidates, he anticipated those costs to be paid by the City of Dover.

Mr. Lynn questioned the possibility of not utilizing professional services and instead placing ads in trade periodicals, similar to the process used for filling the City Manager's position instead. He also suggested using the assistance of the City's Attorney, Mr. Kirk Betts, in the selection. Responding, Mr. Koenig explained his concerns regarding the future of the electric utility such as the rebuilding of Units #1 and #2, use of a Power Purchase Agreement (PPA), updating the North American Energy Services (NAES) contract, etc. He felt that monies spent to assure that the City would be hiring the candidate needed would be money well spent. He indicated that the real difference is that recruitment companies have contact with people who have been successful in the industry and the ability to contact them to determine their interest in the position. Mr. Koenig further explained that, often an individual may not necessarily be looking for a new position, but if contacted regarding the availability of a position, they would consider it.

Referring to the concerns involving the recruitment of the last Electric Director, as well as important issues coming forward in the electric utility industry, Mrs. Williams relayed her support for the use of a third party in the selection of an Electric Director.

Concurring with Mr. Lynn, Mr. Hare suggested that staff place employment ads for the Electric Director in trade periodicals to determine if there are any qualified candidates for the City Council's consideration. If this were not successful within a 60 day time-frame, then staff could move forward with the professional services to recruit the Electric Director.

In response to Mr. Slavin regarding the salary concerns of Aerotek, Mr. Koenig stated that Aerotek felt that the City's salary range was low and that the market level was more than $150,000. He noted that the salary for the Electric Director included in the City's budget was approximately $115,000.

Responding to Mr. Lynn, Mr. Koenig stated that although the fees for the Professional Services had not been budgeted, there were three (3) vacant positions; therefore, the funds were available.

Mrs. Donna Mitchell, Controller/Treasurer, advised members that funds had been budgeted for legal and consulting services that would be available for the professional services fees. In supporting the request, she explained her opinion that it would be beneficial for a professional who has expertise in the industry to assist the City in the hiring of an Electric Director. She noted that neither she nor the City Manager have the technical expertise that would be necessary in interviewing for such a position.

Mr. Hutchison reminded members that the Electric Director is one of the most important positions within the City of Dover and that the City should utilize experts to assist in filling the position; therefore, he urged members to support staff's recommendation.

Responding to Mr. Lynn, Mr. Koenig reiterated that he delayed bringing this matter forward until City Council made a decision regarding the Electric System Valuation Study. Since the Study was accepted by Council and no further action was taken, this was an indication that the City will remain in the utility business. As a result, he began moving forward with the recruitment of an Electric Director.

In response to Mr. Hare, Mr. Koenig indicated his opposition to having two (2) concurrent searches at the same time (City advertising and Aerotek search). He explained that the responsibility of the "headhunter" is to conduct the initial vetting of candidates and bring the City someone that meets the criteria for education, work history, ideas, etc., and is well qualified. However, he assured members that the selection of the candidate to fulfill the position would be determined by the City.

Mr. Koenig stated that since this is a non-bargaining position, there is no need to post the position in-house.

Mr. Slavin relayed concerns with the affect this would have on the City's budget, noting that it had already been mentioned that the salary scale for the Electric Director is insufficient. He noted that, if staff's recommendation were approved, there would be a one-time expense for recruitment and an additional cost for FY2014 and the years thereafter based on the decision regarding a final salary for the Electric Director.

In response to questions of Mr. Lynn, Mr. Koenig stated that the Electric Director would be determining selections for the remaining vacant positions. He reminded members that the budget included three (3) top level vacant positions in the Electric Department (Director, Engineer II, and Line Crew Superintendent).

Mrs. Williams moved for approval of staff's recommendation authorizing the City Manager to execute a professional services agreement with Aerotek for the recruitment of the Electric Director position. The motion was seconded by Mr. Hutchison and carried by a roll call vote of five (5) yes (Dixon, Slavin, Williams, Hutchison, and Bonar), three (3) no (Lynn, Perza, and Hare), and one (1) absent (Anderson).

DRAFT PROPOSED LETTER IN OPPOSITION TO HOUSE BILL 135 AMENDING TITLES 3 AND 29 OF THE DELAWARE CODE RELATING TO THE LICENSING OF VIDEO LOTTERY CASINOS AND HARNESS RACING DAYS

Mayor Carey advised members that it had recently been brought to his attention that State Legislation would be introduced (House Bill 135) relating to the licensing of video lottery casinos and harness racing. He stated that the proposed legislation would authorize the addition of two (2) new video lottery agents, one in Sussex County and one in New Castle County, through an application process conducted by a Lottery Economic Development Committee. He explained that the proposed legislation would be detrimental not only to Kent County but to Delaware as a whole.

Members were provided a draft proposed letter to the General Assembly, to be signed by the Mayor and Council President, relaying the City's strong opposition to House Bill 135.

Council President Bonar noted that Dover Downs had indicated their opposition to the proposed legislation and, as indicated in the proposed letter, he emphasized that the additional casinos would only exacerbate the financial difficulties of Dover International Speedway and Casino, which employs approximately 1,500 individuals, an estimated 98% of whom were residents of Dover and/or Kent County.

Mr. Lynn moved to authorize that the letter in opposition to House Bill 135 be sent as requested by Mayor Carey *(Exhibit #3)*, seconded by Mr. Hare and carried by a roll call vote of seven (7) yes (Lynn, Perza, Slavin, Williams, Hare, Hutchison, and Bonar), one (1) no (Dixon), and one (1) absent (Anderson).

2013/14 MISCELLANEOUS APPOINTMENT RECOMMENDED BY COUNCIL PRESIDENT - KENT ECONOMIC PARTNERSHIP - CARLETON E. CAREY, SR.

Council President Bonar recommended the appointment of Mayor Carleton E. Carey, Sr. to the Kent Economic Partnership.

By consent agenda, Mr. Hare moved for approval of the appointment of Mayor Carleton E. Carey, Sr., to serve on the Kent Economic Partnership, as recommended by Council President Bonar. The motion was seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson and Perza absent).

2013/14 COMMITTEE APPOINTMENTS - MAYOR *(This item was deferred on May 13, 2013)*

By consent agenda, Mr. Hare moved for approval of the Committee Appointments for 2013/14, as recommended by Mayor Carey. The motion was seconded by Mrs. Williams and by a unanimous roll call vote (Anderson and Perza absent), the following appointments were made:

Compensation Commission
K.C. Sheth

Dover 4th of July Celebration Committee
Greg Patterson, President/Vice Chairman
Mayor Carleton E. Carey, Sr., Chairman (ex-officio)
Donna Mitchell, Treasurer/Secretary (Staff Liaison)
Ann Marie Townshend (Staff Liaison)
Susan Betts
Elaine Brenchley
Andrea Maucher
Karen Nickerson

Dover Public Library Advisory Commission
Sean M. Lynn (Council Liaison Member)

Downtown Dover Development Corporation
Michael Harrington - Real Estate Professional Whose Practice Includes Downtown Area
Maxine Lewis - Downtown Retailer
Joseph McDaniel - Financial Services Professional Whose Practice Includes Downtown Area
Laura Simmons, State of Delaware Representative
Councilman Sean M. Lynn - Council Representative
Councilman David L. Bonar - Council Representative
Councilman Wallace Dixon - Council Representative
Scott D. Koenig - City Manager
Ann Marie Townshend - Director of Planning, Community Development, and Recreation

Election Board
Lillie M. Johnson - Fourth District

Property Maintenance Code Board of Appeals
Heather Ennis (Representative of Homeowners)
Charles Martin (Representative of Local Real Estate)

Silver Lake Commission
James Burcham
David L. Edgell
Dean Holden
Ann Marie Townshend
Melanie Tymes
Lyle Allen Jones

FINAL READING - PROPOSED ORDINANCE #2013-07

The First Reading of the following proposed ordinance was accomplished during the Council Meeting of May 13, 2013.

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

Proposed Ordinance #2013-07 Amending Chapter 2 - Administration, Article VI - Other Post-Employment Benefits Fund (Medicare Part B Reimbursement Eligibility Clarification)

Mr. Scott Koenig, City Manager, reminded members that the proposed amendment would allow employees who were transferred or promoted to non-bargaining positions prior to the adoption of this ordinance to receive Medicare Part B premium reimbursements. Non-bargaining employees hired after July 27, 2009 or employees promoted or transferred to non-bargaining positions after May 28, 2013 who were not previously entitled to Medicare Part B premium reimbursement shall not be entitled to the reimbursement. Additionally, this section has been re-worded to remove redundant language and improve readability. Mr. Koenig explained that the purpose of the amendment was to close a loophole to prevent additional employees from becoming eligible for Medicare Part B reimbursement.

Mr. Hare moved for adoption of the Ordinance, seconded by Mr. Hutchison and, by a unanimous roll call vote (Anderson absent), Ordinance #2013-07 was adopted, as follows:

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

That Chapter 2 - Administration, Article VI - Other Post-Employment Benefits Fund, Section 2-505 - Medicare Part B Premium Reimbursements, be amended to read as follows:

Sec. 2-505. - Medicare part B premium reimbursements.

Effective July 27, 2009, Medicare Part B premium reimbursement was discontinued for non-bargaining employees hired after that date. Employees hired on or before July 27, 2009 who were not previously entitled to Medicare Part B premium reimbursement who were promoted or transferred to a non-bargaining position after May 28, 2013 (Date of Adoption), shall not be entitled to the reimbursement.

The city will continue the practice of providing Medicare Part B premium reimbursement for non-bargaining employees hired on or before July 27, 2009 and those eligible due to promotion or transfer to a non-bargaining position on or before May 28, 2013 (Date of Adoption), with the understanding that it is not considered a vested right and can be changed or eliminated by council at any time by ordinance or resolution enacted to that effect and, further, as required by Section 3 of the Charter, that the fund for payment of the costs of such premium reimbursement shall be continued, as in the past.

ADOPTED: MAY 28, 2013

COUNCIL MEMBERS' ANNOUNCEMENTS

Council President Bonar announced that the African American Festival was scheduled for June 22, 2013 and encouraged all to attend.

Council President Bonar reminded members that Budget Hearings would be held from 6:00 p.m. to 9:00 p.m. on Wednesday, May 29, 2013 at City Hall, and were open for anyone to attend.

Council President Bonar thanked his colleagues for the opportunity to serve as their Council President and for the assistance provided by the City Clerk, Mrs. Traci McDowell, in conducting the meeting.

Mr. Hare moved to adjourn into the Special Council Meeting to discuss legal matters, seconded by Mr. Slavin and unanimously carried.

Meeting Adjourned at 8:40 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of May 28, 2013, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
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Exhibits
Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 92 Orchard Avenue
Exhibit #2 - Presentation - Violation of Dangerous Building Ordinance - 528 Fulton Street
Exhibit #3 - Draft Proposed Letter in Opposition to House Bill 135

Violation of Dangerous Building Ordinance
92 Orchard Avenue – Garage Only

Planning & Inspections Department

Dover, Delaware

May 28, 2013

EXHIBIT #1
Regular Council Meeting of 05/28/2013

92 Orchard Avenue
Case History

- Case opened on garage in October 2012
- Extension given until January 2013
- Owner indicated he would proceed with demolition in April 2013 – No permit issued or progress to date.
- Source of neighbor & police complaints.
- Outstanding Charges
  - Utility Billing
  - Boarding Charges
  - Code Enforcement Fines

Dangerous Building Code – Chapter 22 Article XI, Sec. 22-381

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*

Dangerous Building Code – Chapter 22 Article XI, Sec. 22-388

Sec. 22-388. - Emergency cases.

In cases where it reasonably appears that there is an immediate danger to the life or safety of any person, unless a dangerous building is immediately repaired, vacated and closed, or demolished, the building inspector shall report such facts to the council, which may cause the immediate repair, vacation, or demolition of such dangerous building. The costs of such emergency repair, vacation or demolition of such dangerous building shall be collected in the same manner as provided in section 22-385(5).


05/17/2013 15:05


05/17/2013 15:05


05/17/2013 15:03


05/17/2013 15:04


DANGER
05/17/2013 15:06

Recommended Council Action

- Declare this property dangerous.
- Order the property repaired or demolished by **June 8, 2013** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the repair or demolition of the property if not completed by the owner **within 5 days of the date established by City Council**.
- Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the property exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

Violation of Dangerous Building Ordinance 528 Fulton Street

Planning & Inspections Department

Dover, Delaware

May 28, 2013

EXHIBIT #2
Regular Council Meeting of 05/28/2013

528 Fulton Street
Case History

- 9 code enforcement cases since 2001
  - Exterior code violations
  - Interior code violations
  - Closing of a vacant building
- The utilities were terminated on July 31, 2012
- Condemned by City Staff on December 14, 2012 due to no active utilities, missing windows, boarded windows & boarded doors.
- Source of neighbor & police complaints.
- Outstanding Charges
  - Utility Billing
  - Boarding Charges
  - Code Enforcement Fines

Dangerous Building Code – Chapter 22 Article XI, Sec. 22-381

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*


DANGER
03/11/2013


03/11/2013


03/11/2013


03/11/2013


03/11/2013


03/11/2013


03/11/2013


03/11/2013


03/11/2013


03/11/2013


03/11/2013

Recommended Council Action

- Declare this property dangerous.
- Order the property repaired or demolished by **June 28, 2013** by the owner or equity owner at their own risk.
- Order the Building Inspector to cause the repair or demolition of the property if not completed by the owner **within 10 days of the date established by City Council**.
- Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the property exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

City of Dover

MAYOR AND COUNCIL

May 29, 2013

Dear *:

We are writing to express strong opposition to House Bill 135, which would authorize the addition of two new video lottery agents, one in Sussex County and one in New Castle County, through an application process conducted by a Lottery Economic Development Committee: a nine member, politically-balanced Committee with financial, accounting, or banking experience created to select the sites and licensees. This proposal would also increase the number of required racing days to reflect the current amount of racing and prevent the addition of video lottery agents from triggering a reduction in the minimum number of days that existing harness tracks must offer harness racing. Finally, this Act expresses the intent of the General Assembly that the new video lottery casinos will be subject to a one-time license fee and ongoing license fees, as well as fees necessary to create a level playing field for competition with video lottery agents operating horse or harness racing.

As civic leaders in the City of Dover, we urge you to reject the proposal, as it would be detrimental not only to Kent County but to Delaware as a whole.

Expanding the number of Delaware gaming venues would negatively impact employees at existing Delaware racinos and would dilute an already watered-down revenue stream for the State, while harming the long-term viability of the existing racinos and the establishments that rely on them.

Most alarmingly, the legislation could create serious financial damage to Dover International Speedway and Casino, not only one of the City's biggest employers, but also one of the largest organizations in Kent County. The addition of new venues would only exacerbate the financial difficulties Dover International Speedway and Casino currently face due to competition in neighboring states, potentially forcing them to lay off more employees, further cut benefits, or reduce operations.

Thank you for your time and careful consideration of these issues.

DAVID L. BONAR
COUNCIL PRESIDENT

CARLETON E. CAREY, SR.
MAYOR

DLB/CEC/tam
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SPECIAL COUNCIL MEETING

A Special Council Meeting was held on May 28, 2013 at 8:44 p.m. with Council President Bonar presiding. 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 Mr. Koenig, Chief Hosfelt, Mr. Rodriguez, and Mrs. McDowell. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

Mrs. Williams moved to recess into Executive Session pursuant to 29 Del. C. §10004(b)(4) to discuss legal matters, seconded by Mr. Hare and unanimously carried.

Meeting recessed at 8:44 p.m.

Mr. Hare moved to adjourn the Executive Session, seconded by Mr. Dixon and unanimously carried.

Executive Session adjourned at 8:51 p.m.

PENDING LITIGATION - JUSTICE V. CITY OF DOVER

During the Executive Session, City Solicitor Nicholas Rodriguez provided an update on the Justice v. City of Dover suit.

Mr. Hare moved to direct staff to prepare a Code amendment that would remove the requirement for offenders residing or employed within 500 feet of a day care center at the time of adoption of Ordinance #2012-08 (April 9, 2012) to move or resign their employment. The motion was seconded by Mrs. Williams and carried by a roll call vote of six (6) yes (Dixon, Slavin, Williams, Hare, Hutchison, and Bonar), two (2) no (Lynn and Perza), and one (1) absent (Anderson).

By motion of Mr. Hare, seconded by Mr. Hutchison, the Special Council Meeting adjourned at 8:54 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Special Meeting of May 28, 2013 are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM
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PROCLAMATION

***WHEREAS**, the first official flag of the United States was adopted by the Second Constitutional Congress on June 14, 1777 and on August 3, 1949, Congress designated June 14th of each year as "National Flag Day" and requested that the President issue an annual proclamation calling for its observance; and*

***WHEREAS,** on June 9, 1966 Congress requested that the President designate the week in which June 14th occurs as "National Flag Week" and call upon citizens to display the flag during that week; and*

***WHEREAS**, on December 8, 1982, the National Flag Day Foundation was chartered to conduct educational programs and to encourage all Americans to pause for the Pledge of Allegiance on Flag Day; and*

***WHEREAS**, Flag Day celebrates our nation's symbol of unity, devotion to freedom, and the equal rights of all.*

***NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE** do hereby proclaim June 14, 2013 as **FLAG DAY** and the week of June 8-14, 2013 as **FLAG WEEK** in the City of Dover and urge all residents to pause for the Pledge of Allegiance in honor of the Flag of the United States of America and to proudly display the flag in recognition of the beacon of hope that it has become for our country and for people all over the world.*

Carleton E. Carey Sr.

CARLETON E. CAREY, SR.
Mayor

COUNCIL RESOLUTION NO. 2013-17

A RESOLUTION AUTHORIZING SIGNATURES FOR BANKING SERVICES ON BEHALF OF THE CITY OF DOVER, DELAWARE

WHEREAS, the City of Dover's investment policy includes the investment of funds up to $100,000 per banking institution, investments in the State of Delaware Investment Pool, and the purchase and sale of U.S. Treasury and agency securities; and

WHEREAS, the banking institutions, brokerage firms, trust companies, and other various financial institutions require an Authorizing Resolution for the opening of accounts, and for purchasing, selling, transferring, assigning, and handling securities;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Dover, that the Controller/Treasurer, Assistant Finance Director, and Assistant Treasurers are hereby authorized to open accounts with banking institutions and purchase, sell, transfer, assign, and handle securities and that they are authorized to sign all related forms;

BE IT FURTHER RESOLVED that the transactions in these accounts be carried out with any one signature; and

That the following are the office holders authorized for these purposes, until further notice:

Donna S. Mitchell	-	Controller/Treasurer
Margaret Teal	-	Assistant Finance Director
Traci A. McDowell	-	Assistant Treasurer
Denise L. Devine	-	Assistant Treasurer

ADOPTED: *

S:\RESOLUTIONS-PROCLAMATIONS-TRIBUTES\2013\Draft\2013-17 - Authorizing ControllerTreasurer and Assistant Treasurers to Disburse Funds.wpd

CARLETON E. CAREY, SR.
MAYOR

COUNCIL PRESIDENT

Actions History:
June 10, 2013 - Scheduled for Introduction at City Council

Draft

NOTICE OF PUBLIC HEARING

The City of Dover Council will hold a public hearing on Monday, June 10, 2013 at 7:30 PM in the Council Chambers of Dover City Hall to consider adoption of the following proposed Electric Fund budgets for the fiscal year beginning July 1, 2013 to June 30, 2014. The following budgets have been submitted to the Mayor and Council for their review and consideration and the amounts are subject to change. Reference copies of the proposed budget are available at the Dover Public Library, Weyandt Hall (5 East Reed Street), and the City Clerk's Office.

ELECTRIC REVENUE FUND

Beginning Balance	$	7,152,400
Revenues		
Direct Sales to Customers	$	85,715,400
Purchase Power Adjustment		(9,428,700)
Utility Tax		1,492,200
Green Energy		135,800
Miscellaneous Revenue		602,000
Rent Revenue		251,000
Transfer from Rate Stabilization		4,000,000
Intrafund Service Receipts Water/Wastewater		98,500
Interest Earnings		119,400
Total Revenues	**$**	**82,985,600**
TOTAL BEG BALANCE & REVENUES	**$**	**90,138,000**
Expenses		
Power Supply	$	23,832,000
Solar Energy		1,565,800
Solar Renewal Energy Credits		300,000
Power Supply Management		996,000
PJM Charges – Energy		12,812,900
PJM Charges - Transmission & Fees		4,740,000
Capacity Charges		15,787,200
Plant Operations		6,015,800
Generations Fuels		-
PJM Spot Market Energy		(230,500)
PJM Credits		(397,000)
Capacity Credits		(15,079,800)
Subtotal Power Supply & Generation	**$**	**50,342,400**
Transmission/Distribution	$	3,302,500
Electrical Engineering		1,192,200
Administration		597,000
Meter Reading		220,300
System Operations		543,600
Subtotal Direct Expense	**$**	**5,855,600**
Other Expenses:		
Utility Tax	$	1,492,200
Allowance for Uncollectibles		200,000
Contractual Services		100,000
Retirees Healthcare		513,300
Other Employment Expenses		150,000
Transfer to Pension Unfunded Liability		1,314,200
OPEB Unfunded Liability		975,700
Green Energy Payment to DEMEC		135,800
Intrafund Service Fees		3,323,500
Interest on Deposits		27,000
Debt Service		3,301,900
Subtotal Other Expenses	**$**	**11,533,600**
Transfer to Improvement & Extension	$	5,298,600
Transfer to General Fund		8,000,000
Subtotal Transfers to	**$**	**13,298,600**
TOTAL EXPENSES	**$**	**81,030,200**
BUDGET BALANCE - Working Capital		9,107,800
TOTAL BUDGET BALANCE & EXPENSES	**$**	**90,138,000**

ELECTRIC IMPROVEMENT & EXTENSION FUND

Beginning Balance	$	3,091,000
Cash Receipts		
Transfer from Electric	$	5,298,600
General Service Billing		440,000
Interest Earnings		25,200
Total Receipts	**$**	**5,763,800**
TOTAL BEG BALANCE & RECEIPTS	**$**	**8,854,800**
Expenses		
Electric Generation	$	2,117,800
Transmission and Distribution		950,000
Electrical Engineering		2,405,800
Total Expenses	**$**	**5,473,600**
Budget Balance		3,381,200
TOTAL EXPENSES & ENDING BALANCE	**$**	**8,854,800**

ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: May 21, 2013

PREPARED BY: Tim Taraila, Code Enforcement Supervisor; Ann Marie Townshend, AICP, Director of Planning and Community Development

SUBJECT: 92 Orchard Ave, Dover, Delaware – Violation of Dangerous Building Ordinance

REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-388 – Emergency Hearing before Council and Chapter 22, Article XI - Dangerous Buildings Case # 12-3179 & 13-1746

RELATED PROJECT: N/A

APPROVALS: N/A

EXHIBITS: PowerPoint Presentation and File Photos to be presented at the Council meeting.

EXPENDITURE REQUIRED: Preliminary estimate is $10,000-15,000.

AMOUNT BUDGETED: $150,000 Budgeted for all demolitions Citywide in the FY-2013 Budget. Balance of $43,902.81 remaining as of May 21, 2013.

FUNDING SOURCE (Dept./Page in CIP & Budget): 110-1600-534-30-33.

TIMETABLE: As soon as possible.

RECOMMENDED ACTION:

1. Declare this building and all accessory structures on this property dangerous.
2. Order the property repaired or demolished by **June 8, 2013** by the owner or equity owner at their own risk.
3. Order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner **within 5 days of the date established by City Council**.
4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by Juan M. Collazo. Currently the structure is vacant and has no utilities. The property is a one story wood framed detached garage. The dwelling was condemned as unfit for human habitation on 05/14/2013 due to the degree of deterioration of the structure. The exterior wall facing west has visible deterioration from water damage, due to this extensive deterioration the structure appears as though it has the possibility of imminent collapse. Due to the concern of the potential for collapse, this is being brought forward as an emergency case, in accordance with Dover Code, Chapter 22, Section 22-388.

Office of City Assessor

June 10, 2013

City Council's
Board of Assessment Appeals

May 21, 2013

The Board of Assessment Appeals was brought to order by Chairman Garfinkel. Board Members present were: Chairman William Garfinkel, James Welsh, and Tom Burns. Staff present was City Assessor Cheryl Russell, William Pepper Esq., Deputy City Solicitor and Administrative Assistant Annette Hart.

Exemptions

1. A. 1. Westfield Maintenance Corp.

Location: 2.65 AC Arbor Dr. & 1.96 Arbor Dr.

BACKGROUND AND ANALYSIS

These parcels fall under State Statute 9 Del. C. §8110 Civic organizations owning parkland.

These properties are exempt from Kent County Tax.

EXEMPTION REQUEST

ED05-067.17-04-67.00	$202,000
ED05-067.17-04-69.00	$ 80,000
	$282,000

RECOMMENDED ACTION: Recommend that the request for exemption be approved.

Ms. Hagan, Secretary and Ms. Kaza, Treasurer were present for the hearing. Ms. Hagan explained to the board that the Westfield Maintenance Corp. has been in existence for 20 year, has always paid the taxes and maintained the open spaces, which includes two ponds.
The neighborhood consists of only 60 homes, which does not leave a lot of money to maintain the open spaces. Ms. Kaza also reiterated that the neighborhood is well maintained and that the grass cutting expense does put a lot of strain on the organization.

Mr. Burns pointed at a parcel on the GIS map provided and asked if this piece of land also belonged to Westfield Maintenance Corp.

Ms. Hagan and Ms. Kaza explained to the board that that piece of land is conservation land owned by the City of Dover, and therefore is not maintained by the Homeowners Association.

Chairman Garfinkel asked for the City's recommendation, at which time Cheryl Russell, City Assessor told the board that the City's recommendation is to approve the exemption as these parcels fall under Statue 9 De. C. §8110 Civic organizations owning parkland.

Chairman Garfinkel closed the hearing and opened for deliberations.

Mr. Burns was concerned that the HOA was not fully aware about their boundaries.

Ms. Kaza and Ms. Hagan assured that they are aware where their property ends and the City's property start.

Ms. Burns made the motion to approve the request for exemption based on the State Statue, which was seconded by Mr. Welsh.

Motion carried 3-0.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

1. B.1. Four Seasons Homeowners Association

Location: Open Spaces – Four Seasons

BACKGROUND AND ANALYSIS

These parcels fall under State Statute 9 Del. C. §8110 Civic organizations owning parkland.

These exemptions are being requested for previous years as well. (2010 – 2012 and future years)

EXEMPTION REQUEST

ED05-067.19-04-46.00 -	$ 12,500
ED05-067.19-04-44.00 -	$ 6,800
ED05-067.19-04-47.00 -	$ 3,800
ED05-067.19-04-45.00 -	$ 36,000
ED05-067.19-04-48.00 -	$ 4,200
ED05-067.19-04-53.00 -	$ 1,600
ED05-067.19-04-54.00 -	$120,100
	$185,000

RECOMMENDED ACTION: Recommend that the request for exemption be approved.

Ms. Jenkins, President of the Homeowners Association and Ms. Johnson, Vice President of the Homeowner Association were present for the hearing.

Ms. Jenkins told the board that the Homeowners Association has been in place for one year and asked that the past taxes for the open spaces be waived.

Mr. Burns asked how many buildable lots were still available in the development and how financially viable the association was, because the association is not getting any money from the vacant lots. He also wanted to make sure that the open spaces are not buildable lots.

Ms. Jenkins assured him that the open spaces were not buildable lots and that the Homeowner Association maintains these open spaces.

Chairman Garfinkel asked the Assessor what the City's recommendation was.

The Assessor recommended that the request for exemption be approved as it falls under State Statute 9 Del. C. §8110 Civic organizations owning parkland.

Chairman Garfinkel asked the Assessor if the city also agrees to exempt the requested prior years at which time the Assessor told the board that the City will also exempt prior year's taxes.

Mr. Welsh made the motion to approve the exemption, which was seconded by Mr. Burns.

Motion carried 3-0.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

1. C. 1. The Meadows Homeowners Association

Location: Open Spaces McKee Road

BACKGROUND AND ANALYSIS

This parcel falls under State Statute 9 Del. C. §8110 Civic organizations owning parkland.

EXEMPTION REQUEST

$126,600

RECOMMENDED ACTION: Recommend that the request for exemption be approved.

Mr. Keitel, Treasurer for the Homeowner Association was present for the hearing.
He told the board that the association has been in place since 1980 and that they maintain the open spaces in the neighborhood. He explained that the association was not aware that the open spaces could be exempt from property tax until recently.

Mr. Burns went over the GIS map provided by the Assessor's Office and pointed at that a piece of land which does not belong to the association, making sure it is not maintained by the homeowners association.

Chairman Garfinkel closed the hearing and opened for deliberations.

Mr. Burns made the motion to accept the request based on State Statue and Assessor's Recommendation. Mr. Welsh seconded the request.

Motion carried 3-0.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

1. D.1. Wesley College

Location: 34 S State Street – ED05-077.05-04-22.00

BACKGROUND AND ANALYSIS

This parcel falls under State Statute 9 Del. C. §8105

Property is not exempt from Kent County Taxes as of this date.

EXEMPTION REQUEST

$385,100

RECOMMENDED ACTION: Recommend that the request for exemption be approved.

Ms. Gardel, Administrative Assistant to the VP of Finance and HR represented the college.
She explained to the board that the school has the 501 (C) 3 tax exempt status and that the property is home to the College President. She went on to say that the property was not only used as a home but also for Wesley College purposes.

Chairman Garfinkel asked the Assessor what the City's recommendation is, at which time Ms. Russell told the board that the city recommend the application for exemption be approved as the parcel falls under State Statute 9 Del. C. §8105.

Mr. Burns asked Ms. Gardel if the College President has any other offices other than the office located at his residence.

According to Ms. Gardel the president does have another office on North State Street, which is used as his primary office.

Mr. Burns asked why the property had been taxed until now, at which time Ms. Gardel explained that she started working for the college last year and was surprised when she received a tax bill for the properties at which time she looked into filing for the exemption.

Chairman Garfinkel asked the Deputy City Solicitor if the residence would still fall under the state statue if it were only used for residential proposes.

Mr. Pepper explained that even though this was a hypothetical question, that in most cases such residence are used for college function and that in his opinion the residence of the president seems to be used for educational purposes.

Chairman Garfinkel closed the hearing and opened for deliberations.

Mr. Burns made the motion to accept the application for exemption based on the testimony heard and the State Statue, which was seconded by Mr. Welsh.

Motion carried 3-0.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

1. D. 2. Wesley College

Location: 308 N Queen Street – ED05-067.20-01-77.00

BACKGROUND AND ANALYSIS

This parcel falls under State Statute 9 Del. C. §8105

Property is not exempt from Kent County Taxes as of this date.

This property was previously the Little School

EXEMPTION REQUEST

$430,900

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Ms. Gardel explained that this property houses the athletic staff for the college, such as football coaches.

Chairman Garfinkel asked what the city's recommendation was, at which time the Assessor told the board that the City recommends approval.

Chairman Garfinkel closed the hearing and opened deliberations.

Mr. Burns made the motion to approve the request for exemption based on State code and the Cities recommendation, which was seconded by Mr. Welsh.

Motion carried 3-0.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

1. D. 3. Wesley College

Location: Land – 308 N Queen Street – ED05-067.20-01-79.00

BACKGROUND AND ANALYSIS

This parcel falls under State Statute 9 Del. C. §8105

Property is not exempt from Kent County Taxes as of this date.

This property was previously the Little School playground area.

EXEMPTION REQUEST

$90,300

RECOMMENDED ACTION: Recommend that the request for exemption be reviewed.

Ms. Gardell told the board that this property used to be a playground which has since been removed and is now used for athletics as it is connected to 308 N. Queen St.

The Assessor's recommendation is for approval of the exemption.

Chairman Garfinkel closed the hearing and opened deliberations.

Mr. Welsh made the motion to approve the petition for exemption.

Motion carried 3-0.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

1. E.1. Milford Housing Development Corporation

Location: 1361-1383 Walker Road – ED05-067.17-04-47.00
1357 Rear Walker Road – ED05-067.18-01-66.01

BACKGROUND AND ANALYSIS

This parcel falls under State Statute 9 Del. C. §8105

Property is exempt from Kent County Taxes as of April 2013.

EXEMPTION REQUEST

$464,300
$515,900

RECOMMENDED ACTION: Recommend that the request for exemption be approved.

Mr. Huxtable, Vice President was present for the hearing. He explained to the board that the organization has the 501(c) 3 status and provides housing for low income families. Mr. Huxtable provided the board members with a copy of the organizations "Report to the Community". He told the board that his organization provides a variety of housing opportunities and programs. These properties are used strictly as low income rental apartments which fall under the organizations mission, which is to provide affordable housing opportunities. Mr. Huxtable mentioned that his organization is looking into purchasing the property behind the two parcels they are seeking the exemption for and to redevelop the entire parcel.

Mr. Burns asked how many low income rental units the organization owns in the State of Delaware.

Mr. Huxtable told the board that they currently own 318 units. He explained that the company started approximately 30 years ago and that they just recently decided to acquire more properties.

Mr. Burns asked if they have received exemption for other municipalities.

Mr. Huxtable explained that they did receive the exemption for the county and other

Municipalities for those projects that they own individually.

When asked by Mr. Burns who was responsible for the utility bill, Mr. Huxtable told the Board that the utilities are split between the renter and the company and that this property will be managed by East Coast Management Company. He explained that once they acquire the other part, one of the apartments will be used as an office for the management company.

Mr. Burns asked if the management company was a “for profit” company.

Mr. Huxtable told him that they are a “for profit” company and are owned by Milford Housing Corp. He referred to the back cover of the “Report to the Community”.

Chairman Garfinkel pointed to three organizations listed on the back of the report and asked Mr. Huxtable who these companies were and what their connection to the Milford Housing Corp. was.

Mr. Huxtable explained that all three companies are owned by the Milford Housing Corp.

Mr. Burns expressed his concern regarding those companies owned by the Milford Housing Corp. which are not tax exempt and do make a profit. In his opinion this organization is different from the other nonprofit organizations that have come before the board seeking exemption.

Chairman Garfinkel asked if Milford Housing Corp. buys these projects like the one they are requesting the exemption for and then gives the jobs out to these other companies.

Mr. Huxtable assured the board that the Milford Housing Corp. does most of the work itself.

Mr. Burns asked the Assessor what her thoughts were, she referred the question to Deputy City Solicitor Pepper, who also expressed his concern regarding the other companies owned by Milford Housing Corp., but believes based on the low rents the exemption should probably be granted.

Mr. Welsh asked about the rent that will be charged on the units they are in the process of purchasing.

Mr. Huxtable assured that the rental units will be for low income families as well and that there will be units that are also handicap accessible.

Chairman Garfinkel closed the hearing and opened for deliberations.

Mr. Burns states that while the organizations mission is clear, he believes that the ownership of the other three companies does raise some concern, but because of the recommendation of Legal Counsel, he was leaning to approve the application for exemption.

Chairman Garfinkel also expressed his concern regarding the three companies owned by Milford Housing Corp., because these companies are owned by Milford Housing Corp. and do make a profit.

Mr. Welsh made the motion to accept the request for exemption based on the fact that the company has the 501(C) 3 Status and has been tax exempt by other municipalities. Mr. Burns seconded the motion, with the condition that the exemption will be given for one year only, which would make the organization have to reapply for the exemption again next year.

Motion carried 2-1.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

1. G 1. Central Delaware Habitat for Humanity

Location: 4 Bennington Street – ED05-076.02-01.00

BACKGROUND AND ANALYSIS

An exemption request was submitted to the Assessor's Office.

This property is being renovated for a low-income family to provide an affordable mortgage. Once this property is complete and the ownership is transferred, the property will be added back to the tax rolls. (As a supplemental billing)

EXEMPTION REQUEST

$167,100

RECOMMENDED ACTION: Recommend that the request for exemption be approved.

Ms. McBride, Executive Director was present for the hearing. She explained that the organization is a nonprofit organization that provides affordable housing for low income families. Central Delaware Habitat for Humanity has housed 16 residences in the last 23 years within the City of Dover, according to Ms. McBride. The organization purchased the home in February and will sell the property to the new owner in July/August at which time the property will go back on the City of Dover tax roll.

Mr. Burns asked what the purchase price was and what the selling price will be.

Ms. McBride explained that the home was purchased under the Neighborhood Stabilization Program in partnership with the City of Dover for approximately $87,000. The organization had approximately $150,000 in funds to purchase and renovate the home. The selling price will be based on upgrades and affordability of the home owner. She also told the board that the first floor has been renovated for wheelchair accessibility, as the new homeowner is disabled.

According to the City Assessor, the home will only be exempt for 3 months, if it sells in August as stated by Ms. McBride, because the city tax bills go out July 1.

Chairman Garfinkel closed the hearing and opened for deliberations.

Mr. Burns made the motion to accept the City's recommendation to approve the exemption.

Mr. Welsh seconded the motion.

Motion carried 3-0.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

1. G. 1. Bible Church of God Inc.

Location: 1202-1204 White Oak Road – ED05-068.14-03-55.00

BACKGROUND AND ANALYSIS

An appeal form was submitted to the Assessor's Office.

No additional paperwork has been submitted to the Assessor's Office, other than the Deed to prove property ownership. We are unaware of the activities at this location. Per our database, there is an active license for "Churches Public Occupancy".

Kent County records indicate that this property is Exempt from Kent County Taxes.

There is also a vacant parcel of land located behind this property. Kent County also has this small parcel exempt from Kent County Taxes. It is not mentioned in the exemption request, but it should be mentioned at this time, in case it was an oversight by the appellant. Paperwork not provided at this time, but can be discussed if Board of Assessment Appeals so desires.

EXEMPTION REQUEST

$192,300

RECOMMENDED ACTION: Recommend that the request for exemption be approved.

The appellant did not show for their scheduled hearing,

Chairman Garfinkel made the motion to dismiss the petition due to failure of appearance by the petitioner, which was seconded by Mr. Burns.

Motion carried 3-0.

1. H. 1. Dover Interfaith mission for Housing

Location: 1155 Walker Road – ED05-067.18-01-79.00

BACKGROUND AND ANALYSIS

This parcel falls under State Statute 9 Del. C. §8105

EXEMPTION REQUEST

$645,100

RECOMMENDED ACTION: Recommend that the request for partial exemption be approved.

Attorney John Terence Jaywork, Member of the board and Mr. Herb Konovitz, Vice Chair, were present for the hearing.

Mr. Jaywork went over the papers filed with the exempt application. He told the board that the organization is a nonprofit charitable corporation and has the 501(c) 3 status.

He explained that this property will be used for living quarters and will allow for two to three

men to stay in one room. According to Mr. Jaywork, these are men who are coming off the streets and are trying to get back into the workforce.

Mr. Konovitz told the board that this project is not considered short term like some of the other projects the organization has, this project is considered long term where the men may stay up to three years. The men that will be living in these quarters will have to pay a modest rent, which will be used for food and upkeep of the property.

The organization did not have the cash to purchase the property, which has just recently been subdivided; they rely on grants from banks and organizations.

Mr. Burns wanted to make sure that the building is not generating any income at the moment.

Mr. Konovitz assured the board that the building is presently empty and is not generating any income. He told them that permits will be applied for as soon as the site-plan has been approved, which should be any day now.

Mr. Burns made motion based on the City's recommendation to accept the petition, which was seconded by Mr. Welsh.

Motion carried 3-0.

1. H. 2. Dover Interfaith Mission for Housing

Location: 523 Ross Street – ED05-067.16-01-32.00

BACKGROUND AND ANALYSIS

This parcel falls under State Statute 9 Del. C. §8105

EXEMPTION REQUEST

$140,300

RECOMMENDED ACTION: Recommend that the request for exemption be approved.

Attorney John Terence Jaywork, Member of the board and Mr. Herb Konovitz, Vice Chair, were present for the hearing.

Mr. Jaywork explained that this property has been converted to accommodate 5 unrelated men and that they may live there for as long as they want or need to, they too have to pay rent which will then be used for food and upkeep of the property.

Permits are in process to be submitted and work will begin as soon as possible.

Mr. Welsh made the motion to accept the City's recommendation which was seconded by Mr. Burns.

Motion carried 3-0.

Chairman Garfinkel explained to the applicant, that the City Council was the final decision and that a letter with the date of the Council Hearing would be mailed to them.

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on May 28, 2013, at 5:36 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, Mr. Dixon, and Mr. Hutchison. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

Downtown Dover Business Improvement District (BID) Budget and Assessment (Tax) Rates for Fiscal Year 2013-2014

In accordance with Appendix D, Article III, Section 9(f) of the Dover Code, City Council must adopted a Business Improvement District (BID) budget and assessment every year. Ms. Cheryl Russell, City Assessor, provided members the FY 2013-2014 proposed budget ordinance showing BID tax revenue and expenses, as well as the following tax calculation worksheet with recommended rates:

JULY 1, 2013 TO JUNE 30, 2014

	ZONE 1	ZONE 2	ZONE 3	TOTAL
Aggregate Assessments	$38,558,700	$58,290,700	$32,830,900	$129,680,300
Assessment Tax Rate Per $100 Assessment	0.0634	0.0349	0.0156	---
Revenue Raised	$24,400	$20,300	$5,100	$49,800
% Revenue Raised	49%	41%	10%	100%
Number of Parcels	113	105	42	260
Average Assessment	$216	$193	$121	$531

Ms. Russell noted that the revenue percentages by zone had been calculated in accordance with Section 9(e) of Appendix D, Article III of the Dover Code and that the amounts were estimated per the 2010 reassessed values.

Staff recommended approval of the Downtown Dover Business Improvement District (BID) Budget and Assessment (Tax) Rates for FY 2013-2014 and adoption of the proposed budget ordinance.

Responding to Mr. Slavin, Mrs. Donna Mitchell, Controller/Treasurer, explained that the Dover Code requires the Downtown Dover Business Improvement District (BID) Budget and Assessment (Tax) Rates to be approved by City Council on or before the second meeting in June. She recommended that staff conduct further research to determine why it was initially established this way prior to any consideration of amending the ordinance to allow adopting the BID budget and assessment at the same time as the City's budget. She estimated that a one percent (1%) increase in BID tax of the total assessed values would equate to approximately $12,900.

Mr. Bonar stated that increasing the BID tax for downtown merchants would allow the Downtown Dover Partnership (DDP) to become more self-sustaining and provide them a better funding mechanism.

Mr. Slavin expressed his resistance to the BID tax, explaining his feeling that it was contradictory to indicate that the City was providing an incentive to businesses in the downtown area by assessing them an additional tax. It was his feeling that there were other means the City could consider to fund the DDP instead of taxing the businesses in that district. Mr. Hare stated his concurrence.

Mr. Slavin moved to recommend approval of staff's recommendation to approve the Downtown Dover Business Improvement District (BID) - Assessment (Tax) Rate for FY 2013-2014 and approval of the proposed budget (*Attachment #1*). The motion was seconded by Mr. Hare and unanimously carried.

Downtown Dover Partnership (DDP) Loan Guarantee Extension

Mrs. Donna Mitchell, Controller/Treasurer, provided information regarding the Downtown Dover Partnership's (DDP) recent negotiations for new terms for their PNC Loan. She reminded members that the original loan provided for interest only payments with a balloon payment due in July 2013, as presented to members during their meeting on April 14, 2008.

Mr. Lou Colón, Executive Director, Downtown Dover Partnership, advised members that the loan guarantee extension was for the former Acme property located on South Governors Avenue. He stated that the extension would be a one (1) year extension of interest only and would reduce the current debt service payments to approximately $39,000 and the interest rate from approximately 5% to a little over 3%.

Mr. Shevock noted that the City was guaranteeing the interest on the loan this year and that the balloon payment would be due next year. He questioned what the City's liability would be next year since the interest was guaranteed only for the current year. Responding, Mr. Colón stated that it was the intent of the DDP to have the building sold within the year. He indicated that the building would be marketed for redevelopment and the loan would then be paid in full.

Mrs. Mitchell referred to the details provided to members regarding the new terms, as follows: 1) the Bank has approved an extension of one (1) year on their $1,300,000 loan at interest only until July 1, 2014; 2) the new rate will be floating at the London Interbank Offered Rate (LIBOR) + 2.50% (currently 2.71%); and 3) the rate was a fixed rate at 5.16% - that would show a reduction in annual interest expense from approximately $67,080 to $35,230 or around $31,850 per year, assuming LIBOR remains the same [LIBOR is a floating Rate index, but has not moved materially for several years; however, there are no guarantees as to what LIBOR might be day to day.] It was noted that the Bank will not extend at interest only again past July 1, 2014 and that the DDP will be requested to develop a specific plan by that date as to how they plan to handle the obligation.

In response to Mr. Hare, Mr. Colón advised members that if the property were not sold within the year, the DDP had funds budgeted to cover some debt service. In regard to the balloon payment, he felt confident that this could be negotiated with the bank; however, he could not guarantee that would be the case. He confirmed that if the building were not sold and they were unable to negotiate with the bank, the City's guarantee would pay the $1.8M. Elaborating, Mrs. Mitchell explained her understanding that the bank had indicated that if the building were not sold as of July 1, 2014, the bank would then want interest and principle, noting that the DDP was only paying interest. She indicated the possibility that enough rent monies would be collected to cover the interest and principle payments, explaining that this would depend on the interest rate locked in and the amount of rent monies collected at that time.

Responding to Mr. Hutchison regarding the vendor who would administer EZ-Pass, Mr. Colón stated that the DDP had first been advised that this would be decided by April 15, 2013, and subsequently this date was changed to May 15, 2013. He stated that the DDP would be meeting with DelDOT on Thursday, May 30, 2013 and that although a selection had been made, it had not been made public.

Staff recommended granting the extension of the Downtown Dover Partnership (DDP) loan guarantee for a period of one (1) year effective July 1, 2013 on the loan between PNC Bank and the Downtown Dover Partnership.

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

Delaware Solid Waste Authority (DSWA) Municipal Discount Disposal Fee Agreement

Mrs. Donna Mitchell, Controller/Treasurer reminded members that the City of Dover uses the Delaware Solid Waste Authority (DSWA) facility located in Sandtown for the disposal of municipal solid waste, as well as dry waste generated within the City's service territory. The City's current Municipal Discount Disposal Fee Agreement expires on June 30, 2013. She advised members that the DSWA has proposed a new agreement and fee schedule as follows:

Period	Base Rate	Rebate/Discount	Effective Rate
July 1, 2013 – June 30, 2014	$ 85.50/Ton	$ 8.00/Ton	$ 77.50/Ton
July 1, 2014 – June 30, 2015	$ 87.00/Ton	$ 8.00/Ton	$ 79.00/Ton
July 1, 2015 – June 30, 2016	$ 88.50/Ton	$ 8.00/Ton	$ 80.50/Ton

Mrs. Mitchell indicated that the tonnage for FY-2014 to be delivered to the Sandtown facility is estimated at 12,500 tons, which would equate to an estimated cost of $968,000. Staff recommended that the $8.00 per ton discount be taken on the monthly bill rather than participating in the rebate program. She stated that the total estimated expenditure for solid waste disposal, including recycling, in FY-2014 is $1,315,300.

Staff recommended that the City Manager be authorized to sign the DSWA Municipal Discount Disposal Fee Agreement.

Responding to Mr. Shevock, Mrs. Mitchell stated that it was her recollection that the discount and rebate provide the same amount of savings; however, the City would not receive the rebate for a year. Staff had elected to take the discount in previous years since it reflected current costs and fiscal year expenses.

Mr. Shevock moved to recommend approval of staff's recommendation to authorize the City Manager to sign the Delaware Solid Waste Authority (DSWA) Municipal Discount Disposal Fee Agreement *(Attachment #2)*. The motion was seconded by Mr. Rushe and unanimously carried.

Disposal of Excess Property - 70 Mifflin Road, 299 College Road, and 29 North Kirkwood Street - Offer from Habitat for Humanity

Members considered a request from Habitat for Humanity for the purchase of City-owned property, as follows: 70 Mifflin Road for $10,000, 299 College Road for $8,000, and 29 North Kirkwood Street for $5,000. Mrs. Ann Marie Townshend, Director of Planning, Community Development, and Recreation, reminded members that the City acquired the properties at a monition sale due to liens for demolition expenses. She assured members that these were excess properties as the City had no use for the property and would be better served by these properties being redeveloped and restored as taxable properties.

Mrs. Townshend advised members that in accordance with Section 5 - Exceptions to Standard Method of Disposition, Exception D, of the procedure for Sale and Disposition of Real Property, if, in the opinion of the Dover City Council, the donation of a parcel of excess land to a non-profit organization would be in the best interest of the City of Dover, Council then reserves unto itself the right to make such a donation. In this case, she noted that the Habitat for Humanity had submitted an offer to purchase the subject properties. She assured members that the sale of these properties to Habitat for Humanity would be consistent with the goals of the City of Dover 2008 Comprehensive Plan and the City of Dover 2010-2014 Consolidated Plan to foster home ownership for low and moderate income households. This would also support the City's goal and mandate to affirmatively further fair housing by allowing for location choices for low and moderate income households.

Mrs. Townshend explained that if the City were to accept the offers from Habitat for Humanity, it would be necessary for the City to write off a portion of the City's costs for demolition and the other charges. Members were provided a summary of the write-offs, based on the offers from Habitat for Humanity and the lien value, as follows:

Address	Offer Price	Lien Amount	Write-Off Amount	City's Assessed Land Value
70 Mifflin Road	$10,000	$12,175.68	$ 2,175.68	$67,400
29 N. Kirkwood Street	$ 5,000	$16,511.12	$11,511.12	$24,200
299 College Road	$ 8,000	$17,870.26	$ 9,870.26	$51,700

Mrs. Townshend advised members that if the "Standard Method of Disposition" were followed, the City could potentially recover all of its costs or make money on the sale over and above the lien

values; however, that would be subject to the marketability of the properties. She noted that when the City acquired the properties at the monition sale, the City was not outbid by other bidders. In addition, she explained that by selling to Habitat for Humanity, the City would be assured that the lots would be developed and occupied by homeowners, and reminded members that homeownership is important in creating strong communities.

Mrs. Townshend advised members that the City Manager's Office had received two (2) other letters from persons interested in purchasing 299 College Road; however, the interested parties were not non-profit organizations and would not be eligible for the Exception D to the "Standard Method of Disposition."

Staff recommended that it be determined that the properties are excess properties and that the City Manager be authorized to negotiate sale prices with Habitat for Humanity that minimize the write-off amount.

In response to Mr. Lynn, Mrs. Townshend stated that the Sale and Disposition of Real Property is a procedure and is not codified and that the term "donate" is not defined in the procedure. Mr. Lynn explained his concern that in the absence of a statutory definition, the reasonable meaning would be applied, and in his opinion "donate" would mean no consideration of monies. As such, he stated his hesitation in approving the request based on Exception D of the procedure for Sale and Disposition of Real Property, although he understood the intent of staff's recommendation in this regard.

Mr. Hare indicated that, in his experience, it was not uncommon for Habitat for Humanity to make an offer for properties, explaining that not all properties are donated and individuals who purchase properties from Habitat for Humanity pay a mortgage. He indicated that he would support staff's recommendation in regard to 70 Mifflin Road and 29 North Kirkwood Street; however, he felt that the City should explore the other interests in the property located at 299 College Road.

Regarding the concerns relayed by Mr. Lynn, Mrs. Townshend stated that although there is no clear answer for the definition of "donate" as it related to this procedure, there had been precedence for this type of scenario occurring in the past. She reminded members of the infamous "cat house" (101 Jefferson Court) in which the City invested approximately $75,000 and then sold the property for approximately half that amount to Habit for Humanity. She noted that this was accomplished utilizing Exception D of the procedure for Sale and Disposition of Real Property.

Mr. Roy Sudler, 353 Rita Wilma Road, questioned what the estimated sales price would be for the property located at 299 College Road for a private investor. Responding, Mrs. Townshend stated that although the City did not have an appraised value for the property, the assessed value was $51,700. If the City were to use the standard method of disposal for the property, she anticipated that bids would be solicited for its purchase.

Mr. Hare moved to recommend that it be determined that 70 Mifflin Road, 299 College Road, and 29 North Kirkwood Street are excess properties and that the City Manager be authorized to negotiate sale prices with Habitat for Humanity that minimize the write-off amount for the

properties located at 70 Mifflin Road and 29 North Kirkwood Street and that the Standard Method of Disposition of Excess Property (with the possibility of a bid process) be utilized for the property located at 299 College Road. The motion was seconded by Mr. Shevock and carried with Mr. Lynn voting no.

Proposed Amendments to Chapter 58 - Human Relations Commission

Members were reminded that in March 2001, two (2) incidents occurred which caused racial tension and divisiveness within the City of Dover, as follows: 1) the shooting of a police officer in the Capital Green area; and 2) the death of Mr. Reginald Hannah. As a result, then Mayor Hutchison requested an Emergency Council Meeting to discuss the conflicting issues involving the community, which was held on March 25, 2001. Subsequently, the Delaware Human Relations Commission held a series of Dover Community Meetings throughout the year to begin a dialogue and develop objectives to restore and rebuild the community, together with all citizens of Dover. Those that attended these meetings worked to develop and prioritize a list of issues as well as strategies and objectives to resolve those issues. During those Community Meetings, it was suggested that a local Human Relations Commission be established. As a result, during their Regular Meeting of February 22, 2002, Dover City Council adopted an ordinance establishing the City of Dover Human Relations Commission (DHRC).

Mr. Hutchison advised members of his concerns regarding the Dover Human Relations Commission. He noted that although the Commission was established to restore and rebuild the community, during the past several years, the Commission had experienced low meeting attendance (by both members and citizens), and that the Mayor and Council have received resignations from numerous members. As a result, the Commission has experienced difficulty in obtaining the required quorum of members to convene meetings and conduct official business. In addition, Mr. Hutchison indicated that there had been a lack of communication between the Commission and Council, as well as between the Commission and members of City staff. The Commission had repeatedly jeopardized the City's compliance with the Freedom of Information Act (FOIA) through its disregard of requests to provide detailed meeting minutes.

Mr. Hutchison recommended that the Committee examine the role and performance of the Dover Human Relations Commission to determine the following: 1) if the Commission is fulfilling its purpose; 2) if there is evidence of a continued necessity for the Commission, or if it is a duplication of services provided by other agencies, committees, etc. within the City and/or State of Delaware; 3) the possibility of amending Sec. 58-33 (c) - Meetings, of the Dover Code to limit the Commission to meeting on an as needed basis, in the same manner as many other City committees, commissions and boards, including the Construction Code Appeals Committee, Election Board, Ethics Commission, and Property Maintenance Code Board of Appeals; 4) the possibility of amending Sec. 58-32 (b) - Composition; appointment, of the Dover Code to reduce the membership of the Commission from fifteen (15) to seven (7), which would maintain the threshold originally proposed during the Dover Community Meeting of December 4, 2001; and 5) direct staff to prepare a Proposed Ordinance reflecting the recommendation of the Committee for a First Reading at City Council during the Regular Meeting of June 10, 2013 and Final Reading on June 24, 2013.

Concurring with the concerns of Mr. Hutchison, Mr. Hare also felt that 15 members was too many and stated his understanding that the State Human Relations Commission only meets when a complaint has been filed. He felt that this was the intent of Council when establishing the Dover Human Relations Commission.

Mr. Dixon suggested that training be provided for members of the Commission, as well as the City at-large, by the State Human Relations Commission. He explained that training would provide guidelines for members and give them information on their mission and what could be done to help the City.

Mr. Bonar also agreed that 15 members was too large a body and that if the City chose to continue to have such a commission, its members should be provided a set standard of guidelines so that they have a clear understanding of their duties and responsibilities. As mentioned by Mr. Hare, it was his understanding that holding meetings on a regular basis had sometimes caused members to "go on fishing expeditions" to conjure up issues, which he felt did not serve the City or its citizens. He suggested that members examine the structure and the contents of rules and regulations for the operation of the Commission.

In response to Mr. Slavin, Mr. Hutchison concurred that Recommendation #5, directing staff to prepare a Proposed Ordinance reflecting the recommendation of the Committee for a First Reading at City Council during the Regular Meeting of June 10, 2013 and Final Reading on June 24, 2013, should be delayed until the completion of Recommendations #1-4.

Mr. Roy Sudler, Jr., Chairman of the DHRC, agreed that 15 members may be too many, explaining that it was challenging at times to obtain a quorum at meetings. It was his belief that the State Human Relations Commission had a significant role in the establishment of the by-laws and procedures established for the DHRC. He felt that the State Human Relations Commission could assist the City in providing guidance in functioning more effectively. Mr. Sudler reminded members that he was recently requested to conduct a self-review of the DHRC, which was considered by Council on January 23, 2012. He noted that #7 of that report indicated the need for the DHRC and the City to work together to develop an improved and long-range strategy plan and an annual operational plan for the Commission, which would greatly enhance the Commission and City's ability to monitor, measure, and evaluate the effectiveness of the City and the Commission in meeting its five (5) standard needs. Referring to the five (5) standard needs, he suggested that members consider what had been accomplished since 2010 and review the 2012 Annual Report of the Commission. He felt that members would then be able to make a more educated decision in regard to a plan of action. In conclusion, Mr. Sudler provided a Demand for Hearing, Written Complaint and Memorandum of Record, which was submitted to the DHRC by EShed Alston, expressing his opinion that the DHRC Chairman, Roy Sudler, Jr., should be removed from office ***(Attachment #3)***.

Ms. Linda Hackett, 1117 Charles Drive, advised members that she serves on the DHRC and indicated her desire to meet with City officials to discuss tasks that should be focused on together. She supported the Commission and indicated that there was a lot of work necessary to address many

concerns throughout the City. She relayed her interest in the youth in the City and felt that the Commission should be a viable part of the community and that great things could be accomplished if the City and the Commission worked more closely together. It was her hope that members would be provided an objective and that everyone be made aware of what is expected of both the Commission and the City.

Mr. Shevock moved to recommend that this matter be referred to staff to formulate a recommendation for the Committee's consideration and that a date be established for the First Reading of the related proposed ordinance, seconded by Mr. Hare.

Mr. Slavin relayed his opposition, explaining that what had been recommended was for the Committee to conduct the examination and then the matter would be referred to staff for the drafting of an ordinance. He explained that referring it directly to staff would place them in a difficult position and felt that it would be disingenuous for members to indicate a desire to have discussions of the issues and without holding such discussion. Mr. Slavin suggested that a Special Legislative, Finance, and Administration Committee meeting be scheduled specifically to discuss this issue and noted that there may be a need to have more than one (1) meeting.

Mr. Shevock withdrew his motion, as did the seconder.

Mr. Slavin moved to recommend that the Chair of the Legislative, Finance, and Administration Committee schedule a Special meeting for the purposes of discussing Recommendation Items #1-5 included in the Committee Action Form pertaining to the Dover Human Relations Commission. The motion was seconded by Mr. Hare and carried by a unanimous roll call vote.

Mr. Lynn stated that he would schedule a Special Committee Meeting following Council's approval of the Committee's recommendation.

Mr. Shevock moved for adjournment, seconded by Mr. Hare and unanimously carried.

Meeting adjourned at 6:14 p.m.

Sean M. Lynn
Chairman

SML/jg
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Attachments
Attachment #1 - Downtown Dover Business Improvement District (BID) Proposed Budget Ordinance
Attachment #2 - Delaware Solid Waste Authority (DSWA) Municipal Discount Disposal Fee Agreement
Attachment #3 - Demand for Hearing, Written Complaint and Memorandum of Record submitted by Mr. Eshed Alston

BUSINESS IMPROVEMENT DISTRICT

CASH RECEIPTS BUDGET FOR 2013-14

BID TAX REVENUE AND EXPENSES CHARGED AGAINST THIS REVENUE ADMINISTERED THROUGH CITY OF DOVER

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

1. The amount hereinafter named aggregating Forty-nine thousand, eight hundred dollars, (49,800) or so much thereof as may be necessary is hereby appropriated from current revenues and other funds for economic development purposes for the fiscal year beginning July 1, 2013, and ending June 30, 2014:

REVENUE	PROPOSED
Tax Revenue	$49,800
EXPENSES	
Personnel & Administration Expenses	$49,800

MUNICIPAL DISCOUNT DISPOSAL FEE AGREEMENT (OPTION FOR REBATE OR DISCOUNT)

THIS AGREEMENT, entered into by and between the Delaware Solid Waste Authority ("Authority") and _____ ("Customer"), made this _____, of _____, 2013.

WHEREAS, the Authority owns and operates facilities throughout the State of Delaware; and

WHEREAS, the Authority receives solid waste and dry waste at its facilities from various customers who collect and/or transport solid waste and dry waste generated in the State of Delaware; and

WHEREAS, for a municipality with accounts with the Authority which collect and transport the solid waste and dry waste generated within their municipal boundaries with their own equipment and labor force the Authority is willing to provide an option to such municipality which allows the municipality to choose to receive a rebate or a discount regarding payment of the specified base rates; and

WHEREAS, the Customer wishes to utilize the services of the Authority for the receipt and disposal of all Customer's solid waste and dry waste collected in the State of Delaware; and

WHEREAS, the Authority wishes to provide disposal services to Customer under this Agreement as an integral part of fulfilling its statutory responsibilities and satisfying its financial obligations.

NOW, THEREFORE, in consideration of the mutual promises set forth in this Agreement, and other good and valuable consideration, the parties, intending to be legally bound, hereby agree as follows:

1. Customer shall, subject to the exceptions set forth in Paragraph 9 hereafter, deliver to Authority designated facilities all solid waste and dry waste generated in the State of Delaware which is collected and/or transported by Customer during the term of this Agreement.

2. Customer shall pay to the Authority:

   (a) a base rate of Eighty Five Dollars and Fifty Cents ($85.50) for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority designated facilities, during the period commencing July 1, 2013 and ending June 30, 2014;

   (b) a base rate of Eighty Seven Dollars ($87.00) for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority designated facilities, during the period commencing July 1, 2014 and ending June 30, 2015; and

   (c) a base rate of Eighty Eight Dollars and Fifty Cents ($88.50) for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority designated facilities, during the period commencing July 1, 2015 to June 30, 2016,

   (d) the base rates for construction and demolition waste shall be determined by the Authority from time to time for each Authority facility, provided that the Authority shall post the base rates and any changed base rates for construction and demolition waste applicable to its designated facilities at least ten (10) days in advance of the effective date of such base rates for the facility,

3. In the event the Authority establishes a general base rate for disposal of solid waste and dry waste below the base rates specified in Paragraph 2 above for the time periods indicated, Customer shall be entitled to such lower base rates while such lower base rates are in effect. Dry waste shall be as defined in the Regulations of the Delaware Solid Waste Authority and shall be delivered in separated loads free of any commingled municipal solid waste.

Construction and demolition waste shall mean the nonhazardous component of dry waste comprised of discarded materials from construction, renovation, restoration and demolition activities and projects. Construction and demolition waste shall be delivered in separated loads free of any commingled municipal solid waste or dry wastes from other sources. The delivery of yard waste to Authority facilities shall be subject to any limitations or prohibitions imposed by law, regulations and permit conditions, and any special restrictions or requirements imposed by the Authority.

4. The term of this Agreement shall be from July 1, 2013 or the execution date of this Agreement thereafter to June 30, 2016.

5. The following rebates shall be paid to Customer:

(a) a rebate of Eight Dollars ($8.00) shall be paid by the Authority to Customer for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority landfills; namely, the Northern Solid Waste Facility located at Cherry Island in Delaware, the Central Solid Waste Facility located at Sandtown in Delaware, and the Southern Solid Waste Facility located at Jones Crossroads in Delaware.

(b) a rebate of Four Dollars ($4.00) shall be paid by the Authority to Customer for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority transfer stations; namely, the Pine Tree Corner facility, the Milford facility, and the Route 5 facility.

(c) the rebates shall be paid for the following periods in which solid waste and/or dry waste (excluding construction and demolition waste) have been delivered:

(1) July 1, 2013 to June 30, 2014

(2) July 1, 2014 to June 30, 2015

(3) July 1, 2015 to June 30, 2016

6. The rebates set forth in Paragraph 5 above shall be paid to Customer by Authority within forty-five (45) days after the end of the applicable period or after full payment due has been made to the Authority by Customer for all services provided by the Authority, whichever is later, for the solid waste and dry waste (excluding construction and demolition waste) delivered by Customer during the applicable periods set forth in Paragraph 5 above; provided however, that (1) if Customer has not made full payment due for all services provided by the Authority within ninety (90) days of the end of the applicable period, then the entire rebate for the period shall be forfeited without offset for any amounts due from Customer, and (2) payment is conditioned on Customer's full compliance with the terms and conditions of this Agreement during the applicable rebate delivery period.

7. Notwithstanding the foregoing, any municipal Customer which owns and operates its own solid waste and dry waste collection system shall have the option under this Agreement to pay the following discounted rates for the periods indicated without receiving any rebates:

(a) Seventy Seven Dollars and Fifty Cents ($77.50) for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority landfills; namely, the Northern Solid Waste Facility located at Cherry Island in Delaware, the Central Solid Waste Facility located at Sandtown in Delaware, and the Southern Solid Waste Facility located at Jones Crossroads in Delaware; and Eighty One Dollars and Fifty Cents ($81.50) for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority transfer stations, namely the Pine Tree Corner facility, the Milford facility, and the Route 5 facility, during the period commencing July 1, 2013 and ending June 30, 2014;

(b) Seventy Nine Dollars ($79.00) for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority landfills; namely, the

Northern Solid Waste Facility located at Cherry Island in Delaware, the Central Solid Waste Facility located at Sandtown in Delaware, and the Southern Solid Waste Facility located at Jones Crossroads in Delaware; and Eighty Three Dollars ($83.00) for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority transfer stations, namely the Pine Tree Corner facility, the Milford facility, and the Route 5 facility, during the period commencing July 1, 2014 and ending June 30, 2015; and

(c) Eighty Dollars and Fifty Cents ($80.50) for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority landfills; namely, the Northern Solid Waste Facility located at Cherry Island in Delaware, the Central Solid Waste Facility located at Sandtown in Delaware, and the Southern Solid Waste Facility located at Jones Crossroads in Delaware; and Eighty Four Dollars and Fifty Cents ($84.50) for each ton of solid waste and dry waste (excluding construction and demolition waste) delivered to the Authority transfer stations, namely the Pine Tree Corner facility, the Milford facility, and the Route 5 facility, during the period commencing July 1, 2015 and ending June 30, 2016.

Payment for construction and demolition waste shall be at the prevailing gate rate for the specific Authority facility used. The gate rates for all construction and demolition waste are not discounted.

In order to exercise the option provided hereunder the qualified municipal Customer shall provide written notice to the Authority of its election at the time of execution of this Agreement and prior to July 1 of any subsequent yearly period that the discount applies, and indicate in such written notice the number of yearly periods covered by the exercise of the option. In the event any qualified municipal Customer wishes to make a change to the rebate

system of payments, it may do so by providing written notice to the Authority prior to July 1, of any yearly period that the discount applies, and indicate in such written notice the number of yearly periods covered by the notice.

8. The rates and rebates set forth in paragraphs 2 and 5 above shall be conditioned on full payment by Customer of all amounts due, when due, by Customer under the Authority's payment policy for services provided by the Authority, provided, however, that delinquent payment shall not relieve Customer of the obligation to deliver all solid waste and dry waste (including construction and demolition waste) to designated Authority facilities in accordance with the requirements set forth in paragraph 1 above.

9. For purposes of this Agreement the solid waste and dry waste (including construction and demolition waste) required to be delivered to designated Authority facilities under Paragraphs 1 above shall not include:

(a) recyclable materials source separated at the place of generation, including any materials collected under curbside recycling programs, provided however, the waste residue resulting from the recycling, resource recovery or beneficial use of Delaware solid waste and dry waste (including construction and demolition waste) which is generated from recycling, resource recovery or beneficial use operations conducted within the State of Delaware shall not be subject to this exemption. In order to qualify for the exemption of source separated recyclable materials Customer shall provide written advance notification to the Authority of the location and name of the facility at which recyclable materials are being processed, and written certification of the percentage by weight of the recyclable materials that are recovered by the facility and reused. In order to qualify for the exemption (1) the rate of recovery from source separated recyclable materials

shall be at least eighty percent (80%) by weight; (2) the rate of recovery from construction and demolition waste shall be at least seventy percent (70%) by weight; and (3) such recovered recyclable materials must be recovered and reused. This exception shall not apply to solid waste and dry waste collected for purposes of incineration or conversion to any type or form of waste derived fuel, in whole or in part. This exception shall also not apply if the facility at which the recyclable materials are being handled or processed is not operating in full compliance with applicable federal, state and local laws, regulations, ordinances, permits, conditions or other requirements.

(b) special solid waste as defined by the Authority;

(c) industrial solid waste as defined by the Authority;

(d) agricultural waste generated on a farm;

(e) tires;

(f) non-hazardous waste resulting from emergency clean-up actions;

(g) waste materials collected from industrial facilities which have adopted and implemented a companywide policy requiring all waste materials generated at the industrial facility to be disposed at waste to energy plants. In order to qualify for the exemption, Customer must provide a written notification from the industrial facility to the Authority stating the industrial facility's policy, and the name and location of the waste to energy plant where the waste materials are being taken;

(h) yard waste; and

(i) construction and demolition waste as defined in Paragraph 3 above generated and collected in New Castle County, Delaware.

Customer may, however, deliver to Authority designated facilities the solid waste, dry waste and construction and demolition waste generated in the State of Delaware and identified in

subparagraphs (a) through (i) above, subject to payment of the applicable disposal fee, and subject to compliance with laws, regulations and permit conditions, and the Authority's rules, regulations and procedures pertaining to such dry waste, solid waste and construction and demolition waste.

10. It shall be a condition of default and cause for termination if Customer:

(a) fails to maintain a current payment account in accordance with Authority's rules, regulations, procedures, and payment policies;

(b) fails to deliver the solid waste or dry waste required to be delivered to the Authority's facilities under this Agreement, provided, however, that unintentional and non-material failures by Customer to make the required delivery of solid waste or dry waste will not be grounds for termination if the Customer provides written notice of the failure within seventy-two (72) hours of the event, and cures such failure by making arrangements for delivery to Authority facilities of sufficient amounts of acceptable alternative or replacement solid waste or dry waste (including construction and demolition waste) generated in the State of Delaware, and not subject to the requirements of Paragraph 1 above, to account for the short fall in tonnage and user fee loss experienced by the Authority as a result of the failure; or

(c) fails on a repeated basis to comply with laws and regulations applicable to solid waste collection and transportation, or the Authority's rules, regulations and policies.

11. It shall be a condition of default and cause for termination if the Authority engages in the curbside collection of municipal solid waste, excluding recyclable materials, provided that the default is not cured by Authority within (30) days of written notification by Customer to Authority of the default.

12. Customer and Authority shall be relieved of responsibility for performance under this Agreement to the extent and for such time or times in which Customer or Authority are

prevented or substantially impaired from performing obligations under this Agreement by reason of changes in law or official governmental action by rule, order, regulation or otherwise.

13. This Agreement shall inure to the benefit of and be binding on Customer, its successors, assigns, parents, subsidiaries, affiliates, partners, joint venturers, divisions, contractors and sub-contractors, and all other entities, existing or newly formed, controlled directly or indirectly by Customer or its successors, assigns, parents, subsidiaries, affiliates, partners, joint venturers, divisions, and all other entities, existing or newly formed, controlled directly or indirectly by them, through changes in ownership or status, by transfer of assets or otherwise, and which engage in the collection and/or transportation of solid waste and/or dry waste generated in the State of Delaware.

14. This Agreement shall be interpreted in accordance with the laws of the State of Delaware. Any lawsuit initiated with respect to this Agreement shall be filed in the State courts of the State of Delaware.

15. This Agreement represents the entire understanding of the parties. This Agreement shall not be amended without the written consent of both parties. If Customer has entered a separate Discount Disposal Fee Agreement with the Authority which is in effect at the time of execution of this Agreement, such prior Agreement shall remain in effect until its expiration date.

IN WITNESS WHEREOF, the Authority and Customer have entered this Agreement.

DELAWARE SOLID WASTE AUTHORITY **CUSTOMER**

By:_____(S) By:_____(S)
(Signature) (Signature)

By:_____ By:_____
(Please Print Name) (Please Print Name)

Witness:_____ Witness:_____

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DOVER HUMAN RELATIONS COMMISSION DEMAND FOR HEARING AND WRITTEN COMPLAINT AND MEMORANDUM OF RECORD OF WRITTEN PUBLIC DEBATE CHALLENGE SUBJECT WHY ROY SUDLER SHOULD BE REMOVED FROM OFFICE AND REPLACED TO ROY SUDLER IN HIS OFFICIAL CAPACITY

RECEIVED
NOV - 5 2012
CITY MANAGER MAYOR

Written demand for public discussion from EShed Alston on the subject of the suspected documentation of several public lynching of Black males Mr. Connelly and of Johnny Clark. It is noted I personally took a deposition of a Dover Citizen Henry Fordham. I herein in writing challenge you Roy Sudler in your official capacity to a public debate on two subjects **1**. the factual existence of public lynching of Black men in the city of Dover and **2**. Why you Roy Sudler and your current administration around you should be replaced with a new administration. You Roy Sudler for the public welfare and the good social purposes of the disenfranchized Black community should be replaced by and with someone truly consciencious and employing best practice standards and also possessing professional legal credentials as well as the varied skills and abilites needed to be successful and to be useful in the position you have neglected. You Roy Sudler and your totally oblivious colleages as to what isactually going on should immediately step down for the best interest and the good of the common people of the City of Dover. It is my observation and stated position in writing that you should be removed from your current office and your current position Roy Sudler for gross dereliction of duty and the noted failure to conduct public hearings which is your duty and sole purpose to protect the best interest of all the people for that best interest of the people of the City of Dover you Roy Sudler should step down. Let me know when you are ready to debate me in public on the particular subjects noted my telephone numbers are (302) 264-9568 and (302) 399-90

ESHED ALSTON

So help me **GOD** I swear these facts are true

NOTARY

Came before me this 5th day of Nov.

LILY L. BOYER NOTARY PUBLIC MY COMMISSION EXPIRES ON 10-05-14 STATE OF DELAWARE

#7

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on May 29, 2013, at 5:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Dixon (arrived at 5:10 p.m.), Mr. Davis, and Mr. Keller. Mr. Perza was absent.

AGENDA ADDITIONS/DELETIONS

Mr. Keller moved for approval of the agenda, seconded by Mr. Davis and unanimously carried.

Planned Neighborhood Design: Senior Citizen Housing Option - Luther Village III

Mrs. Dawn-Melson Williams, Principal Planner, advised members that a Conditional Use Site Plan application was received for property located east of John Hunn Brown Road and on the west side of Babb Drive, owned by Martin Luther Foundation of Dover, which proposed the development of Luther Village Planned Neighborhood Design - Senior Citizen Housing Option consisting of 524 age-restricted apartment units in a total of nine (9) phases. It was previously established by application C-02-02, and Luther Village Phases I and II (total of 100 apartment units) have been constructed (Applications S-03-07 and S-07-10). The project also includes the Site Plan for Luther Village Phase III, which consists of the construction of a four (4) story apartment building with 48 units (age-restricted), the construction of a one (1) story 3,566 S.F. resident activity room, and associated site improvements. The plan also includes a Minor Subdivision to create a parcel of land for Phase III from the existing 29.8 acre$^{+/-}$ parcel owned by the Martin Luther Foundation of Dover (Phases I and II already exist on individual parcels).

At their May 20, 2013 meeting, the Planning Commission conducted a public hearing and took action to grant conditional approval for the overall Luther Village Planned Neighborhood Design - Senior Citizen Housing Option and the Site Plan for Phase III. The Planning Commission also made recommendations for approval of the waiver requests for the subdivision waiver of the requirement for lot frontage on a public street and for elimination of the rear emergency access requirement.

Request for Waiver of Appendix A - Subdivisions, Article VI - Subdivision General Requirements and Design Standards, Section E - Lots (5) Requirement for Lot Frontage on a Public Street

Mrs. Dawn-Melson Williams, Principal Planner, reviewed a Petition to Waive Subdivision Standards for Luther Village Planned Neighborhood Design - Senior Housing Option - Luther Village III (C-13-03). She explained that a Minor Subdivision Plan is associated with this project that proposes to subdivide a 2.85 acre parcel from the 29.8 acres of the overall Luther Village remaining parcel. This subdivision includes the Phase III apartment building and the immediately surrounding area. The proposed parcel for Luther Village Phase III is within the larger tract of land and therefore will not have frontage on a public street. She noted that the waiver would allow the subdivision of the parcel to create a parcel for Phase III without public street frontage but with access to the public street as established by an easement across the adjacent property (Lands of Martin Luther Foundation of Dover).

Staff recommended approval of the waiver to allow for creation of a parcel without street frontage, noting that the main parcel of the complex, including the entrance, maintains frontage along a public street. The creation of this parcel focused on Phase III is necessary to comply with funding and/or ownership requirements for the project. Similar waivers were approved for Phase I and Phase II.

The Planning Commission recommended approval of the subdivision waiver of the requirement of lot frontage on public street for the Minor Subdivision Plan associated with C-13-03.

Mr. Davis moved to recommend approval of the subdivision waiver of the requirement of lot frontage on a public street for the Luther Village Planned Neighborhood Design - Senior Citizen Housing Option - Luther Village III, as recommended by the Planning Commission. The motion was seconded by Mr. Keller and unanimously carried.

Request for Waiver of Appendix B - Zoning, Article 5 - Supplementary Regulations, Section 17 - Emergency Access Requirements

Mrs. Dawn Melson-Williams, Principal Planner, reviewed a Petition to Waive Emergency Access Requirements for Luther Village Planned Neighborhood Design - Senior Housing Option - Luther Village III (C-13-03). She advised members that the Zoning Ordinance requires a 24-foot primary fire lane to provide emergency access to the rear of the four (4) story apartment buildings (Article 5 §17.5(a)). The applicant is requesting a waiver for the elimination of this requirement. The building has fire protection requirements under the Fire Codes including the following: a required the building to be sprinklered, a requirement for a primary fire lane for the primary entrance and exit side of the building, and fire lane coverage required for 35% of the building.

Staff recommended approval of the waiver request to eliminate the emergency rear access for apartment units, finding that the building would be sprinklered and would include other required fire lane coverage.

The Planning Commission recommended approval of the waiver to eliminate the Emergency Rear Access Requirement for the apartment buildings.

Mr. Davis expressed his concern regarding waiving the requirement for a 24-foot primary lane for rear access for the Fire Department, noting that the Fire Marshal had reviewed the plan and included comments but did not make a recommendation.

Mrs. Melson-Williams explained that this requirement was part of the Zoning Ordinance relating to emergency access provisions that list requirements for certain types of housing units and requirements for apartment buildings depend on the number of stories. She stated that the plan meets all Fire Code requirements and that the Fire Code includes provisions for a means of egress from the building.

Mr. Davis stated that his concern was the age of the proposed inhabitants, noting that egress from the building would not be as quick as if it were a standard apartment building with multi-age groups. He was concerned that fire trucks would not have access if there were a fire at the rear of the building.

Mr. Hutchison stated his belief that the required sprinkler system would reduce risk.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the project would receive federal funding; therefore, federal requirements for housing inspections must be met in addition to City requirements. The City is required to comply with State fire prevention regulations, which are developed by the State Fire Commission, and National Fire Protection Association (NFPA) 2012 standards, which are developed by technical experts. She advised members that the Zoning Ordinance provisions were another level of requirements and that staff had had some discussions questioning whether these City requirements were needed. She confirmed that all Fire Code requirements for the project had been met.

Mr. Hutchison stated that he was more than satisfied with the project based upon the recommendations of staff and the Planning Commission.

Mr. Davis moved to recommend approval of the waiver to eliminate the emergency rear access requirement for the Luther Village Planned Neighborhood Design - Senior Citizen Housing Option - Luther Village III, as recommended by the Planning Commission. The motion was seconded by Mr. Keller and unanimously carried.

UPDATES

Dover High School Pedestrian Study

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the Delaware Department of Transportation (DelDOT) had approved a HAWK System pedestrian-activated signal for the intersection of Route 8 and Heatherfield Way. She noted that the gaps in the sidewalk on the north side of Route 8 must be addressed in order to utilize the signal and there was an additional gap on the south side. She stated that staff had worked with DelDOT, Senator Bushweller, and the State Budget Office to have funding allocated to install sidewalks on the north side of Route 8. Mrs. Townshend noted her concern that this project had been included in DelDOT's budget for the next fiscal year and she was anxious to expedite it. She indicated that she was notified that this project would be completed by DelDOT in-house rather than being contracted out, and DelDOT's Traffic Solutions Branch was performing sidewalk design work and would manage construction. She noted that DelDOT was aware of time constraints and the priority of the project. Mrs. Townshend explained that, in a conversation with the State Budget Director, she was able to use information provided by the Capital School District indicating that the minimum cost to bus students who live just north of Route 8 would be more than $75,000 per year; therefore, an investment of $0.5M in sidewalk installation would pay for itself relatively quickly. She stated that obtaining public involvement would be necessary for both the sidewalk and the traffic signal projects, and this would probably occur in the Fall of 2013.

In response to Mr. Hutchison, Mrs. Townshend stated that she would have an opportunity to see a HAWK signal in operation in Newark next month as she had a meeting scheduled in that area in June.

Responding to Mr. Dixon, Mrs. Townshend explained that public involvement would probably include holding a public workshop and providing public notice to property owners in the area to make them aware of the project and allow them to express concerns. She stated that she would keep members apprised regarding this matter.

Mr. Keller noted that he would prefer to see a traditional traffic signal at the location and encouraged the City to keep this issue "in the crosshairs." Responding, Mrs. Townshend explained that the legislators had expressed the same concern. She noted that once the signal design and the infrastructure in the road were complete, it would be easy to change to a conventional signal and that staff would continue to advocate for this.

Report from Bicycle and Pedestrian Subcommittee

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that the Bicycle and Pedestrian Subcommittee had continued to meet for several months and was working on completion of a City application to the American League of Cyclists in July for a Bike-Friendly Community designation, noting that this application would be due in July. She indicated that the Subcommittee hoped to receive at least honorable mention, noting that Newark and Lewes received honorable mention when they first applied, received ideas for improvement, and reapplied before receiving the bike-friendly designation. Mrs. Townshend informed members that the Subcommittee had also planned a Bike to Work Day in conjunction with the Delaware Department of Transportation (DelDOT). City employees were invited to participate and Mrs. Townshend stated that she was pleased with the turnout for this first-time event, noting that approximately 35 people participated including more than seven (7) City employees. She hoped to build on this next year by involving the Department of Natural Resources and Environmental Control (DNREC).

Mr. Hutchison stated the importance of promoting bicycle safety.

In response to Mr. Keller, Mrs. Townshend explained that a Bike-Friendly Community designation would be helpful in promoting the City and attracting others to the community. She noted that the State had begun work on the first phase of the Capital City Trail near Family Court and that projects like this would make the City more bicycle friendly.

Mr. Davis moved for adjournment, seconded by Mr. Keller and unanimously carried.

Meeting adjourned at 5:22 p.m.

James L. Hutchison, Sr.
Chairman

JLH/js
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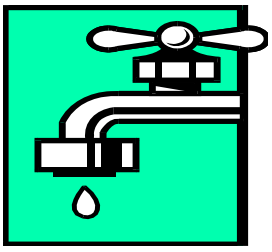
CITY OF DOVER

FINANCE & CENTRAL SERVICES DEPARTMENTS

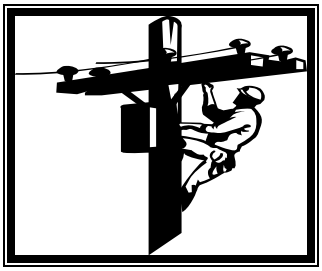
MONTHLY BUDGET REPORT

APRIL 2013









PREPARED BY: FINANCE DEPARTMENT

PLEASE 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
April 2013 Monthly Budget Reports

FINANCE DEPARTMENT ACTIVITY LEVELS

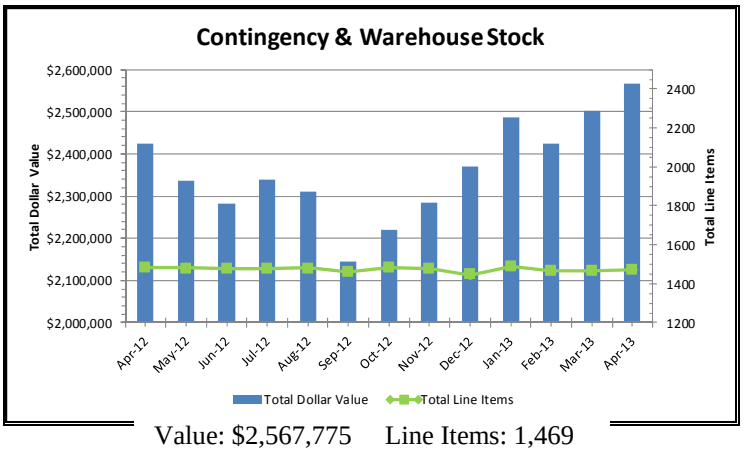
	FY12 YTD			FY13 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox FY13)	4,251			4,651		
Total Amount of All Deposits	$ 123,961,605			$ 125,822,461		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**766,909**	**100.0%**	**$ 17,694,526**	**692,839**	**100.0%**	**$ 16,554,626**
Wages and Hours Worked						
Regular	645,091	84.1%	$ 13,885,871	583,897	84.3%	$ 12,940,001
All over time	29,566	3.9%	$ 1,249,290	30,515	4.4%	$ 1,334,274
Other Paid or Unpaid Wages and Hours						
Vacation	50,400	6.6%	$ 1,320,200	35,505	5.1%	$ 919,112
Sick	19,633	2.6%	$ 476,308	16,575	2.4%	$ 413,877
Terminal Leave - Retiree Vacation/Sick Payout	9,830	1.3%	$ 306,664	16,613	2.4%	$ 480,164
Comp Time	8,497	1.1%	$ 240,655	6,828	1.0%	$ 192,487
Personal	1,694	0.2%	$ 46,734	1,455	0.2%	$ 40,895
Leave Without Pay	-	0.0%	$ -	108	0.0%	$ 2,784
Other (description below)	2,200	0.3%	$ 168,805	1,344	0.2%	$ 231,032

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

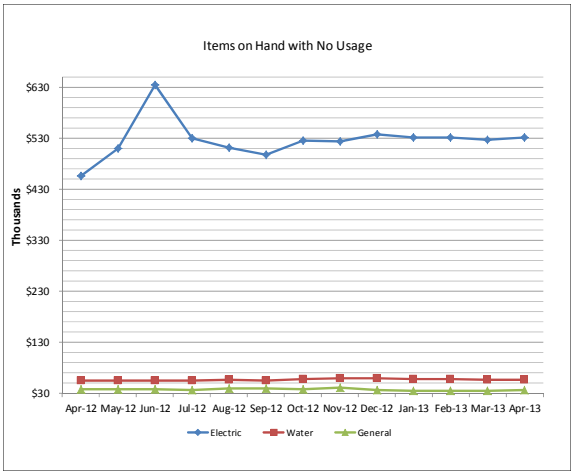
Other Activity						
Number of Pay Periods	22			21		
Number of Payroll Checks & Direct Deposits Issued	8,361			7,616		
Number of Pension Checks Issued	2,398			2,478		
Total Pension Benefits Paid - Defined Benefit Plan	$ 3,909,910			$ 4,100,437		

ACCOUNTS PAYABLE						
Number of Check Vouchers	5,340			5,090		
Number of EFT Vouchers	1,901			1,843		
Vouchers Dollar Amount Disbursed	$ 78,866,649			$ 73,416,527		

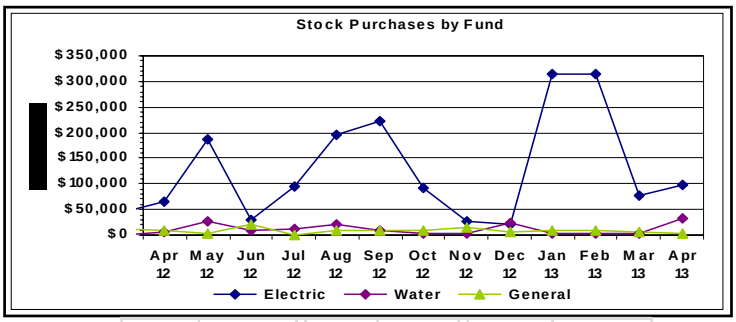
CENTRAL SERVICES ACTIVITY LEVELS



Value: $2,567,775 Line Items: 1,469



Electric:	$530,905	Water:	$57,263	General:	$36,027



Electric:	$98,255	Water:	$32,688	General:	$4,143

Fuel Use		
Unleaded:	10,764.0	gallons
Diesel:	7,135.2	gallons
Total:	$ 54,118	

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

	Budget	Revised Budget	YTD	Balance	83% of Budget
Beginning Balance - unaudited	$ 2,666,600	$ 2,734,400	$ 3,561,837	$ (827,437)	130.3%
Revenues					
Court of Chancery Fees	753,800	753,800	675,520	78,280	89.6%
Fines & Police Revenues	1,162,400	1,162,400	962,662	199,738	82.8%
Franchise Fees	550,000	550,000	390,680	159,320	71.0%
Grants	708,500	708,500	488,874	219,626	69.0%
Intrafund Services	4,329,100	4,329,100	3,409,725	919,375	78.8%
Library & Recreation Revenues	602,100	602,100	449,413	152,687	74.6%
Licenses & Permits	2,508,300	2,508,300	2,452,843	55,457	97.8%
Property Taxes (Includes BID Revenue) (1)	11,049,000	11,115,000	11,100,158	14,842	99.9%
Sale of Assets	-	-	10	(10)	0.0%
Sanitation Revenues	2,690,200	2,690,200	2,189,558	500,642	81.4%
Other Miscellaneous Revenues	130,500	130,500	150,157	(19,657)	115.1%
Garrison Farm Rent Revenue	62,000	62,000	117,247	(55,247)	189.1%
Municipal Street Aid Fund	527,400	527,400	530,868	(3,468)	100.7%
Civil Traffic Penalties	750,000	750,000	223,155	526,845	29.8%
Transfer Taxes	1,370,000	1,370,000	1,009,744	360,256	73.7%
Verizon and CI Reserves	11,000	11,000	-	11,000	0.0%
Water/Wastewater Fund	500,000	500,000	500,000	-	100.0%
Electric Fund	8,000,000	8,000,000	8,000,000	-	100.0%
Total Revenues	35,704,300	35,770,300	32,650,614	3,119,686	91.3%
Total Beginning Balance & Revenues	**$ 38,370,900**	**$ 38,504,700**	**$ 36,212,451**	**$ 2,292,249**	94.0%
Expenditures					
City Clerk & Council	$ 441,100	$ 441,100	$ 330,035	$ 111,065	74.8%
Mayor, City Manager & Human Resources	822,100	822,100	705,560	116,540	85.8%
Police & Police Extra Duty	13,774,600	13,774,600	11,296,372	2,478,228	82.0%
Public Services	4,359,300	4,406,850	3,303,603	1,103,247	75.0%
Central Services	1,968,400	1,978,350	1,463,197	515,153	74.0%
Planning & Inspections	1,996,600	2,014,500	1,504,110	510,390	74.7%
Finance, Info Tech & Customer Services	2,423,400	2,423,400	1,883,499	539,901	77.7%
Library & Recreation	1,963,600	1,976,600	1,412,137	564,463	71.4%
Fire Department	688,300	688,300	586,922	101,378	85.3%
Assessor	187,500	187,500	149,939	37,561	80.0%
Contribution to DDP	180,000	180,000	180,000	-	100.0%
Miscellaneous Grant Expense	25,000	25,000	-	25,000	0.0%
Other Employment Expenses	463,400	442,800	-	442,800	0.0%
Insurance	600,000	600,000	483,298	116,702	80.5%
OPEB - Retiree's Health Care Contribution	1,620,600	1,620,600	1,620,600	-	100.0%
Police Pension Trust Contribution - State Grant	500,000	500,000	371,139	128,861	74.2%
Appropriation to Emp Pension Fund - Unfunded Liability	1,310,500	1,310,500	1,310,500	-	100.0%
Appropriation to Police Pension Fund	95,000	95,000	95,000	-	100.0%
Street Lights	869,700	869,700	730,238	139,462	84.0%
Debt Service	624,200	624,200	347,740	276,460	55.7%
Provision for Uncollectible	10,000	10,000	10,000	-	100.0%
Transfers Out					
Capital Projects Fund	613,400	613,400	613,400	-	100.0%
Total Expenditures	35,536,700	35,604,500	28,397,289	7,207,211	79.8%
Budget Balance - Working Capital	2,834,200	2,900,200	-	2,900,200	0.0%
Total Budget Balance & Expenditures	**$ 38,370,900**	**$ 38,504,700**	**$ 28,397,289**	**$ 10,107,411**	73.8%
Reserve Balances					
Contingency	$ 731,100	$ 731,100	$ 732,069		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 4/30/13 is $328,555.25 as compared to $418,409.02 in April 2012.

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

	Budget	Revised Budget	YTD	Balance	83% of Budget
Beginning Balance - Water - unaudited	$ 865,100	$ 884,600	$ 2,567,172	$ (1,682,572)	290.2%
Beginning Balance - Wastewater - unaudited	$ 853,000	$ 867,800	$ 1,929,346	$ (1,061,546)	222.3%
Beginning Balance - Kent County Treatment - unaudited	$ (553,500)	$ (553,500)	$ (1,243,243)	$ 689,743	224.6%
	1,164,600	1,198,900	3,253,275	(2,054,375)	279.3%
Revenues					
Water Fees	4,730,700	4,730,700	3,810,829	919,871	80.6%
Wastewater Fees	3,834,600	3,834,600	2,968,848	865,752	77.4%
Kent County Treatment Fees	3,090,800	3,090,800	2,437,060	653,740	78.8%
Ground Water Adjustment Fees	1,257,600	1,257,600	1,094,319	163,281	87.0%
Water Tank Leases	313,500	313,500	261,200	52,300	83.3%
Interest Earnings - Water	8,700	8,700	3,624	5,076	41.7%
Interest Earnings - Water/Wastewater	17,100	17,100	7,035	10,065	41.1%
Miscellaneous	77,000	77,000	64,645	12,355	84.0%
Impact Fees - Water	350,000	350,000	173,817	176,183	49.7%
Impact Fees - Wastewater	317,000	317,000	343,236	(26,236)	108.3%
Total Revenues	13,997,000	13,997,000	11,164,613	2,832,387	79.8%
Total Beginning Balance & Revenues	**$ 15,161,600**	**$ 15,195,900**	**$ 14,417,888**	**$ 778,012**	94.9%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 597,900	$ 601,900	$ 382,678	$ 219,222	63.6%
Water	408,200	415,000	334,188	80,812	80.5%
Water Treatment Plant	1,522,600	1,535,400	1,111,505	423,895	72.4%
Wastewater	993,000	997,000	636,115	360,885	63.8%
Construction & Inspection	345,700	353,200	270,873	82,327	76.7%
Kent County Treatment Fees	3,600,000	3,600,000	2,970,738	629,262	82.5%
Intrafund Services	1,235,400	1,235,400	947,824	287,576	76.7%
Pension Unfunded Liability	309,800	309,800	309,800	-	100.0%
OPEB - Retiree's Health Care Contributions	220,000	220,000	220,000	-	100.0%
Debt Service	1,263,600	1,263,600	683,508	580,092	54.1%
Inventory/Fixed Asset Write-offs	5,000	5,000	5,000	-	100.0%
Other Employment Expenses	16,200	15,400	-	15,400	0.0%
Transfers Out					
General Fund	500,000	500,000	500,000	-	100.0%
Uncollectible Reserve	5,000	5,000	5,000	-	100.0%
Water I & E Fund	1,700,000	1,700,000	1,700,000	-	100.0%
Wastewater I & E Fund	1,200,000	1,200,000	1,200,000	-	100.0%
Capital Asset Reserve - Water	70,000	70,000	70,000	-	100.0%
Capital Asset Reserve - Wastewater	22,000	22,000	22,000	-	100.0%
Total Expenses	14,014,400	14,048,700	11,369,229	2,679,471	80.9%
Budget Balances					
Budget Balance - Working Capital - Water	482,700	482,700	-	482,700	0.0%
Budget Balance - Working Capital - WW	664,500	664,500	-	664,500	0.0%
Total Budget Balances	1,147,200	1,147,200	-	1,147,200	0.0%
Total Budget Balances & Expenses	**$ 15,161,600**	**$ 15,195,900**	**$ 11,369,229**	**$ 3,826,671**	74.8%
Reserve Balances					
Contingency-Water	$ 103,724	$ 103,724	$ 103,835		
Contingency-Wastewater	$ 189,176	$ 189,176	$ 187,769		
Impact Fee Reserve - Sewer	NO BUDGET	NO BUDGET	$ 3,227,912		
Impact Fee Reserve - Water	NO BUDGET	NO BUDGET	$ 196,543		
Bond Coverage Ratio (Covenant 1.20)	3.73	3.33	3.86		

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

	Budget	Revised Budget	YTD	Balance	83% of Budget
Beginning Balance - unaudited	$ 7,184,000	$ 7,201,500	$ 12,292,573	$ (5,091,073)	170.7%
Revenues					
Sales to Customers	85,071,400	85,071,400	73,377,171	11,694,229	86.3%
Purchase Power Adjustment	-	-	389	(389)	0.0%
Utility Tax	1,595,200	1,595,200	1,207,154	388,046	75.7%
Weyandt Hall Rents	225,000	225,000	140,894	84,106	62.6%
Miscellaneous Revenues	979,700	979,700	1,135,139	(155,439)	115.9%
Interest Earned	107,800	107,800	105,116	2,684	97.5%
Transfer from Rate Stabilization	5,400,000	5,400,000	2,700,000	2,700,000	50.0%
Intrafund Service Receipts Water/Wastewater	130,800	130,800	108,710	22,090	83.1%
Total Revenues	93,509,900	93,509,900	78,774,573	14,735,327	84.2%
Total Beginning Balance & Revenues	**$ 100,693,900**	**$ 100,711,400**	**$ 91,067,146**	**$ 9,644,254**	90.4%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 39,468,900	$ 39,468,900	$ 31,590,062	$ 7,878,838	80.0%
Power Supply Management/Incentive	996,000	996,000	830,000	166,000	83.3%
Capacity Charges	12,564,800	12,564,800	9,318,585	3,246,215	74.2%
Dover Sun Park Energy	1,414,500	1,414,500	1,011,505	402,995	71.5%
Solar Renewal Energy Credits	-	351,600	205,941	145,659	58.6%
PJM Charges - Energy	17,508,300	13,752,300	5,382,562	8,369,738	39.1%
PJM Charges - Transmission & Fees	-	3,756,000	5,565,122	(1,809,122)	148.2%
Total Power Supply	71,952,500	72,304,100	53,903,777	18,400,323	74.6%
Plant Operations	5,914,900	5,914,900	4,409,811	1,505,089	74.6%
Generation Fuels	586,000	586,000	971,459	(385,459)	165.8%
Capacity Credits	(14,318,600)	(14,318,600)	(11,826,360)	(2,492,240)	82.6%
PJM Spot Market Energy	(772,700)	(1,124,300)	-	(1,124,300)	0.0%
PJM Credits	(427,000)	(427,000)	(2,288,759)	1,861,759	536.0%
Total Generation	(9,017,400)	(9,369,000)	(8,733,849)	(635,151)	93.2%
Total Power Supply & Plant	62,935,100	62,935,100	45,169,928	17,765,172	71.8%
Electric Operating Divisions:					
Transmission/Distribution	3,223,600	3,233,700	2,636,914	596,786	81.5%
Electrical Engineering	1,163,900	1,171,300	843,666	327,634	72.0%
Administration	501,200	501,200	329,523	171,677	65.7%
Meter Reading	212,500	212,500	175,207	37,293	82.5%
Systems Operations	517,600	526,300	435,340	90,960	82.7%
Intrafund Services	3,224,500	3,224,500	2,570,611	653,889	79.7%
Utility Tax	1,595,200	1,595,200	1,207,155	388,045	75.7%
OPEB Trust Contribution - Unfunded Liability	-	-	-	-	0.0%
OPEB - Retirees Health Care Contribution	696,500	696,500	696,500	-	100.0%
Pension Trust Contribution - Unfunded liability	1,074,200	1,074,200	1,074,200	-	100.0%
Interest on Deposits	35,000	35,000	20,530	14,470	58.7%
Green Energy Payment to DEMEC	129,000	129,000	109,204	19,796	84.7%
Accounts Receivable Write-Offs	150,000	150,000	150,000	-	100.0%
Inventory Write-Offs	175,000	175,000	175,000	-	100.0%
Other Employee Expenses	157,900	149,200	-	149,200	0.0%
Contractual Services Power Supply	190,000	190,000	136,403	53,597	71.8%
Debt Service	3,323,600	3,323,600	2,813,970	509,630	84.7%
Transfers Out:					
General Fund	8,000,000	8,000,000	8,000,000	-	100.0%
Electric Improvement & Extension Fund	3,500,000	3,500,000	3,500,000	-	100.0%
Total Expenses	90,804,800	90,822,300	70,044,151	20,778,149	77.1%
Budget Balance - Working Capital	9,889,100	9,889,100	-	9,889,100	0.0%
Total Budget Balance & Expenses	**$ 100,693,900**	**$ 100,711,400**	**$ 70,044,151**	**$ 30,667,249**	69.5%
Reserve Balances					
Contingency Reserve	$ 816,200	$ 816,200	$ 812,111		
Insurance Reserve	$ 750,000	$ 750,000	$ 731,130		
Rate Stabilization Reserve	$ 4,947,600	$ 4,947,600	$ 7,665,317		
Bond Coverage Ratio (Covenant 1.25)	2.74	2.87	5.45		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	709,972	709,972	611,735		86.2%
Sales per MWh	$ 2.739	$ 2.874	$ 5.450		189.6%
Purchased/Generated MWh	750,296	750,297	612,591		81.6%
All In MWh Supply & Generation	83.88	$ 83.880	$ 73.736		87.9%

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

	Budget	Revised Budget	YTD	Balance	83% of Budget
Beginning Balance - Projects - unaudited	$ 294,400	$ 241,100	$ -	$ 241,100	0.0%
Beginning Balance - Library - unaudited	$ -	$ (95,500)	$ -	$ (95,500)	0.0%
Revenues					
State Grant - Other	108,000	158,000	265,388	(107,388)	168.0%
Interest Earnings	-	-	19,434	(19,434)	0.0%
Loan Proceeds - Streets, City Hall	2,000,000	2,000,000	-	2,000,000	0.0%
Loan Proceeds - Garrison Farm	2,000,000	-	-	-	0.0%
Transfer from General Fund for Projects	613,400	613,400	613,400	-	100.0%
Police Grant	33,800	33,800	-	33,800	0.0%
Transfer from Future Capacity Reserve	-	2,000,000	2,000,000	-	100.0%
MSA Capital Contribution	-	132,200	-	132,200	0.0%
Subtotal Project Receipts	4,755,200	4,937,400	2,898,222	2,039,178	
State Grant - Library	884,200	1,912,700	1,500,324	412,376	78.4%
Loan Proceeds - Library Green Energy Project	-	648,500	648,500	-	100.0%
Kent County Library Contribution	250,000	250,000	250,000	-	100.0%
Transfer from Library Foundation	67,500	-	-	-	0.0%
Library Donations	-	173,400	434,820	(261,420)	250.8%
Income from Sale of Library/Bridge Loan	1,200,000	1,243,000	1,200,000	43,000	96.5%
Subtotal Library Project Receipts	2,401,700	4,227,600	4,033,644	193,956	95.4%
Total Revenues	7,156,900	9,165,000	6,931,866	2,233,134	75.6%
Total Beginning Balance & Revenue	**$ 7,451,300**	**$ 9,310,600**	**$ 6,931,866**	**$ 2,378,734**	74.5%
Expenditures					
Fire	$ 238,500	$ 238,500	$ 238,515	$ (15)	100.0%
Grounds Maintenance	112,000	112,000	94,419	17,581	84.3%
Library	2,535,000	4,089,100	3,845,486	243,614	94.0%
Recreation	30,000	30,000	-	30,000	0.0%
Police	197,000	217,000	171,304	45,696	78.9%
Streets (1)	1,974,000	2,144,200	26,717	2,117,483	1.2%
Sanitation	150,000	150,000	-	150,000	0.0%
Information Technology	57,000	107,000	67,514	39,486	63.1%
Public Services - Administration	-	-	-	-	0.0%
Facilities Management	381,000	395,000	96,275	298,725	24.4%
Mayor	33,000	33,000	33,000	-	100.0%
Loan Issuance Costs	56,000	-	1,079	(1,079)	0.0%
Transfer to Community Transportation Fund	1,606,700	1,606,700	-	1,606,700	0.0%
Budget Balance - Library Project	81,100	188,100	-	188,100	0.0%
Total Expenditures	7,451,300	9,310,600	4,574,309	4,736,291	49.1%
Budget Balance - Bond Proceeds	-	-	-	-	0.0%
Budget Balance - Projects	-	-	-	-	0.0%
Total Budget Balance & Expenditures	**$ 7,451,300**	**$ 9,310,600**	**$ 4,574,309**	**$ 4,736,291**	49.1%
Reserve Balances					
Capital Asset Replacement Reserve	$ 503,000	$ 503,000	$ 505,984		
Parkland/Recreation	$ 202,600	$ 202,600	$ 202,335		

(1) Street program - Budget includes $2 million for street repaving and City Hall improvements to be completed over two years (Fiscal Years 2012 and 2013). Will be funded by bond issue or commercial bank loan.

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

	Budget	Revised Budget	YTD	Balance	83% of Budget
Beginning Balance - Water - unaudited	$ 3,071,800	$ 3,811,200	$ -	$ 3,811,200	0.0%
Beginning Balance - Wastewater - unaudited	$ 1,013,600	$ 2,641,000	$ -	$ 2,641,000	0.0%
Revenues					
Bond Proceeds - Water	2,000,000	2,000,000	-	2,000,000	0.0%
Bond Proceeds - Wastewater	2,000,000	2,000,000	-	2,000,000	0.0%
State Loan-Wastewater 2011	-	-	454,514	(454,514)	0.0%
Income from Sale of Assets	-	-	4,171	(4,171)	0.0%
Interest Earned	25,000	25,000	85,629	(60,629)	342.5%
Transfer from Water Operating Fund for Water	1,700,000	1,700,000	1,700,000	-	100.0%
Transfer from Wastewater Operating Fund for Wastewater	1,200,000	1,200,000	1,200,000	-	100.0%
Transfer from Impact Fee Reserve - Water	300,000	300,000	300,000	-	100.0%
Transfer from Impact Fee Reserve - Wastewater	250,000	250,000	250,000	-	100.0%
Total Revenues	7,475,000	7,475,000	3,994,314	3,480,686	53.4%
Total Beginning Balance & Revenues	**$ 11,560,400**	**$ 13,927,200**	**$ 3,994,314**	**$ 9,932,886**	28.7%
Expenses					
Bond Issue Costs	$ 344,000	$ 250,000	$ 4,739	$ 245,261	1.9%
Engineering & Inspection	23,400	29,208	29,208	-	100.0%
Water	5,140,000	5,799,588	704,833	5,094,755	12.2%
Wastewater	3,817,300	5,750,496	1,501,929	4,248,567	26.1%
Water Treatment Plant	24,100	29,208	29,208	-	100.0%
Water Construction	31,000	31,000	35,899	(4,899)	115.8%
Total Expenses	9,379,800	11,889,500	2,305,816	9,583,684	19.4%
Budget Balance - Working Capital - Water	1,675,500	1,699,300	-	1,699,300	0.0%
Budget Balance - Working Capital - Wastewater	505,100	338,400	-	338,400	0.0%
Total Budget Balances	2,180,600	2,037,700	-	2,037,700	0.0%
Total Budget Balances & Expenses	**$ 11,560,400**	**$ 13,927,200**	**$ 2,305,816**	**$ 11,621,384**	16.6%
Reserve Balances					
Capital Asset Replacement - Water	$ 501,100	$ 501,100	$ 504,122		
Capital Asset Replacement - Wastewater	$ 501,100	$ 501,100	$ 502,969		

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

	Budget	Revised Budget	YTD	Balance	83% of Budget
Beginning Balance - unaudited	$ 2,714,600	$ 3,534,600	$ -	$ 3,534,600	0.0%
Revenues					
Interest Earnings	40,700	40,700	44,223	(3,523)	108.7%
Income from Sale of Assets	-	-	5,203	(5,203)	0.0%
Transfer from Electric Revenue Fund	3,500,000	3,500,000	3,500,000	-	100.0%
Transfer from Future Capacity Reserve	550,000	550,000	550,000	-	100.0%
Total Revenues	4,090,700	4,090,700	4,099,426	(8,726)	100.2%
Total Beginning Balance & Revenues	**$ 6,805,300**	**$ 7,625,300**	**$ 4,099,426**	**$ 3,525,874**	53.8%
Expenses					
Power Plant	$ 1,441,300	$ 1,786,600	$ 524,568	$ 1,262,032	29.4%
Transmission/Distribution	596,000	967,000	910,757	56,243	94.2%
Electrical Engineering	1,932,700	1,871,800	910,981	960,819	48.7%
Total Expenses	3,970,000	4,625,400	2,346,306	2,279,094	50.7%
Budget Balance - Working Capital	2,835,300	2,999,900	-	2,999,900	0.0%
Budget Bal. Bond - Work. Capital (Unaudited)	-	-	-	-	0.0%
Total Budget Balance & Expenses	**$ 6,805,300**	**$ 7,625,300**	**$ 2,346,306**	**$ 5,278,994**	30.8%
Reserve Balances					
Depreciation Reserve	$ 9,864,800	$ 9,864,800	$ 9,829,983		
Future Capacity Reserve	$ 9,362,000	$ 7,362,000	$ 7,334,998		

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

	Budget	Revised Budget	YTD	Balance	83% of Budget
Beginning Balance - unaudited	$ 435,700	$ 435,700	$ -	$ 435,700	0.0%
Revenues					
Grants Revenue	300,000	300,000	96,772	203,228	32.3%
MSA Receipts	1,606,700	1,606,700	-	1,606,700	0.0%
Interest Earned	500	500	124	376	24.8%
Total Revenues	1,907,200	1,907,200	96,896	1,810,304	5.1%
Total Beginning Balance & Revenues	**$ 2,342,900**	**$ 2,342,900**	**$ 96,896**	**$ 2,246,004**	4.1%
Expenses					
Program Expenses	$ 700,000	$ 700,000	$ 114,404	$ 585,596	16.3%
Program Expenses - City appropriated	1,546,700	1,546,700	48,240	1,498,460	3.1%
Program Expenses- Concrete Program	60,000	60,000	6,199	53,801	10.3%
Total Expenses	2,306,700	2,306,700	168,843	2,137,857	7.3%
Budget Balance - Working Capital	36,200	36,200	-	36,200	0.0%
Total Budget Balances & Expenses	**$ 2,342,900**	**$ 2,342,900**	**$ 168,843**	**$ 2,174,057**	7.2%

CITY OF DOVER
SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN UNRESERVED FUND
PERIOD ENDED APRIL 30, 2013

	POLICE GRANTS	LIBRARY GRANTS	CDBG/NSP HOUSING GRANTS	SUBSTANCE ABUSE PREV. GRANT	TOTALS
REVENUES:					
State Grants received	$ 137,163	$ 270,044	$ -	$ 40,574	$ 447,781
Federal Grants received	286,854	1,275	514,944	-	803,073
Recreation revenue	-	-	-	12,485	12,485
Investment income (loss)	155	-	107	-	262
TOTAL REVENUES	$ 424,172	$ 271,319	$ 515,051	$ 53,059	$ 1,263,601
EXPENDITURES:					
Program expenditures	$ 325,984	$ 194,971	$ -	$ 53,627	$ 574,582
Program expenditures - NSP	-	-	299,099	-	299,099
Program expenditures - CDBG	-	-	208,119	-	208,119
TOTAL EXPENDITURES	$ 325,984	$ 194,971	$ 507,218	$ 53,627	$ 1,081,800
Excess (deficiency) of revenues over expenditures	$ 98,188	$ 76,348	$ 7,833	$ (568)	$ 181,801
Other financing sources (uses):					
Operating transfers-out	(107,950)	-	-	-	(107,950)
Excess (deficiency) of revenues & other financing sources over expenditures & other uses	$ (9,762)	$ 76,348	$ 7,833	$ (568)	$ 73,851
FUND BALANCE AT BEGINNING OF YEAR	$ 178,432	$ 30,008	$ 16,197	$ 21,620	$ 246,257
FUND BALANCE AT END OF PERIOD	$ 168,670	$ 106,356	$ 24,030	$ 21,052	$ 320,108

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

March 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

May 22, 2013

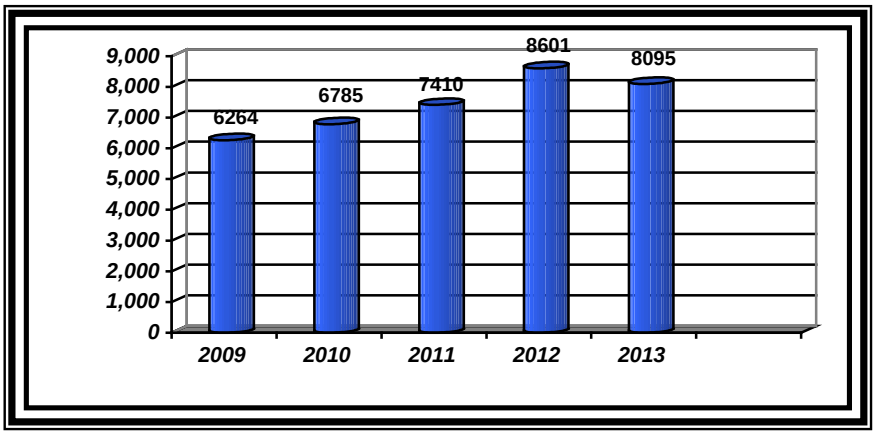
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

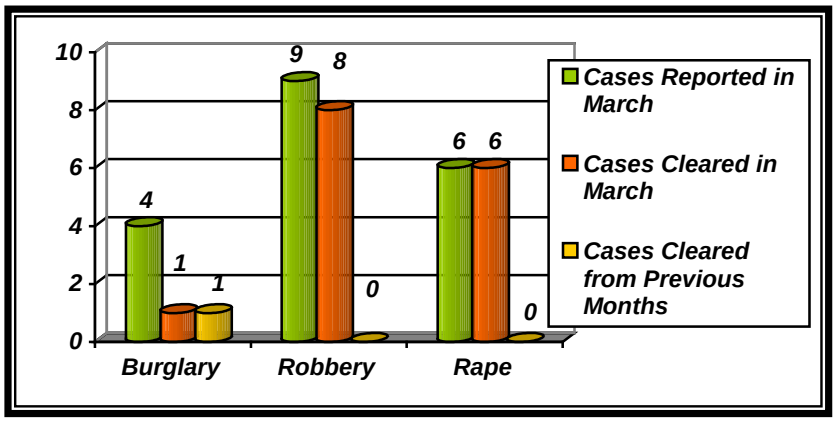
The following is the monthly report for Dover Police Department activities for the month of March 2013:

COMPLAINTS

Total complaints received through March 31st numbered 8,095. This is a decrease of 506 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

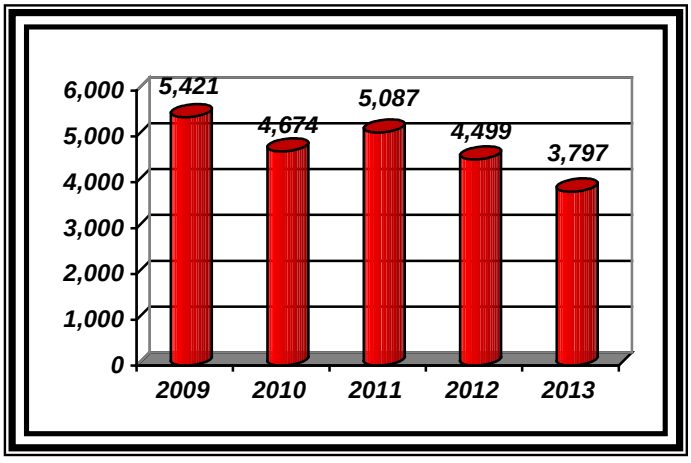


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	***Contacts***
ABANDONED VEHICLES	*0*
ALCOHOL VIOLATIONS/DUI'S	*2*
ASSIST OTHER	*0*
WARRANTS ON FILE	*0*
BIKE ON SIDEWALK	*0*
CITY PARK VIOLATIONS	*0*
CRIMINAL ARRESTS	*8*
DRUG RELATED ARRESTS	*8*
LOUD MUSIC	*1*
MISCELLANEOUS VIOLATIONS	*6*
PARKING VIOLATIONS	*24*
PEDDLER	*0*
MEETINGS	*85*
PROSTITUTION	*0*
COLLECTION OF DELINQUENT DCO'S	*0*
WANTED CHECKS/CPC'S	*0*
TRAFFIC ARRESTS	*44*
WARNINGS	*17*
FUGITIVE	*5*
TOTAL CONTACTS	***200***

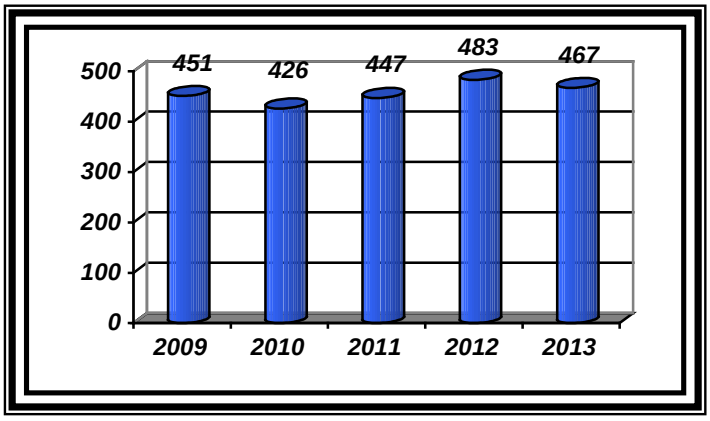
TRAFFIC ARRESTS

The department issued 3,797 traffic citations through this reporting period. This is a decrease of 702 citations over the number issued during the same period last year.

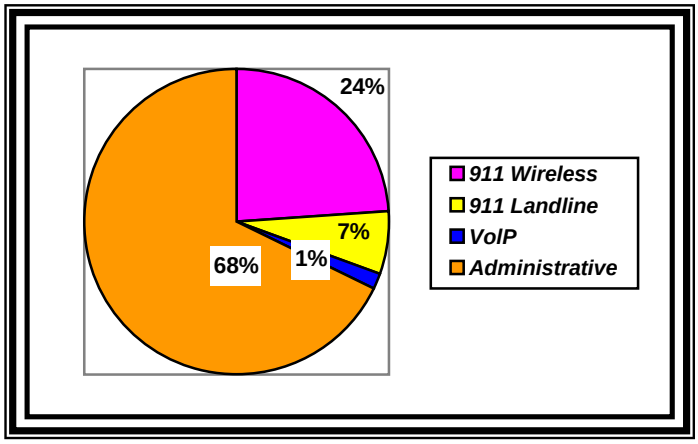


TRAFFIC CRASHES

Through March 31st, Dover Police investigated 467 traffic crashes. This is a decrease of 16 crashes investigated during the same period last year



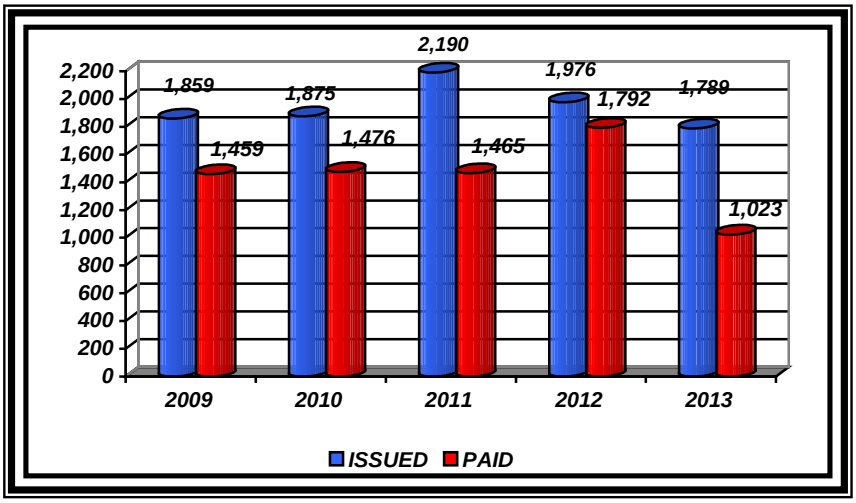
911 CENTER



During the month of March, The Dover Police Department handled a total of 9,224 calls averaging 298 calls per day. Dispatchers handled 2,201 calls on the 911 wireless lines, 627 calls on the 911 landlines, 134 calls on the Voice Over Internet Protocol lines, the remaining 6,262 were administrative calls.

CITY ORDINANCE SUMMONS

*Through March 31st, we issued 1,789 City ordinance summons, a decrease of 187 summonses over the same period last year. *Note: Of those summonses issued in March, 18 DCO's were issued for handicapped parking violations, 15 for fire lane parking violations, 32 for false alarms (1, for 1-2, 22, for 3-5 alarms, 6, for 6-9 alarms, 3, for 10-15 alarms, and 0 for 16 or more alarms) and 6 for noise violations (2 for vehicle violations and 4 for residence violations).*



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

- On February 27, 2013, the Dover Police arrested a 41 year old, of Dover, after investigation revealed that he had raped an 8 year old relative between 2005 and 2007. Defendant threatened to kill her at the time if she told anyone what he was doing to her.

- On March 3, 2013, members of the Dover Police Department's Drug Unit conducted an investigation into the mailing of drugs to an address in the City of Dover (96 Hitching Post Drive), subsequently a search warrant was executed where detectives recovered 12.5 pounds of marijuana.

- On Thursday, March 7, 2013 a Dover Police Patrol officer conducted a traffic stop on the east side of Silver Lake Park. The vehicle was determined to be stolen in a Burglary that occurred on March 6th in the jurisdiction of the Delaware State Police. The occupants were found to be in possession of 11.6 grams of marijuana, a glass smoking pipe and 6 concealed illegal knives. The stolen vehicle portion of the investigation was turned over to DSP. The occupants, a twenty year old white male, and a nineteen year old white male, were charged with drug and weapons violations.

- On Thursday, March 7, 2013 officers from The Dover Police Drug, Vice and Organized Crime Unit and Operation Safe Streets arrested a 33 year old black male as a result of a drug investigation at his residence in the unit block of Manchester Square, Dover, DE. A search of the defendant's residence revealed 88.7 grams of marijuana, .33 grams of heroin and $438.00 of suspected drug money. There were also three small children present in the residence.

- On Saturday March 09, 2013 at approximately 0245 hours, a shooting occurred in the alley of New Castle Ave east of River Rd. The incident took place after an argument between the male victim and an unknown suspect. The suspect produced a handgun and a struggle ensued resulting in the firearm being discharged. The bullet struck both the 24 year old male victim and a 39 year old female victim in the hand. After the shooting, both victims immediately fled the scene in their vehicle and went to Bay Health Hospital. The male victim refused treatment at Bay Health for the minor injury and the female victim was admitted to Bay Health and transferred to Christiana Hospital. On March 14, 2013, Dover Police detectives arrested a 43 year old black male for the shooting after Detectives identified him earlier in the week and warrants were obtained.

- On Friday March 15th, two male suspects entered the Subway Restaurant at 991 Forrest Avenue in Dover. One suspect displayed a handgun and one displayed a knife while ordering an employee to give them the money from the register. The employee gave one of the suspects an undisclosed amount of money from the register and both fled northbound on foot.

- During the month of March, 2013, Dover Police Detectives began investigating embezzlement from Dover Rent-All located at 724 S. West Street. Investigation revealed that the former Dover Rent-All Office Manager, a 42 year old white female, was writing company checks and using the company credit card for numerous personal expenses and family travel. Numerous checks were written to her husband and co-defendant (white male). The investigation involved illegal transactions dating back to January of 2010. At this point, the defendants were charged with taking over $300,000.00 from the victim business. Both defendants were arrested at their home without incident on March 25, 2013.

- On Tuesday, March 26, Dover Police Patrol Officers responded to the 7-11 Convenience Store at 449 S. New Street, for a reported robbery in progress. Responding officers were able to locate and arrest the defendant, a thirty one year old black male, as he fled from the business. The Criminal Investigations Unit responded and learned that the Defendant planned the robbery with an unknown black made suspect outside the store. The defendant then entered the business with a hoodie over his head and a bandana over his face indicating that he had a firearm in his pocket and demanded cash from the clerk. He then fled the store and was apprehended by responding officers in the area of Tire King at S. Governors Avenue and W. Water Street. The second suspect was not apprehended.

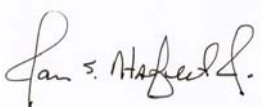
- On Saturday, March 30, 2013, Dover Police Patrol Officers responded to the 100 block of Spruance Road for a report of gunshots being fired into a residence. Upon arrival, officers learned that an eighteen year old black male was identified as the shooter and that the shots were fired at the victim's residence as retaliation for an earlier dispute at Whatcoat Apartments. The victim was inside the residence with her six grandchildren, between the ages 2 and 15 years old. The bullets hit the victim's vehicle along with the residence, shattering windows and penetrating the siding/drywall and the front door. None of the seven residents in the home were injured. The investigation was turned over to the Dover Police Criminal Investigations Unit. Detectives recovered .380 caliber shell casings at the scene.

- On Sunday March 31, 2013 (approximately 1.5 hours later), Dover Police Patrol Officers again responded to shots fired at 970 Whatcoat Drive. During this incident a black male shooter fired shots on the east side of the building. No one was injured and nothing was damaged in this incident, however, the suspect was observed entering a silver Nissan Versa. Officers again recovered .380 caliber shell casings at the location. Later this same night, patrol officers stopped a silver Nissan Versa on US 13 in the area of Court Street, driven by a seventeen year old black

male with an eighteen year old black male passenger. Officers detected the smell of marijuana and began to investigate. The 18 year old was found to possess a .380 caliber handgun, 103.7 grams of marijuana, baggies, a scale and an undisclosed amount of money. The 17 year old gave a false name.

- In late March 2013, the Dover Police Criminal Investigation Unit began an investigation into a statutory rape of a fifteen year old victim. The incident occurred in the unit block of Stevenson Drive, Dover in early 2013 where the victim engaged in consensual intercourse with 20 year old Defendant. Since the time of the intercourse, Defendant was arrested on additional charges for threatening the victim and was ordered by the court not to contact her. However, it was learned that he has had repeated contact with the victim after the no contact order was issued by the court.

Respectfully Submitted,



James E. Hosfelt, Jr.
Chief of Police

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

April 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

May 22, 2013

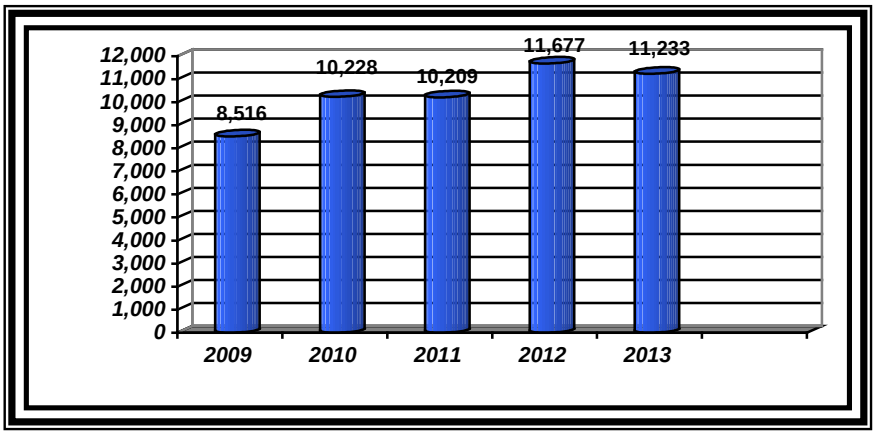
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

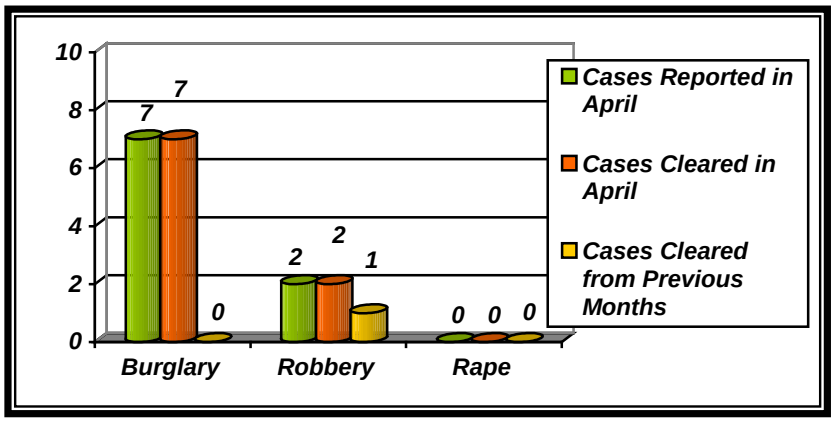
The following is the monthly report for Dover Police Department activities for the month of April 2013:

COMPLAINTS

Total complaints received through April 30th numbered 11,233. This is a decrease of 444 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

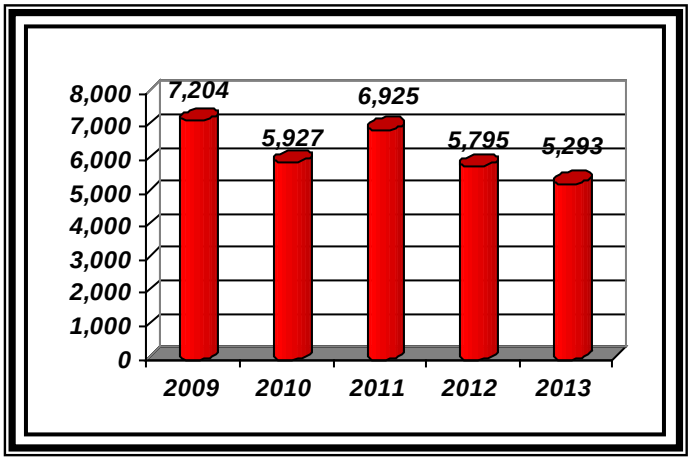


COMMUNITY POLICING/QUALITY OF LIFE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	2
ALCOHOL VIOLATIONS/DUI'S	6
ASSIST OTHER	1
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	16
CRIMINAL ARRESTS	21
DRUG RELATED ARRESTS	20
LOUD MUSIC	5
MISCELLANEOUS VIOLATIONS	6
PARKING VIOLATIONS	11
PEDDLER	0
MEETINGS	83
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	7
TRAFFIC ARRESTS	52
WARNINGS	9
FUGITIVE	8
TOTAL CONTACTS	**247**

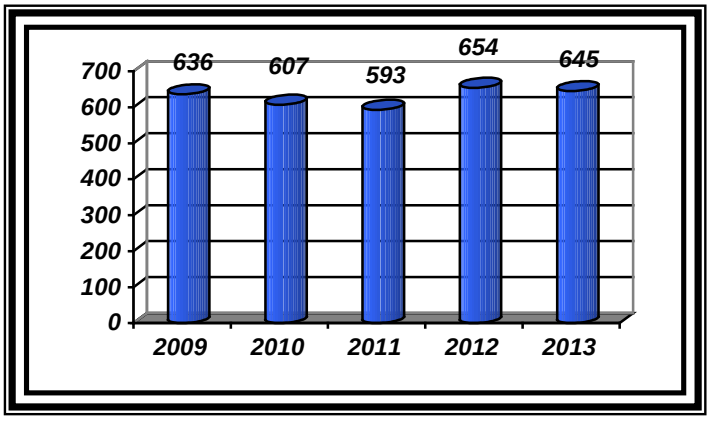
TRAFFIC ARRESTS

The department issued 5,293 traffic citations through this reporting period. This is a decrease of 502 citations over the number issued during the same period last year.

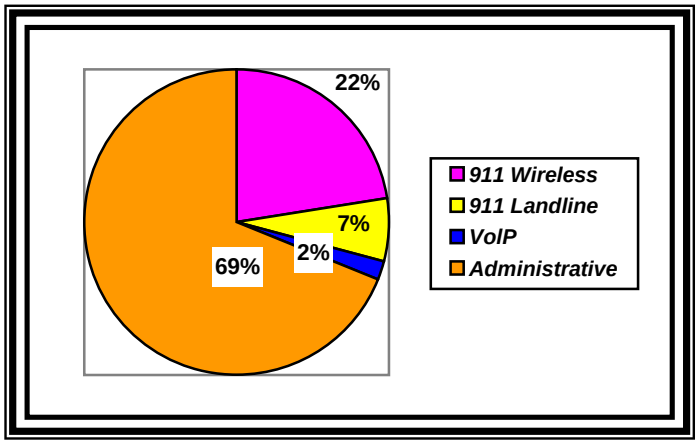


TRAFFIC CRASHES

Through April 30th, Dover Police investigated 645 traffic crashes. This is a decrease of 9 crashes investigated during the same period last year



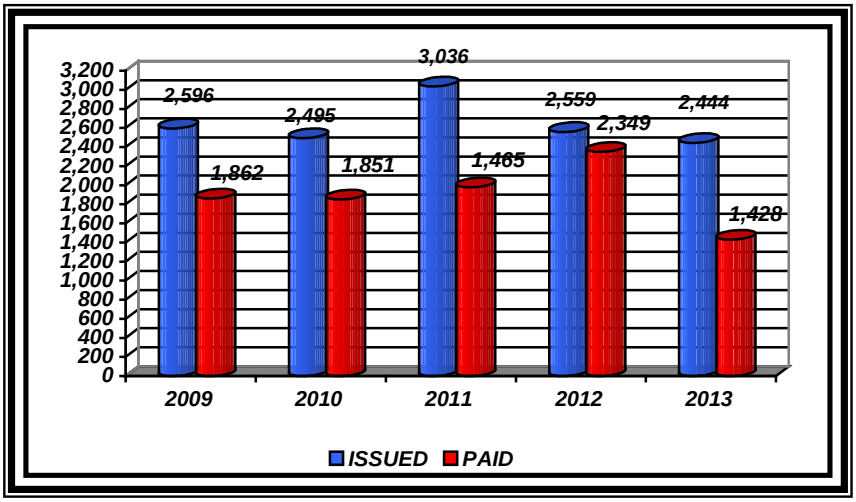
911 CENTER



During the month of April, the Dover Police Department handled a total of 9,803 calls averaging 327 calls per day. Dispatchers handled 2,204 calls on the 911 wireless lines, 668 calls on the 911 landlines, and 168 calls on the Voice Over Internet Protocol lines, the remaining 6,763 were administrative calls.

CITY ORDINANCE SUMMONS

*Through April 30th, we issued 2,444 City ordinance summons, a decrease of 115 summonses over the same period last year. *Note: Of those summonses issued in April, 24 DCO's were issued for handicapped parking violations, 16 for fire lane parking violations, 42 for false alarms (1, for 1-2, 22, for 3-5 alarms, 12, for 6-9 alarms, 7, for 10-15 alarms, and 0 for 16 or more alarms) and 22 for noise violations (11 for vehicle violations and 11 for residence violations).*



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

- On April 2, 2013 officers from the Dover Police Department's Safe Streets, DVOC and Quality of Life Task Force units contacted two defendants who were operating a Ford Taurus in the area of Townsend Blvd., the defendants were found to be in possession of 716 bags of heroin, .5 grams of cocaine, cash, and other items of drug paraphernalia.

- On Thursday, April 4, 2013 at 04:50 officers from The Dover Police Drug, Vice and Organized Crime Unit, Safe Streets Unit and the Quality of Life Task Force attempted to serve a search warrant at "Many Things" , a store-front at 239 W. Loockerman Street in reference to an ongoing drug investigation. After securing the business, officers spotted a black thirty eight year old, in the parking lot across from the business and recognized him as a target of the investigation and named on the search warrant. Defendant then entered a vehicle on S. New Street while officers attempted to stop the vehicle, he fled at a high rate of speed southbound on S. New Street. Defendant's vehicle disregarded the red signal at S. New Street and W. North Street and collided with a pickup truck and trailer that was traveling westbound on W. North Street. Defendant then fled on foot from the vehicle but was apprehended by officers a short distance from his vehicle. The driver and passenger of the victim vehicle were injured in the collision. The driver had a

- laceration to his scalp and both the driver and passenger suffered multiple contusions. Both were treated at Bay Health Kent General Hospital Emergency Room and were later released. No drugs were located but an undisclosed amount of currency was seized. The investigation continues.

- Officers from the Dover Police Department Quality of Life Task Force approached subject at 115 S. New St. that was found to be wanted by the Sussex County Court of Common Pleas. As officers were attempting to take him into custody, he attempted to flee. After a brief struggle, the defendant was taken into custody and found to be in possession of 8.4 grams of crack cocaine. One of the officers involved suffered a laceration to his wrist during this incident.

- On Monday, April 8, the Dover Police was contacted by a 17 year old male victim who stated that he was robbed at gunpoint. The investigation revealed that the victim had met the suspect on social media and agreed to meet him in the area of the Hamlet Shopping Center. The victim picked up the suspect and they began driving. At that time the suspect produced a handgun and stole the victim's cell phone and identification along with a small quantity of suspected marijuana. After the crime was reported to police, the suspect later texted a family member of the victim stating he wanted to sell him his phone back. Dover Police Detectives were able to set up surveillance on the location and arrested the suspect without incident. The victim's cell phone and identification were recovered and returned. The weapon was not recovered.

- On April 9, 2013 the Dover Police arrested a forty year old white male defendant for numerous counts of Sex Offender Unlawful Sexual Contact Against a Child <12, Sexual Abuse of a Child, and other related offenses after investigation revealed that these offenses occurred in 2010 and 2011 in the 800 block of Woodcrest Turn in Dover.

- On Thursday, April 11, officers conducted an investigation into a suspicious vehicle in the alley between the 100 block of N. New and N. Queen Streets. Multiple subjects were approached near the vehicle and a .357 Revolver was on the ground. Further investigation by the Drug, Vice and Organized Crime Unit revealed that one of the subjects, a thirty year old black male, was in possession of the revolver, 6 rounds of ammunition and 2291.6 grams of marijuana (approximately 5 pounds), and was found to be prohibited from possessing a firearm. A second subject, a twenty year old black male, of Dover was issued a criminal summons for possessing .8 grams of marijuana.

- On April 14, 2013, the Dover Police Department responded to several 911 calls regarding multiple gun shots fired in the area of Walker Rd and Bicentennial Blvd. Upon arrival, Officers approached a subject matching the description provided by witnesses of the shooter. The defendant was found to be in possession of a .40 caliber Smith & Wesson semi-automatic handgun that was later determined to have been reported stolen to the Delaware State Police Troop #3. The investigation also revealed that based on prior felony/drug convictions that defendant was a person prohibited from possessing a deadly weapon. Officers did not locate anyone struck by any of the bullets fired or any property damaged as a result of the shooting.

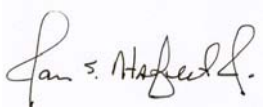
- On April 20, 2013, the Dover Police responded to Liberty Court Apartments in regards to a 911 call of a domestic assault. Upon the officers arrival they discovered that the defendant was intoxicated and had been asked to leave by his girlfriend. The defendant refused to leave, slapped the victim, obtained a kitchen knife and began to stab the victim. During a struggle, the victim suffered injuries to her arm. The defendant was taken into custody at the scene and the victim was transported to Kent General Hospital for medical treatment.

- On Wednesday April 24, 2013 at approximately 2220 hours, Safe Street Officers responded to the 400 block of New Castle Ave for a curfew check. A defendant at that location was found to be in possession of 12.3 grams of cocaine which was packaged for sale. There were also three children in the residence.

- On Friday April 26, 2013 three (3) Dover Police officers approached a suspicious person slumped over in a vehicle parked in the Manchester Square Apartment complex. The driver was found to be wanted and a search of the vehicle led to the discovery of 359 bags of heroin inside a purse belonging to the passenger (not in the vehicle at that time). A twenty three year old white female of Camden Wyoming (the passenger) was observed coming out of an apartment and taken into custody a short time later.

- The Dover Police Criminal Investigations Unit is currently investigating a burglary at 5 Rutherford Court. The burglary occurred on Friday, April 26, 2013 between 0830-330 hours. The suspect entered the residence by breaking through a rear door. Once inside the suspect removed electronic equipment and jewelry and fled undetected.

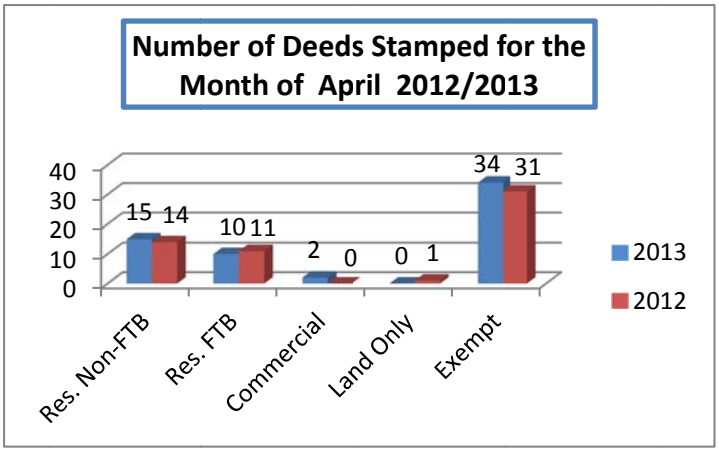
Respectfully Submitted,

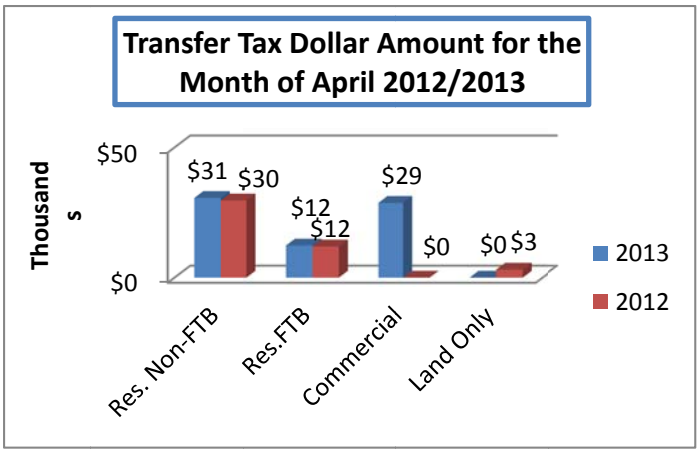


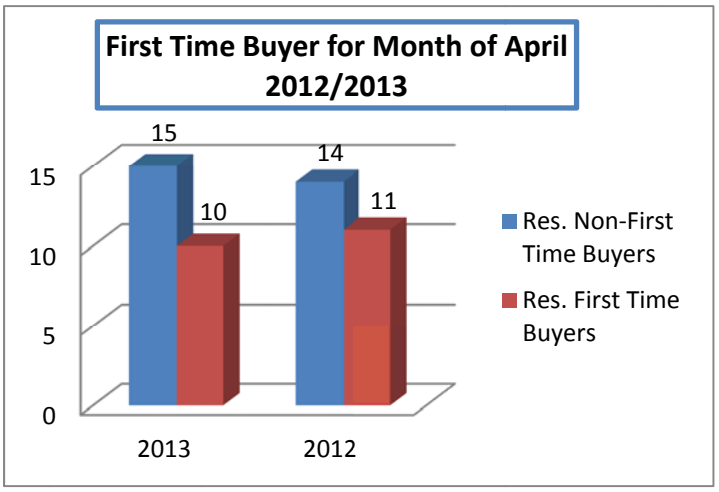
James E. Hosfelt, Jr.
Chief of Police

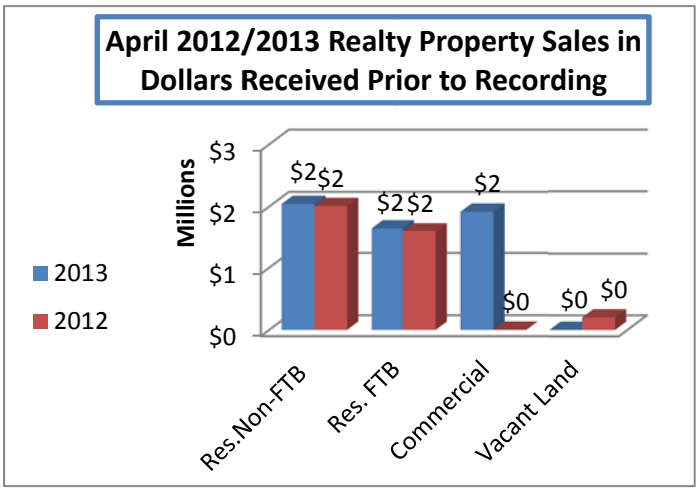
Monthly Report
April 2013

Office of City Assessor









Major Updates

	February - 13	March- 13	April - 13
Assessment Change	$2,413,000	$2,220,600	-$254,500

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
13	$2,162,900	$1,07,400	1.19	1.05

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

- April Supplemental bills went out totaling $2,290.98

Appeals

- Posted Assessment Register on the web, in City Hall, Dover Library and Assessor's Office.

Breakdown of Appeals:

Commercial: 0
Residential: 12 (4 appellants withdrew their appeal and 3 stipulated to a new value)
Exemption Request: 14

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-067.09-01-57.00	20B	R10	164 MERION RD	1	16	1976	1	1816	C+	GD	180,900	04-APR-13	159,900	
ED05-067.09-03-23.00	20A	R10	5 WHITEMARSH CT	1	13	1982	2	1841	B-	GD	163,400	24-APR-13	150,000	
ED05-067.17-01-35.00	20A	R10	63 S TURNBERRY DR	1	13	1978	2	2592	B-	VG	223,700	05-APR-13	150,000	
ED05-067.17-04-31.00	16E	R10	114 SWEETGUM DR	1	6	1993	2	1824	B-	AV	184,800	01-APR-13	195,000	
ED05-067.18-01-69.00	21	R10	1341 WALKER RD	1	14	1965	1	912	C-	FR	105,900	04-APR-13	62,500	
ED05-067.18-03-19.00	17	R10	12 FREEDOM PL	1	5	1981	2	2294	B	GD	205,000	25-APR-13	145,000	
ED05-068.15-05-18.00	25A	R10	203 TEA PARTY TRL		13	2012	2	1580	B+	AV	185,200	01-APR-13	155,000	
ED05-068.18-05-20.00	27	R10	44 N EDGEHILL AVE	1	14	1953	1	1212	C	AV	161,500	12-APR-13	130,000	
ED05-076.06-07-60.00-	54	R50	1218 AFTON CT	1	20	1984	1	967	C	AV	109,500	24-APR-13	70,000	

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
009														
ED05-077.06-01-21.01	8	R10	25 BAYARD AVE	1	6	1995	2	1872	C+	AV	183,800	29-APR-13	189,000	
ED05-077.17-02-22.00	5	R10	411 WYOMING AVE	1	3	1950	1.5	1875	C+	AV	205,200	25-APR-13	193,000	
ED05-085.12-01-77.00	12	R10	337 KESSELRING AVE	1	5	1968	2	1550	C+	AV	153,800	23-APR-13	141,000	
LC05-058.18-01-78.00	1	R10	118 BETH PL	1	11	1990	1	1404	D+	AV	100,200	19-APR-13	67,000	

CITY MANAGER'S MONTHLY REPORT



APRIL 2013

Monthly Highlights

Customer Services

- As of April 30, 2013, we processed 2,032 credit card payments for the month totaling $529,772.
- City of Dover property taxes were due July 31, 2012. As of April 30, 2013, the delinquent property taxes total $386,666.32 for all tax years plus penalties. Our collection efforts include sending a delinquent statement, making phone calls, and enforcing the Clean Hands Act. The Planning and Inspections Department has been providing assistance in collecting these outstanding debts. In December, the properties over one (1) year delinquent were selected to be processed for the monition sale. There are currently 60 properties in the monition process.

Human Resources

- Continued contract negotiations.

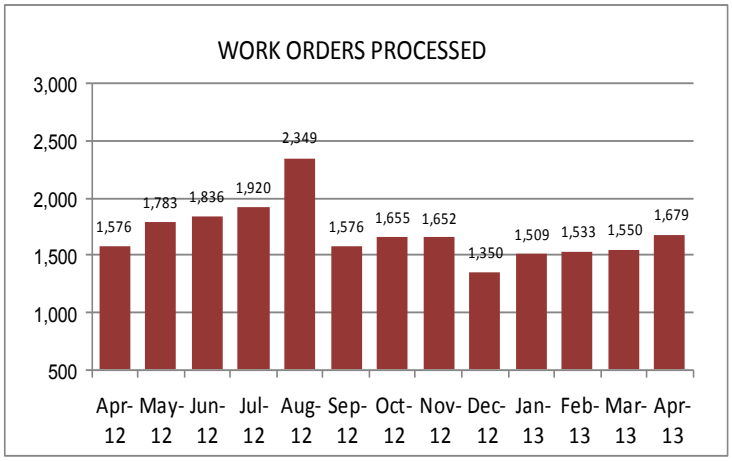
Library

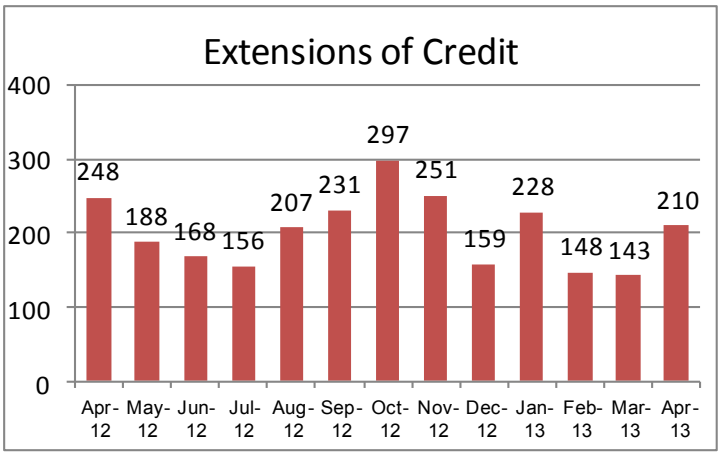
- 576 attended 44 programs for adults.
- 137 attended 17 programs for teens.
- 824 attended 26 programs for children.
- 135 attended 26 programs/classes coordinated through the Job Center.

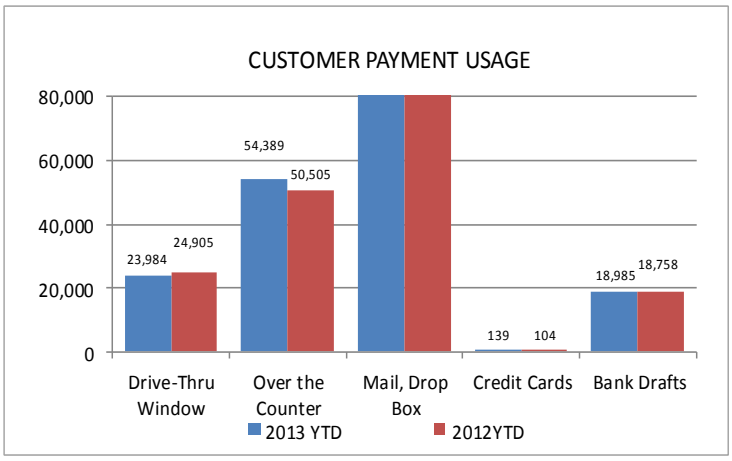
Public Works

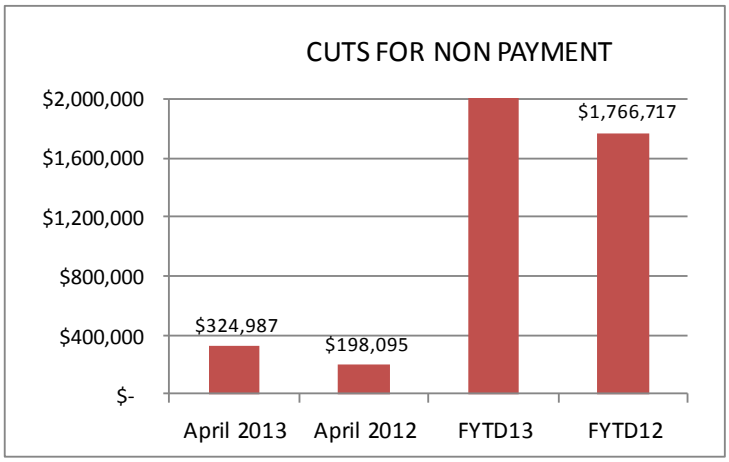
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Apr 2013	Apr 2012	Difference	FY 2013 Year-to-Date	FY 2012 Year-to-Date
Number of Customers Served	22,988	22,776	212	231,088	232,710
Final Bills	629	572	57	6,121	6,528
Estimated Bills	157	145	12	1,586	1,524
Penalties Posted	$ 19,054	$ 15,887	3,167	$ 195,046	$ 184,448
Extensions of Credit - Amount Extended	$ 88,030	$ 119,400	(31,370)	$ 805,307	$ 1,549,014
Balance Transfers	$ 7,580	$ 538	7,042	$ 34,966	$ 12,991
Utility Collections	$ 32,172	$ 22,838	9,334	$ 230,048	$ 272,247
Special Assessments	$ -	$ -	-	$ 659	$ 330
Miscellaneous Billings	$ 101,234	$ 135,026	(33,792)	$ 1,203,512	$ 1,351,745
CNP through Disconnect Collars	$ 32	$ 34	(2)	312	183
Court Cases	-	-	-	-	-
Tamperings	-	4	(4)	18	48
Taxes Levied (includes carry forward)	$ 10,901,726	$ 504,723	10,397,003	$ 65,410,357	$ 4,639,587
Billing Adjustments	$ 10,837	$ 2,392	8,445	$ 55,651	$ 10,526
Total Taxes Collected	$ 10,253,053	$ 84,234	10,168,819	$ -	$ 10,499,689
Taxes Outstanding	$ 329,929	$ 422,881	(92,952)	$ -	$ 422,881
Payments in Lieu	$ 5,000	$ -	5,000	$ -	$ -
Billing Accuracy (on schedule billings)	99.0%	99.0%	-	99.0%	99.0%
Bills Published on Schedule	99.0%	99.0%	-	99.9%	99.9%
Meters Read on Schedule	99.9%	99.9%	-	99.9%	99.9%
Customer Satisfaction Rating	99.9%	99.9%	-	99.7%	99.7%
Delinquent Accounts Collected	99.7%	99.7%	-	99.8%	99.8%

HUMAN RESOURCES

Category	Apr 12	May 12	June 12	July 2012**	Aug 2012	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	April 13	Total
Caucasian*	289	290	285	286	282	286	285	283	287	288	291	287	287	N/A
Minorities*	56	57	58	59	58	58	58	57	57	56	56	54	54	N/A
Hired	0	2	6	0	1	5	0	1	6	3	4	0	4	32
Terminated/ Resigned/ Retired/Other	3	2	5	0	5	1	0	4	2	3	1	7	4	37
Transferred/ Promoted	0	1	1	0	0	0	2	2	1	1	4	2	1	15
Jobs Posted	4	2	2	0	4	1	2	4	0	4	1	5	5	34
Workers Comp. Injuries	2	2	1	4	2	2	5	0	4	3	1	2	1	29
Workers Comp. Hours	195	112	139	164	192	160	66	138	341	363	315	259	62	2506
Insurance Claims	3	6	2	3	1	3	3	4	2	5	2	2	2	38

Full-time Employees: 328 Part-time Employees: 13 (2 Pitts Center, 1 Recreation, 10 Library)

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

***** Correction to February 2012; **Correction to July 2012

Position Transferred: Administrative Assistant, Fire Chief to Administrative Assistant Police Chief,

Positions Posted: Field Supervisor, Fleet & Facilities; Part-time Building Supervisor, Playground Leader I and II

Resigned/Terminated: Part-time Library Clerk I, Administrative Assistant, Police Chief; Public Works Inspector

Recruitment Information (Positions closed in April)

Position	Total	Female	Male	Unknown	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Inspector I, Fire Marshal's Office	28	2	26	0	0	27	0	1	0	0	8	20
Building Craftsperson I	25	0	25	0	2	21	1	1	0	0	5	20
Building Craftsperson II	26	0	26	0	0	22	0	2	1	1	6	20
Playground Leader I	17	10	6	1	7	7	1	1	0	1	8	9
Playground Leader II	8	5	3	0	4	3	1	0	0	0	2	6
Building Supervisor, part-time	25	10	13	2	10	9	2	2	0	2	11	14

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	April 12	May 12	June 12	July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	April 13
Electric	5	3	3	1	2	2	3	3	3	4	4	4	4
Public Works	13	15	16	9	12	13	12	12	14	11	13	17	18
Police	3	2	4	3	4	5	5	5	4	1	1	2	1
All Other Departments	15	14	15	8	9	6	6	7	7	5.5	6.5	7	7.5
Totals	36	34	38	21	27	26	26	27	26	21.5	24.5	30	30.5

**Not used for Budgeting Purposes* ***Organization Change*

[2]The following has been updated to reflected the Fiscal 2012-13 Budget

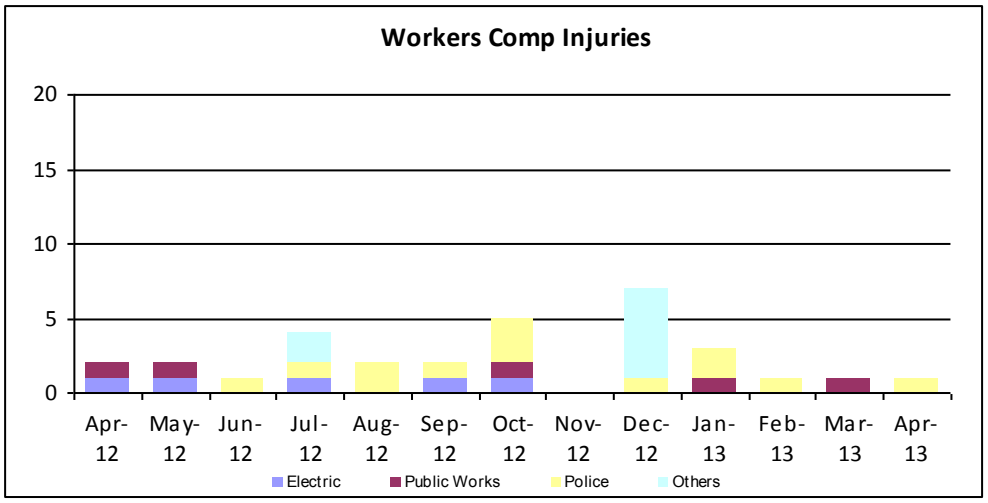
Electric: Electric Director, Electrical Engineer, Senior Lineman, Line Crew Superintendent

Public Works: (2) Utility Maintenance Mechanic I/ Wastewater, Utility Maintenance Mechanic II/Wastewater, Operations -Construction Manager, Building Craftsperson I & II, Custodian, (2) Motor Equipment Operator I (streets), Motor Equipment Operator III (streets), Motor Equipment Operator I (grounds), (2) Motor Equipment Operators III (grounds), Motor Equipment Operator II (grounds), Motor Equipment Operator I (water), Motor Equipment Operator III (sanitation), Public Works Operation Manager, Civil Engineer I, Public Works Inspector

Police: Police Clerk

All Other Departments: Library Clerk II**,** Librarian I, Administrative Assistant (Inspections), Inspector I (Fire Marshal), Building Supervisor (part-time), Account Clerk III, Service Center Clerk (part-time), Administrative Assistant (Fire-Department)

HUMAN RESOURCES
continued



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

Turnover Statistics

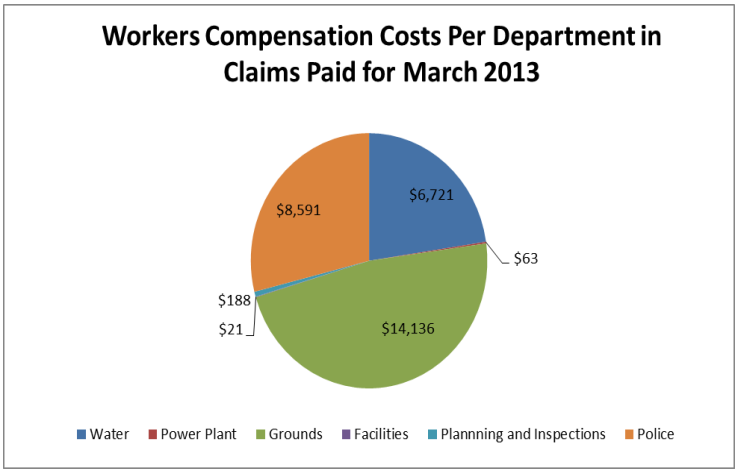
	2010	2011	2012*	2013 * (CYD)
Total Turnover %	5.57	6.75	11.00	4.96
Termination Turnover %	0.27	1.08	0.29	1.17
Resignation Turnover %	2.12	4.05	5.21	2.04
Retirement Turnover %	3.18	1.62	5.50	1.75

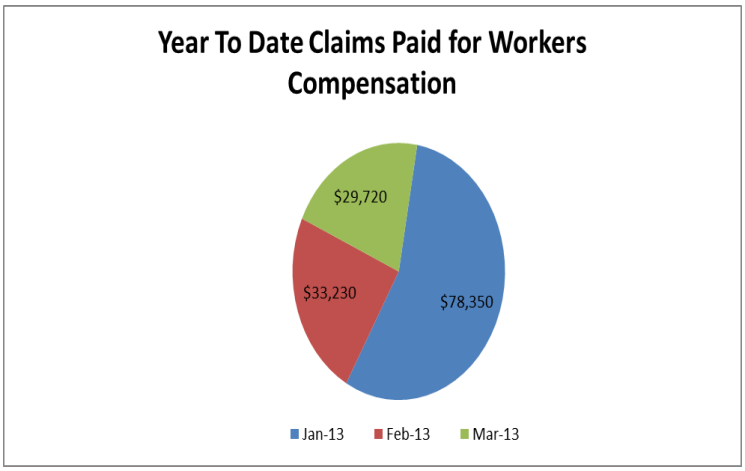
* Healthcare cost sharing implemented

Average Employees

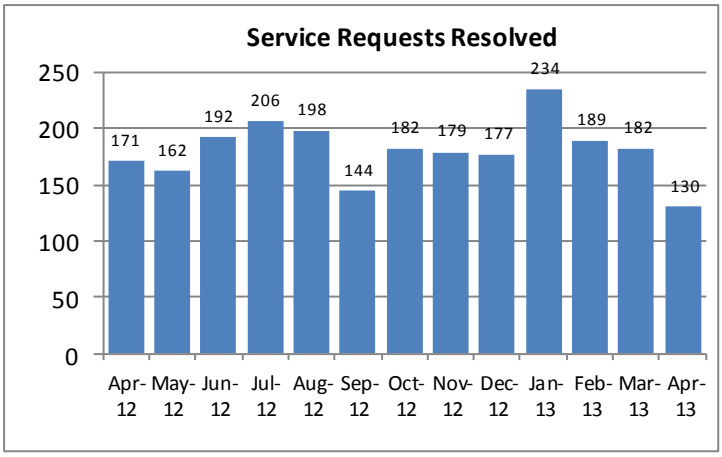
	2010	2011	2012*	2013(YTD)
Total Number of Employees Separating from Service	21	25	38	17
Average Number of Full-time Employees	362	356	333	329
Average Number of Part-time Employees	16	15	12	14

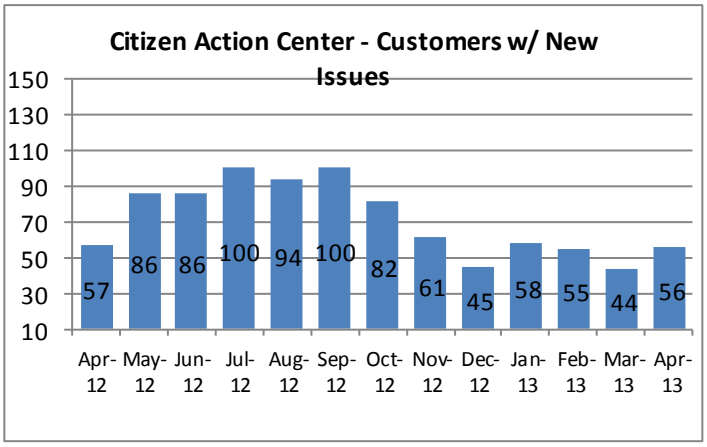
* Healthcare cost sharing implemented

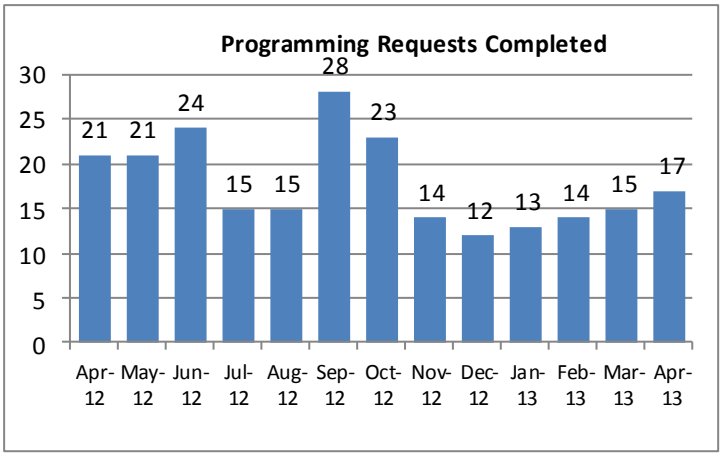


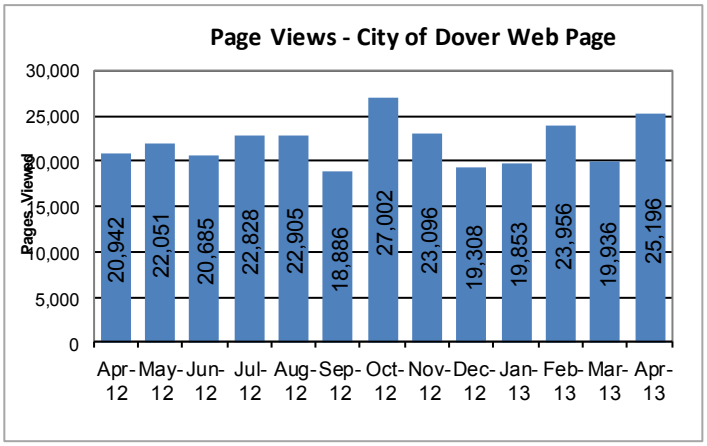


INFORMATION TECHNOLOGY





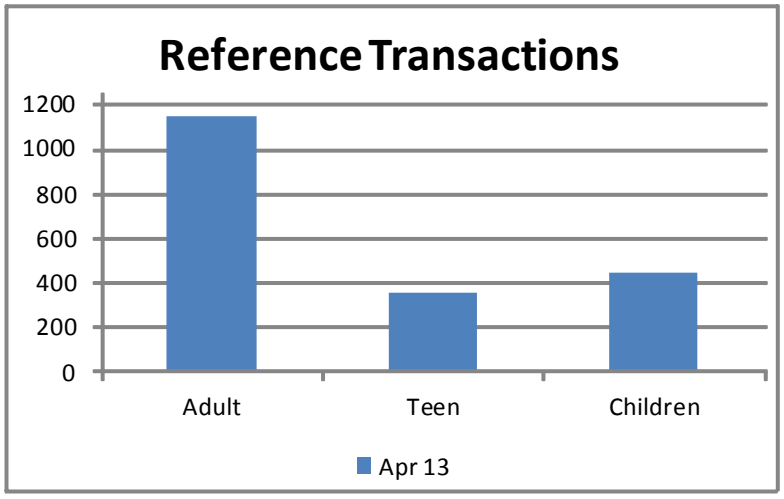




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	352	352	339
Scheduled PCs Replaced	-	-	-
Servers Supported	15	15	13
People Trained	1	12	4

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

LIBRARY



Adults – 1146 Teens – 347 Children – 441

Circulation	Apr13		FYTD 13		Apr 12		FYTD 12
Dover residents	19,791		188,904		15,686		162,961
Ebooks	1,012		9,399		643		3,081
Kent residents*	17,109		162,526		13,765		142,567
Non-county residents	2,328		20,860		2,409		18,960
Registrations							
Dover residents	312		3,557		176		1,937
Kent residents*	130		1,235		45		739
Non-county residents	12		110		3		90
Other							
Visiting Patrons	21,822		263,613		30,433		305,906
Meeting Room Usage	2,007		10,395		180		800
Photocopier Usage	1,589		12,944		1,773		14,802
Dial-A-Story	N/A		1,911		911		8,677
Computer Usage	4,810		40,168		3,590		40,237
Holds (Total)	7,106		58,707		6,469		69,517

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 197	Harrington: 0
Milford: 306	Milford: 1
Smyrna: 1,378	Smyrna: 26
Outside City Limits: 15,228	Outside City Limits: 103

Total Registered Users: (Card Holders)

City: 20,273 Kent County: 13,042 Outside Kent County: 962

Other Points of Interest:

Inter/Interlibrary: 83 items loaned out
65 items borrowed

Technical services: 2,311 items added
6,470 items deleted

Volunteers: 283 hours of service completed

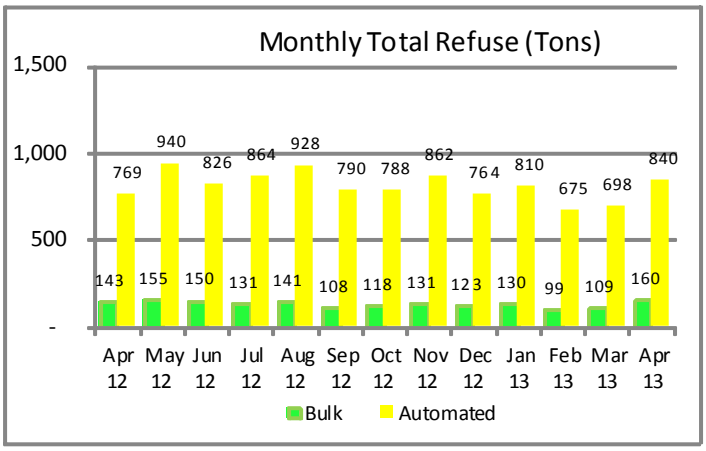
PUBLIC WORKS

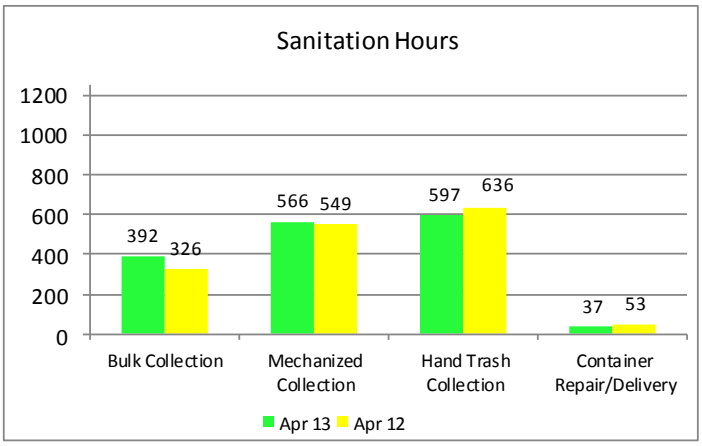
Administration

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

Oak Shadows	Emerald Pointe	Lexington Glenn
Village of Westover (Phase VI)	Farthing Woods	Eden Hill (Residential)
Patriot Village	Clearview Meadows	Village of Cannon Mill

Sanitation





	APRIL 13	FYTD 13	APRIL 12	FYTD 12
Trips to DSWA Sandtown Landfill	180	1,708	172	1,794
Total Tonnage to DSWA	999.94	9,258.65	912.29	9,911.91
90-Gallon Containers Delivered	17	239	19	197
300-Gallon Containers Delivered	1	28	1	30
Total Man Hours-containers Delivered	37	424	53	299

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
April 2013	18,105	8,716	283,320	15.6

PUBLIC WORKS
continued

Streets	APRIL 13	FYTD 13	APRIL 12	FYTD 12
Signed Installed	9	216	29	270
Signs Repaired	7	88	18	171
Curbs Painted Yellow (feet)	14,513	20,391	14,331	15,273
New Post Installed	0	35	8	59
Storm Catch Basins Repaired	0	1	1	45
Storm Catch Basin Repairing (Hrs.)	0	1	16	139
Storm Catch Basins Cleaned	40	6,269	1	1,962
Storm Catch Basins Cleaning (Hrs.)	21	1,079	5	898
Hot Mix Patching (Tons)	0	236	0	63
Hot Mix Patching (Hrs.)	0	283	0	420
Cold Mix Patching Hrs.)	24	523	51	535
Concrete Work (Hrs)	0	435	16	623
Concrete Patching (Cubic Yards)	0	4	0	1
Ditch Work (Hrs).	16	134	0	70
Street Sweeping (Miles)	1,206	8,888	1,004	8,956
Street Sweeping (Cubic Yards)	636	2,384	222	1,947
Leaves Collected (Cubic Yards)	72	14,527	125	14,799
Leaf Collection (Miles)	386	5,979	296	5,478

Grounds

Arborist Crew	APRIL 2013	APRIL 2012
Trees Trimmed	19	67
Trees Removed	1	19
Stumps Removed	7	9
Tree Planted	5*	43

*This as an Arbor Day planting on April 26, 2013 at Silver Lake Park.

- Removed a large street tree on Loockerman Street to make room for new handicap ramp.

Beautification Crew

- Greenhouse maintenance including potting up seedlings and plugs in four packs. Putting together hanging baskets and watering of all plant in the greenhouse.
- Continued mulching around trees and Loockerman Street in the downtown business district and around the trees on The Green.
- Weeding mulched areas on The Plaza.
- Herbicide applications in sidewalks, curbs, parking lots and mulched areas including Constitution Place, The Green, Weyandt Hall, the old Library, Fire Station #1 and #2, and the parking lot net to Harry Louie Laundry. A total of 66 gallons of Roundup were applied.

Mowing Crew

- Began mowing on April 15, 2013. Have not been able to mow with the tractor or the boom-axe mower.
- Assisted with hauling the Dover Days ticket booth on The Plaza and the concession stand on The Green.
- Each mowing crew has an assigned litter list of locations to pick up every morning.

Small Engine Mechanic

- Assisted with litter removal and empting trash containers in the downtown business district.
- Prepared all mowing equipment ready for mowing that started April 15.
- Performed corrective maintenance to mowing equipment as needed.

Geographic Information Systems (GIS)

- Printed poster for Dover Library.
- Created multiple editable PDF's for work tracking.
- Printed multiple posters for Economic Development.
- Created street cross reference table for the City Clerk's Office.
- Export storm sewer data for DNREC.
- Mapped tree planting project.
- Updated Dover Fire Department's map book.

Fleet and Facilities Management

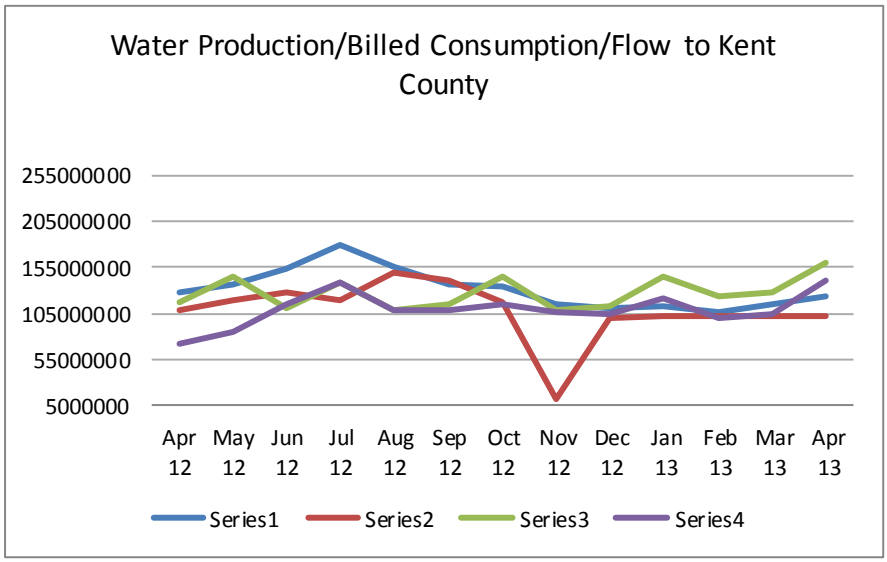
Fleet Maintenance
Work Orders: 62

Major Program Updates

Measure	April 2013	April 2012	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	17 out of 29 58.62% 3 Unscheduled PM's 8 Vehicles unavailable/serviced for other problems 4 Vehicles no show 1 Vehicle getting rid of 2 Vehicles didn't need PM due to low mileage	19 out of 27 70.37%	- 11.75 %
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	22 out of 24 91.67%	31 out of 31 %	8.33%
Emergency work orders completed within 2 days *(Quantity and Percentage)*	2 out of 2 100%	13 out of 13 100 %	0 %

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

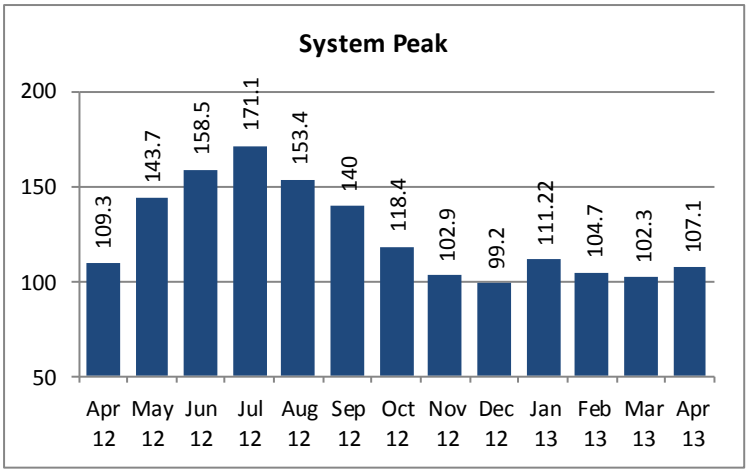
Major Program Updates	APRIL 2013	APRIL 2012	DIFF	FY13 YTD	FY12
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	30	31	-1	90	108
Plan Review Completed Within 30 days of Submission	7 plan 100%	3 plan 100%	+4	79	67
Field Inspection Response within 48 hours of Request	14	6	+8	237	242

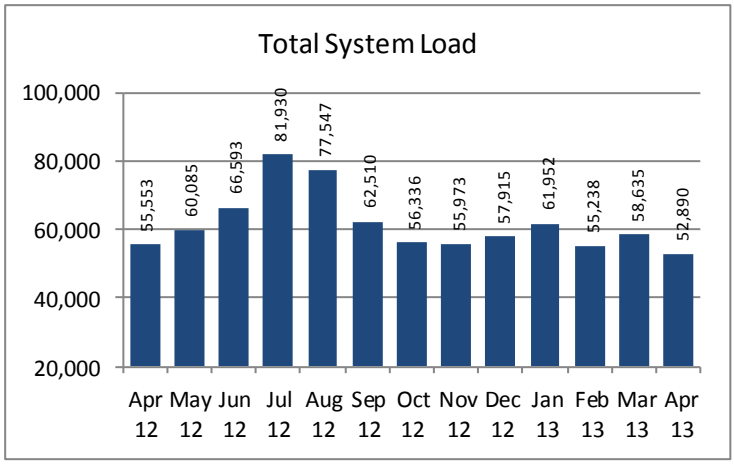
OPERATIONAL SUMMARY

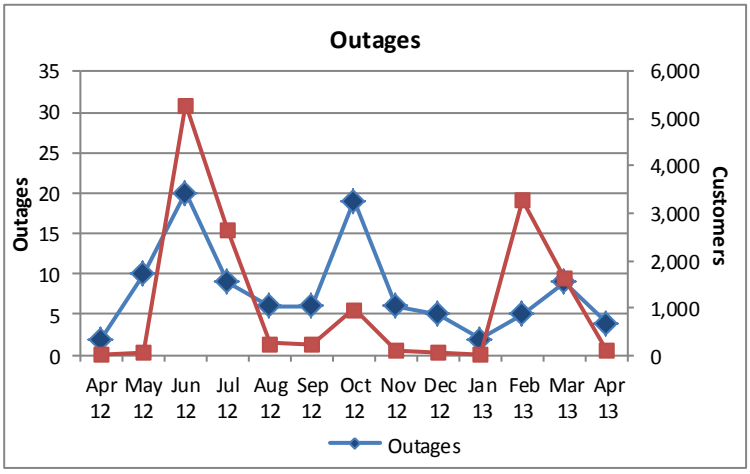
Task	APRIL 13	APRIL 12	CURRENT FY
Water Production - Daily Average	4,158,633	4,275,267	1,291,784,000
Average Field Response Time (goal is <30 minutes)	13.00	21.37	17.46
Water Mains Repaired	0	1	24
Water Service Lines Repaired	2	0	18
Wastewater Mains Repaired	0	0	4
Wastewater Service Lines Repaired	0	5	4
Sewer Lines Flushed - linear feet	49,488	76,815	604,792
Sewer Mains Videoed -linear feet	0	4,822	49,909
Total Fire Hydrants in Service	1,806	1,785	1,806
Total Water Meters in City Distribution System	14,109	14,018	14,109

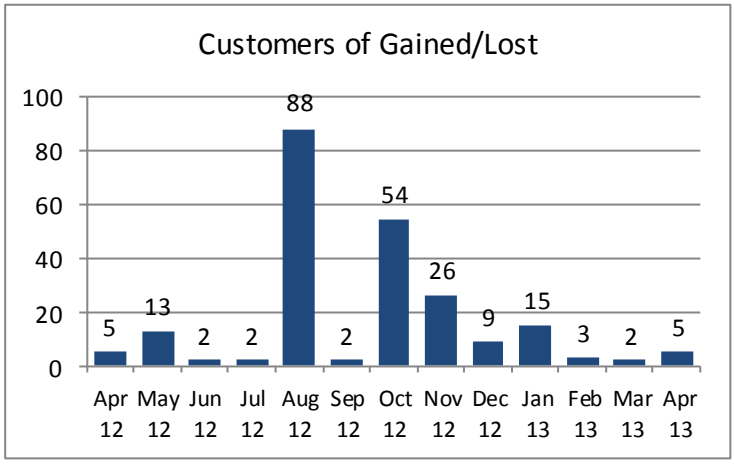
PUBLIC UTILITIES

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 13 YTD	FY 12	FY 11
51.78	39.44	63.78

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**
3	33	36.3 Minutes	28.48 Minutes

PROGRAM UPDATES	APR 13	APR 12	FY13 YTD
Tree Trimming	234	359	1719
Number of Oil Releases	0	0	2
Lost Time Accidents – All Electric Utility Divisions	0	0	2
New Services	5	5	191
Major Goals Completed in the Past Two Months			
Frazier Substation Complete			

City Planner's Monthly Report

Planning, Inspections & Recreation

April 2013

Planning, Inspections & Recreation Highlights

Community Wellness Day - 24 runners/walkers participated in our *One Community Wellness Day 5K* event held at Schutte Park on April 27th!

WSFS Sponsorship – Thank you to WSFS for their continued support of our *Spring Summer Concerts on The Gr*een series with a sponsorship of $3,000 for this season.

Safe Communities—After Dover City Council adopted the Safe Communities Ordinance on April 8, 2013, the Dover Police Department held a *Safe Communities Seminar* on Saturday, April 13th. The seminar was a great success, with over 25 participants and positive reviews.

Ashley Furniture Opens—Ashley Furniture opened a Dover location at the Dover Downs Shopping Center (location of Michaels and Best Buy).

Open Gym Fees—During the first month of open gym fees for non-residents, we received $466 in open gym payments.





Personnel and Training Updates

On April 4-5, 2013 Timothy Mullaney attended *Hands–On Electrical Fire and Arson Investigation Training* in Phoenixville, PA.

On April 30, 2013 Tracey Harvey, Ron Coburn, David McGinnis, and Sam Gonzalez attended the *Fair Housing Conference* in Newark, Delaware.

Ann Marie Townshend, Dawn Melson-Williams, David Truax, Greg Akers and Ron Coburn attended the "Complete Communities Workshop" on April 10, 2013. The Workshop was part of a series focusing on discussing strategies for the development of communities through the State. It is a project of the Institute for Public Administration at the University of Delaware.

On April 17, 2013, Sherwanda Rachal-Speaks attended the "Stewards of Children" a child sexual abuse prevention program training hosted by the Delaware Recreation and Parks Society.

Dawn Melson-Williams attended a *Design Review Workshop for Historic District Commissions* in Lewes, DE on April 27, 2013. The workshop focused on procedures for design review in Historic Districts. The Maryland Association of Historic Commissions presented the workshop.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '13 Budget	FY '13 Actual (YTD)	
Business License	$1,455,000	$ 1,452,103	99%
Trailer License	$23,000	$ 21,950	95%
Building Permits	$400,000	$ 325,141	81%
Cert. of Occupancy	$9,000	$ 5,400	60%
Public Occupancy	$9,000	$ 9,446	105%
Lodging House	$12,000	$ 14,693	122%
Plumbing/Heating/Air	$70,000	$ 60,421	86%
Sprinkler	$25,000	$ 21,042	84%
Rental Inspection Fee	$325,000	$ 341,274	105%
Miscellaneous	$25,000	$ 16,472	66%
Fire Protection Fees	$30,300	$ 26,050	86%
Vacant Building Reg.	$15,000	$ 54,250	362%
Total P&I Revenue	**$2,398,300**	**$ 2,348,242**	98%
Recreation	$130,000	$106,168	**82%**

Looking Forward….

The following activities are planned for May.

- Silver Lake Commission - Planning Spring Clean up for Mirror Lake & Silver Lake for May 18
- Bicycle/Pedestrian Subcommittee—Bike to Work Day—May 15
- Greater Dover Arts Council - Received six nominations for the Annual Mayor's Arts and Mayor's Youth Arts Awards. Winners will be announced in May.

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 April 2013, Planning Staff was involved with review of 86 Permits and 9 Certificates of Occupancy permits (2013 Year to Date total of 276 Permits and COs compared to 263 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 Capital City Trail, 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.

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 along with the west entrance (Dover High Drive) and Route 8 improvements. The safety concerns for pedestrian and vehicular traffic at the east entrance of High School site continue to be in the forefront. The Planning Staff continues to work the Capital School District and DelDOT regarding this matter including the possibly of a HAWK signal for pedestrian crossing of Route 8 and an on-going Pedestrian Study of the area.

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). A Preliminary Final Site Plan approval for the Garrison Energy Center Phase 1 was granted on March 8, 2013. The project continues to progress towards completion of the Final Site Plan documents related to water and sewer utility planning as technical review by the Planning Office and other City Departments and agencies continues. Planning & Inspections Staff met with Kvaerner, the site construction manager/contractor regarding the forthcoming Building Permits for construction activity. The Administrative Building Permit #13-286 for site construction was issued on April 2, 2013. Planning Staff continues to work with the project regarding a Tree Mitigation Plan, finalization of the utility aspects of the Site Plan, and procedures for issuance of Building Permits.

NPDES Permit

During the month of April, the City of Dover Planning Office held two workshops on composting that was held at the Dover Public Library. The City also participated in the Parks and Recreation Community Wellness Event and 5K which encouraged physical and outdoor activities to promote overall personal wellbeing and environmental health. Also, in preparation for the scheduled Silver and Mirror Lake Cleanup event in May, flyers and a PSA were created and distributed to encourage attendance.

BOARD AND COMMISSION ACTIVITY

Board of Adjustment

The Board of Adjustment met on April 3, 2013. The next regular scheduled meeting of the Board of Adjustment was scheduled for May 15, 2013. The following applications were considered.

- **V-13-02 1004 South State Street—**Variance Approval to allow encroachment of seven inches by six inches for a setback of twenty-four feet three inches on the west side and six inches on the south side yard as demonstrated by the applicant.
- **V-13-04 105 North West Street—Solid Rock Baptist Church —**Variance Approval to allow the building to be located twenty feet from the front property line.

Historic District Commission

The Historic District Commission did not meet in April. The next Historic District Commission meeting is scheduled for May 16, 2013.

Planning Commission

The Planning Commission met on April 15, 2013 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for May 20, 2013.

- **S-13-05 Lands of KGH Development Corporation at 625 South State Street—** Action on Site Development Plan application postponed for thirty days until both parties (Bayhealth and Holy Cross Church & School) have full knowledge as to the destiny of the property.
- **S-13-06 US Gas at 461 North DuPont Highway**—Site Development Plan approval for the additional impervious surface including the comments made to include routine inspections to ensure that the property is being used correctly, the lighting improvements for the site, and also the DAC comments. Approval of the waiver request for the partial elimination of curbing and the waiver request for the reduction of Arterial Street Buffer.

The approval includes adjustments to the proposed fence and lighting to the satisfaction of the Planning Department and to require monthly inspections for a period of twelve months to ensure that the business is operating as Code requires.

- **C-11-02 4-H After School Program at Capitol Green Community Center**—Approval for a second one year extension of the Planning Commission approval granted on April 18, 2011 for the after school program (Day Care Center).

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Monthly statistics for the month of April 2013.

CDBG FY12 Projects

- ***Homeownership Assistance Program***

Six (6) families were provided settlement assistance to purchase properties in the City of Dover. All funds have been expended.

- ***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 will be open on June 12th for eligible applicants to apply.

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

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

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

Emergency repairs have been completed on 4 homes.

- ***NCALL Research***

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

- ***Serenity Place***

CDBG funds will be used for the reconstruction of a treatment facility for persons who suffer from substance abuse that was destroyed in a fire. Funds for this project have been expended.

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

CDBG funds will be used to install a geothermal heating system in one of the facilities that services children that are at risk for homelessness. This project has been completed.

- ***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 $1,767,964 including program income has been expended on the acquisition and renovations for 11 properties. The remaining balance of $176,703 will be utilized for renovations, acquisition and down payment assistance for eligible NSP properties. Eight properties have been sold, one is a lease purchase and one is a rental that serves persons with disabilities. Central Delaware Habitat for Humanity has purchased the eleventh NSP property in the City of Dover and they already have a buyer. Six (6) -time homebuyers have purchased homes through the NSP Settlement Assistance Program.

218 Ann Avenue (sold)

337 N. Governors Avenue (sold)

343 Mimosa Avenue (sold)

254 Green Blade Drive (sold)

907 Woodcrest Avenue (sold)

302 Stone Brook Place (lease purchase)

1430 S. Hancock (group home rental)

1415 S. Hancock (sold)

4 Bennington Street (under renovation)

11 Westover Drive (sold)

110 Thames Drive (sold)

Dangerous Buildings, Vacant Buildings & Demolitions

- *416 W. Division Street*—Asbestos abatement scheduled for May 6, 2013
- *126 N. Ann Avenue* – Owner is working on repairs to the interior of the property.
- *209 N. New Street* – The owner of the property made contact with staff and has started repairs to the structure.
- *628 N. West Street* – Owner will begin exterior painting and repairs in May.
- *312/314 West Division Street* – Owner has indicated he will demolish the building. Asbestos survey was completed and the asbestos abatement is scheduled to start May 13, 2013.
- *423 Cecil Street*—Property was presented to City Council on April 22, 2013. Council approved the recommendations of staff and ordered the owner to repair or demolish the structure within 30 days or the City will have the structure demolished.
- *427 West Division Street*—Property was presented to City Council on April 22, 2013. Council tabled the recommendation of staff and allowed the adjacent property owners 60 days to make an offer to purchase the property. If an sale is not agreed upon within 60 days, Council recommended that staff proceed with the demolition of the structure.
- *1080 & 1108 Bay Road*—Both properties have been demolished.
- *528 Fulton Street*—15 day notice sent to the owner advising them to either repair the home or the City will proceed with presenting the building to Council as a dangerous building and recommend having the building demolished.
- *Vacant Buildings*—During April, 33 additional buildings were registered as vacant, and $4,250.00 in vacant building registration fees were collected.





Code Enforcement Activity—April

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid Rental Permit	77	99	100%	98%
No valid Building Permit	6	24	83%	88%
Tall grass and weeds	67	67	91%	91%
Unregistered vehicle	9	30	100%	93%
Abandoned vehicle	4	50	100%	98%
Annual Housing Inspection	51	177	96%	92%
Property Maintenance –	96	290	70%	75%
Electric Termination	24	65	100%	92%
Dover Code of Ordinances	58	183	33%	69%
Zoning	19	45	79%	76%
Total Cases	**411**	**1030**		
Total # of Inspections				
For Month	**578**			

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**APR 13**	**FYTD 13**	**APR 12**	**FYTD 12**
Fire Protection Inspections (New & Existing)	23	261	138	604
Fire Code Inspections	98	316	15	351
Inspection Deficiencies	49	100	10	391
Certificate of Occupancy	3	46	6	32
Accidental	$	$96,450.00	$16,000.00	$243,910.00
Incendiary	$15,000	$16,100.00	$50	$262,050.00
Undetermined	$75,000	$76,000.00	$500	$22,300.00
PERMITTING AND LICENSING				
Permits Issued	**APR 13**	**FYTD 13**	**APR 12**	**FYTD 12**
Administrative Permit	2	23	1	15
Building Addition/Renovation Permits	40	257	37	308
Building Permits	19	118	11	133
Demolition Permits	6	44	4	20
Fence Permits	16	77	6	91
Fire Prevention Permits	12	97	7	64
Mechanical Permits	17	244	21	231
Plumbing Permits	25	279	16	391
Sign Permits	37	212	16	221
Swimming Pool Permits	2	13	3	10
Business Licenses	41	1,061	28	1,414
Merchant Licenses	6	272	5	280
Contractor Licenses	36	735	27	790
Lodging House Licenses	0	51	0	15
Mobile Homes	7	232	4	309
Public Occupancy	14	347	12	136
Rental Dwelling	118	3,000	115	1,438
BUILDING INSPECTIONS				
Inspections	**APR 13**	**FYTD 13**	**APR 12**	**FYTD 12**
Building	215	2,871	362	2,988
Plumbing/Mechanical	181	2,945	234	3,373
Certificate of Occupancy	9	81	11	107

Fire Marshal's Office—At a Glance

Number of Fires Requiring FM Response for April - 6 fires

- I Undetermined
- 3 Incendiary
- 2 Vehicles into buildings
- 93 hours of investigation time

Number of Active Fire Investigations

- Super Lodge Motel 2/13

Enforcement Activity

200 Banning Street: Pull Station (Active Warrant for person involved) 2/13

Juvenile set fire in boy's bathroom of Dover High School causing sprinkler system to control the fire. Juvenile was arrested and charged with Arson I.

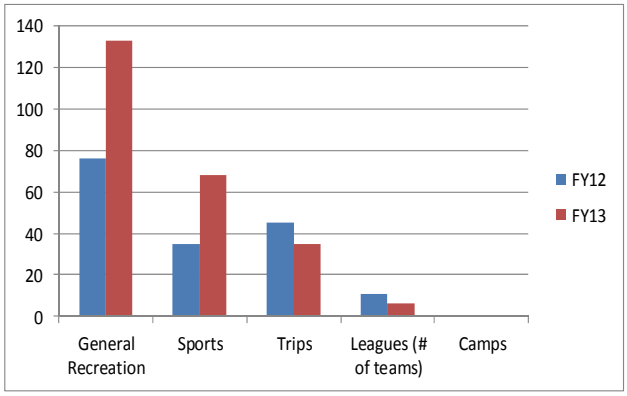
Number of Complaints – 23





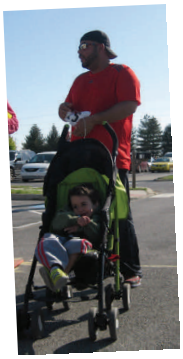
Recreation Division

Enrollment Summary: April 2012 vs. April 2013



Category	FY12	FY13
General Recreation	91	408
Sports	99	178
Trips	77	37
Leagues	382	323
Camps	0	26

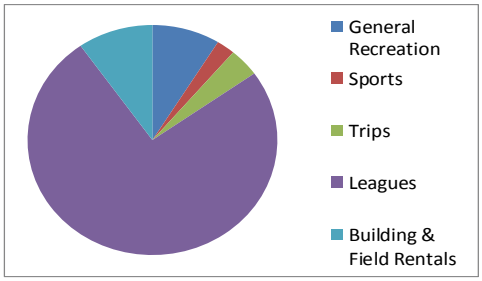




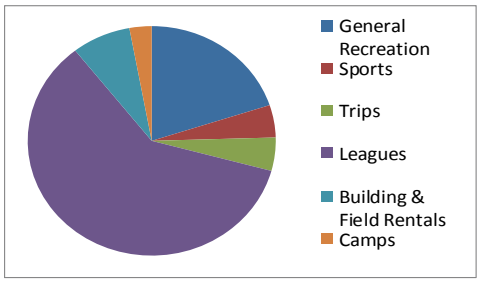


City employees participate in the One Community Wellness 5K Run/Walk

Recreation Revenue Breakdown: April 2012 vs. April 2013



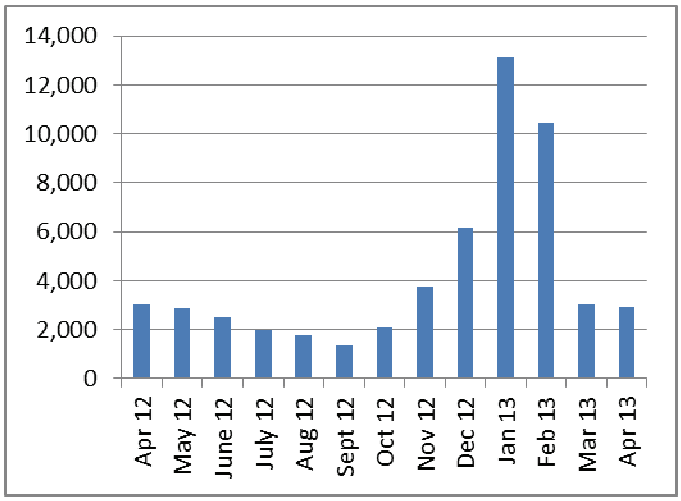
General Recreation	$1,806
Sports	$2,005
Trips	$850
Leagues	$2,275
Building & Field Rentals	$840



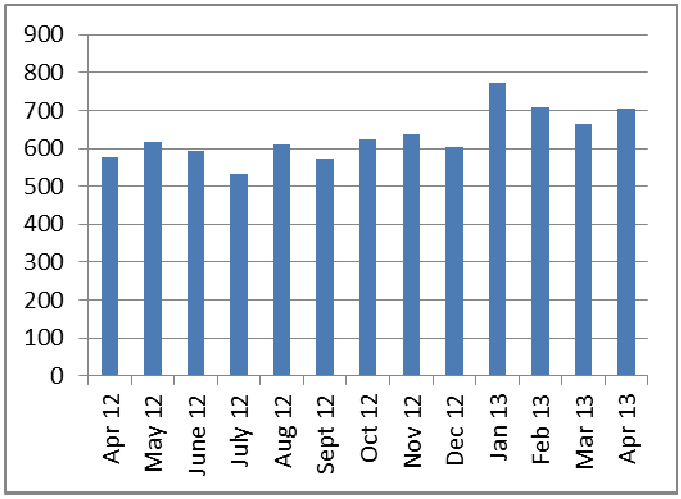
General Recreation	$3,214
Sports	$909
Trips	$326
Leagues	$5,320
Building & Field Rentals	$900
Camps	$415

John W. Pitts Recreation Center – April 2013

Total Program Attendance



Facility Usage By The Hour



**

Facility Usage By The Hour	MAR 13		FYTD 13		MAR 12		FYTD 12
Open Gym	533.75		4,638.75		429.25		4,247.25
Fitness Classes	54.5		474.75		48		383
Leagues	12		724		36		415.5
Camps	32.5		81.5		0		44
Sports Classes	16		168		18.5		171
Meetings & Rentals	55.5		298		28.5		273.25
Enrichment Classes	2		52		17.5		90.5
Total Facility Usage Hours	706.25		6,437		577.75		5,624.5

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

Program Attendance**	MAR 13		FYTD 13		MAR 12		FYTD 12
Total	2,926		46,727		3,053		47,367
Open Gym	1,081		7,725		767		7,135
Fitness Classes	382		3,440		268		3,009
Leagues	255		26,383		1,075		27,505
Camps	115		369		0		348
Sports Classes	205		1,493		248		1,915
Meetings & Rentals	884		6,121		649		7,192
Enrichment Classes	4		115		46		263

Since our opening in late April 2008, we have had 263,550 guests at the John W. Pitts Recreation Center.

We are issuing FREE Recreation Center ID Cards to track usage of the facility during Public Open Gym Periods.
The statistics listed below reflect those that have completed the registration.

Open Gym Registrations:

Total ID cards issued: 5,602
City Residents: 2,481 (44%)
Non-City Residents: 3,121 (56%)
Kent County Residents: 2,589 (46%)
Sussex County Residents: 185 (3%)
New Castle County Residents: 114 (2%)
Out of State Residents: 233 (4%)

Monthly Report

April 2013

Economic Development Office

2013_04 Economic Development Office

- Weekly conference calls with Calpine to discuss issues regarding the site plan
- Facilitated conference call with Kirk Betts to discuss transmission line options to the Garrison Substation
- Attended the Greater Dover Committee Meeting
- Met with Marvin Hill and Becker Morgan to review farmland restrictions at the Garrison Tract
- Participated in Board of Advisors meeting at Bayhealth to review future plans for hospital expansion
- Reviewed Bid Packages for the demolition at 238 Railroad Avenue
- Attended Kent Economic Partnership Annual Dinner
- Staff hosted a 'Meet & Greet' for Lou Colón, DDP Executive Director, during First Friday
- Attended the Parks, Recreation and Community Enhancement Committee Meeting to provide the Semi-Annual Report on Economic Development Benchmarks
- Met with Jim Waddington to review Food Innovation District presentation
- Attended a joint City Council and Levy Court meeting and participated in the presentation on the Food Innovation District
- Met at DEDO with a potential prospect from Germany to provide an overview of Garrison Tract
- Conducted a site visit at the Garrison Tract for the German Company
- Met with Bob Ruggio with regard to ILC's expansion and the Air Cargo Ramp expansion
- Participated in White House conference call regarding the budget update
- Attended the DEEDS reception in Wilmington
- Provided Phase I and Phase II Environmental Studies and Wetlands Delineation Letter to DEDO for the Garrison Tract
- Provided Tim McLaughlin an overview of the Garrison facility and provided him with a copy of the restrictions that limit the use of the Garrison Tract
- Attended the Delaware Sports Commission Board Meeting
- Met with Alan Levin to discuss future infrastructure needs at the Garrison Tract and his participation in the Kent County Economic Summit on September 24, 2013
- Attended a combined Committee of 100 and DEEDS Meeting which was hosted in Dover and gave an economic overview presentation to the combined group
- Attended the Kent County Tourism Board Meeting and provided an economic development update
- Conference call with Alan Perry to get an update on availability of manufacturing space, office space and warehouse space at the former SunRoc location
- Provided information on the former SunRoc location to Barb DeHaven at DEDO for as potential location for a manufacturing company
- Attended the Kent County Economic Consortium Meeting
- Attended the Grand Opening of MedExpress
- Attended the Mayor's Annual Reception
- Met with the Executive Director of the DDP and Walker Parking Consultants to discuss potential parking solutions for the City of Dover
- Provided an overview on the Food Innovation District to Senator Carper's staff

- Met with City Planner and Planner II and provided an overview of the Food Innovation District
- Attended a briefing at Proctor & Gamble to discuss their expansion plans and change of entrance and exits into the plant and how the City can be of assistance
- Assisted Calpine with their planning for their groundbreaking
- Contacted the owner of Dover Rent-All for Calpine to discuss providing a tent for their groundbreaking
- Met with Joe Petrosky regarding a tenant in the Priscilla Block Building and the availability of the number of parking spaces necessary to accommodate the potential tenant
- Met with Paul Fleming and the City Planner at the Pitt Center to discuss the economic impact of softball diamonds and a proposal for expansion of diamond fields

Measures:

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

	2010-2011 Actual	**2011-2012 Actual**	**2012 - 2013 Projected**
Results	<10% unemployment rate in July 2011 9.2 % - U.S. Rate 8.0 % - DE Rate 9.9% - City of Dover Rate June 2011 – Actual	<10% unemployment rate in July 2012 8.2% - U.S. Rate 6.8 % - DE Rate 8.6% - City of Dover Rate June 2012 – Actual	<10% unemployment rate in July 2013 7.5% - U.S. Rate 7.2% - DE Rate 8.5% - City of Dover Rate April 2013 Actual

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

	2010-2011 Actual	**2011-2012 Actual**	**2012 - 2013 Projected**
Results	≥20 contacts with potential small businesses; **12 contacts YTD** ≥15 contacts with out-of-town companies interested in locating in Dover. **10 contacts YTD**	≥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 **6 Contacts YTD**

2013-04 Downtown Dover Partnership

- Provided technical assistance to eleven (11) prospective small business individuals on overall business development within the Downtown Dover Business District
- Provided technical assistance (orientation) to three (3) existing small business owners in preparing and submitting small business loan application for loan consideration
- Continuing technical assistance to eight (8) prospective small business individuals on locating available space within the downtown district to lease - of these eight (8) inquiries, six (6) have signed leases to occupy vacant spaces within downtown
- Coordinated and implemented ongoing logistics for the Farmer's Market Program scheduled to commence in June' 13
- Coordinated media (newspaper announcement), website and social media press releases of series of Special Events which occurred during April '13 in downtown Dover
- In collaboration with the YWCA Delaware conducted three (3) small business development trainings on Business Basics for eleven (11) participants
- Attended and participated as a panelist in the USDA Loan Fund Roundtable
- Provided technical assistance to the Communities in Schools Coordinator for Campus Community School in planning several events to be held in April in downtown
- Completed first phase of Memorandum of Understanding with YWCA Delaware to assist us with Small Business Development Referrals
- Represented the Downtown Dover Partnership at the Kent County is Open for Business Forum
- Represented the Downtown Dover Partnership at the following two (2) Grand Openings: Governor's Ribbon Cutting – MedExpress on April 23rd and Kaizen Karate and CrossFit Dover on April 25th
- Represented the Downtown Dover Partnership at the Mayor's Reception on April 23rd

City of Dover

Capital Investment Plan

Project Tracking Report

March 31, 2013

Points to Remember -

* Original Project Budget = Original Total Project Budget initially included in approved annual budget.
* Latest Project Budget = Revised Total Project Budget included in most recent approved annual budget or one of the following: bond resolution, revolving fund loan agreement, Council approved budget amendment, or City Manager approved amendment as per the Budget Amendment Procedure.
* Current Fiscal Year - Revised Fiscal Year Budget = Current Year approved project budgets plus carry forward balances of unspent budgets in the prior fiscal year. Project Carry Forward balances will be submitted to City Council for amendment in January 2010. Can also be amended with City Manager approval per the Budget Amendment Procedure.
* Water Quality, Inflow/Infiltration, Distribution Upgrades and New Development projects are budgeted as a blanket project and once individual projects are identified and estimated they are created using an allocation of the overall budgeted amount.
* Status and Comments provided by City Manager.
* For Finance purposes projects are considered completed when placed in service and **all** charges have been processed.

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 62,000	$ 171,400	$ 4,508,500	$ 534,700	$ 5,276,600
Restricted MSA (non Public Safety)	132,200	-	-	-	132,200
Library Funding - FY11 Budget Balance	(95,500)	-	-	-	(95,500)
Federal and/or State Grants	1,746,000	-	-	-	1,746,000
Transfer from Library Foundation	71,000	-	-	-	71,000
Friends of the Library Donation	102,400	-	-	-	102,400
Kent County Library Contribution	250,000	-	-	-	250,000
Sale of Assets - Library	1,200,000	-	-	-	1,200,000
Debt Financing - Green Energy Components	648,500	-	-	-	648,500
Community Transportation Fund - FY11 Balances	-	1,630,050	-	-	1,630,050
Debt Financing	2,000,000	-	4,000,000	-	6,000,000
Other State/Federal Grants	324,700	-	-	-	324,700
Police Grants	33,800	-	-	-	33,800
Transfer from Capital Reserves	-	-	-	550,000	550,000
Impact Fee Reserves	-	-	550,000	-	550,000
State Community Transportation Funds	-	700,000	-	-	700,000
Transfer Loan Proceeds to CT Fund - Street Program	-	1,606,700	-	-	1,606,700
Transfer from Operating Funds	613,400	-	2,900,000	3,500,000	7,013,400
Transfer from Future Capacity Reserve	2,000,000	-	-	-	2,000,000
Interest Income	-	-	25,000	40,700	65,700
Total Funding Sources (Unaudited)	$ 9,088,500	$ 4,108,150	$ 11,983,500	$ 4,625,400	$ 29,805,550

			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	% Budget Spent	Status	Comments
		FY2009											
LB0901	M/G/L	New Library Project	$ 18,200,000	$ 20,469,080	$ 19,645,688	$ 823,392	96.0%	$ 2,535,000	$ 4,089,100	$ 3,356,908	82.1%	In Process	Overall project 80% Complete on 7/31/12
ST1203		Dump Truck Refurbishment	30,000	24,000	28,725	(4,725)	119.7%	-	12,000	16,704	139.2%	In Process	
		FY12 MSA - Capital non-safety	-	132,200	-	132,200	200.0%	-	132,200	-	0.0%		Restricted MSA Funding
		Totals - FY09	$ 18,230,000	$ 20,625,280	$ 19,674,413	$ 950,867	95.4%	$ 2,535,000	$ 4,233,300	$ 3,373,612	79.7%		
		FY2013											
---		Vehicles & Equipment	$ 399,900	$ 399,900	$ 190,626	$ 209,274	47.7%	$ 399,900	$ 399,900	$ 190,626	47.7%		
---		Annual Fire Truck Payments	238,500	238,500	238,515	(15)	100.0%	238,500	238,500	238,515	100.0%		
Mayor		Security Cameras	33,000	33,000	33,000	-	100.0%	33,000	33,000	33,000	100.0%		
FC1302	B/L	City Hall Fire Suppression	288,000	288,000	-	288,000	0.0%	288,000	288,000	-	0.0%		Financed by PNC Loan - FY12
FC1303	G	City Hall Emergency Generator	93,000	93,000	96,275	(3,275)	103.5%	93,000	93,000	96,275	103.5%		DEMA Grant funded
IT1301	G	Server & Backup Solution	57,000	57,000	56,942	58	99.9%	57,000	107,000	56,942	53.2%		$15K is DEMA grant funded
PR1301		Dover Park- Roof Replacement	30,000	30,000	-	30,000	0.0%	30,000	30,000	-	0.0%		
ST1303	B/L	Salt Storage Facility-Schutte Park	50,000	50,000	-	50,000	0.0%	50,000	50,000	-	0.0%		Financed by PNC Loan - FY12
ST1304	B/L	Garrison Farm Improvements	1,924,000	1,924,000	10,013	1,913,987	0.5%	1,924,000	1,950,000	10,013	0.5%		Financing to be determined
PD1301	G	Police Elec Breaker Replacement	33,800	33,800	33,800	-	100.0%	33,800	33,800	33,800	100.0%		Police Grant funded
PD1302	B/L	Police Micro Seal Parking Lots	25,300	25,300	-	25,300	0.0%	25,300	25,300	-	0.0%		Financed by PNC Loan - FY12
		Totals - FY12	$ 2,501,100	$ 2,501,100	$ 197,030	$ 2,304,070	7.9%	$ 3,172,500	$ 3,248,500	$ 659,171	20.3%		
		Debt issuance cost - PNC/Other	56,000	56,000	-	56,000	0.0%	56,000	-	-	0.0%		
		Transfer to CT Fund - Streets	1,606,700	1,606,700	-	1,606,700	0.0%	1,606,700	1,606,700	-	0.0%		PNC Loan for FY12/FY13 Street Program
		Grand Totals	$ 22,393,800	$ 24,789,080	$ 19,871,443	$ 4,917,637	80.2%	$ 7,370,200	$ 9,088,500	$ 4,032,783	44.4%	44.4%	

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
G = Grant funded project
B/L = To be financed through bonds or commercial loan; Projects will be completed through CT Fund, therefore the loan proceeds will be transferred from Capital Fund into the Community Transportation Fund;

City of Dover
Community Transportation & General Fund Street Funds - Major CIP Projects
March 31, 2013

Hide

Project Code	Type	Description	TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS: Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	CURRENT FISCAL YEAR: Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	% Budget Spent	Status	Comments
		FY 2002											
CT0212		North Street sidewalk	$ 80,400	$ 80,400	$ -	$ 80,400	0.0%	$ -	$ 80,400	$ -	0.0%		Waiting on DDP improvements
		Totals	$ 80,400	$ 80,400	$ -	$ 80,400	0.0%	$ -	$ 80,400	$ -	0.0%		
		FY 2009											
CT0555		Little League Park paving	$ 11,600	$ 11,600	$ -	$ 11,600	0.0%	$ -	$ 11,600	$ -	0.0%		Re-program for signage
		Totals	$ 11,600	$ 11,600	$ -	$ 11,600	0.0%	$ -	$ 11,600	$ -	0.0%		
		FY 2007											
CT0708		E. Water Street Brick	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ 65,000	$ -	0.0%		Specialty contract needed
		Totals	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ 65,000	$ -	0.0%		
		FY 2009											
CT0977	M	Schutte Parking Lot	$ 21,950	$ 21,950	$ -	$ 21,950	0.0%	$ -	$ 21,950	$ -	0.0%		Deferred
		Totals	$ 21,950	$ 21,950	$ -	$ 21,950	0.0%	$ -	$ 21,950	$ -	0.0%		
		FY2012											
CT1201	M	North Street Roundabout	$ -	$ 500,000	$ -	$ 500,000	0.0%	$ -	$ 500,000	$ -	0.0%	35%	Site work initiated
CT1212		Stoney Creek Lighting	-	40,000	8,696	31,304	21.7%	-	40,000	8,696	21.7%		
TE0601	M	Lincoln Park Center	900,000	1,423,500	522,687	900,813	36.7%	-	911,100	10,359	1.1%	Started	
		Totals	$ 900,000	$ 1,963,500	$ 531,383	$ 1,432,117	27.1%	$ -	$ 1,451,100	$ 19,055	0.0%		
		FY2013											
CTxxxx		Unapplied CT Projects (placeholder)	$ 700,000	$ 378,415	$ -	$ 378,415	0.0%	$ 700,000	$ 378,415	$ -	0.0%		Future CT Agreements
CT1295		Hazel Road	-	61,056	-	61,056	0.0%	-	61,056	-	0.0%		
CT1316		Robbins Hose Station 2	-	111,925	85,823	26,102	76.7%	-	111,925	85,823	76.7%		
CT1317		Wesley College Phase I	-	148,604	-	148,604	0.0%	-	148,604	-	0.0%		
ST1301		FY13 Concrete Program	60,000	60,000	6,199	53,801	10.3%	60,000	60,000	6,199	10.3%		Financed by PNC Loan - FY12
STxxxx		Street & Alley Program	300,000	56,400		56,400	0.0%	-	56,400	-	0.0%		
ST1305		White Oak Tax Ditch	-	12,600	-	12,600	0.0%		12,600	-	0.0%		
MR1301		Security Cameras	-	102,400	48,240	54,160	47.1%	-	102,400	48,240	47.1%		General Fund Appropriations
ST1302		FY12/FY13 Street & Alley Program	1,546,700	1,546,700	-	1,546,700	0.0%	1,546,700	1,546,700	-	0.0%		Financed by PNC Loan - FY12
			$ 2,606,700	$ 2,478,100	$ 140,262	$ 2,337,838	5.7%	$ 2,306,700	$ 2,478,100	$ 140,262	6.1%		
		Grand Totals	$ 3,593,650	$ 4,528,550	$ 671,645	$ 3,856,905	14.8%	$ 2,306,700	$ 4,108,150	$ 159,317	6.9%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
C = Project funded by combination of CT Funds and General Fund
B/L = To be financed through bonds or commercial loan;Projects will be completed through CT Fund, therefore the loan proceeds will be transferred from Capital Fund into the Community Transportation Fun

Water/Wastewater Improvement & Extension Fund - Major CIP Projects
March 31, 2013

Project Code	Type	Description	TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS: Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	CURRENT FISCAL YEAR: Approved Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	% Budget Spent	Status / % Complete	Comments
		FY 2008											
WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,590,000	$ 47,264	$ 2,542,736	1.8%	$ 2,000,000	$ 2,166,000	$ 13,255	0.6%	Started	Staff reviewing agreement docs
WD0805	M	Piney Point Well	398,800	665,000	118,580	546,420	17.8%	450,000	532,901	44,170	8.3%	Started	Staff reviewing RFP
		Totals - FY08	$ 4,595,400	$ 3,255,000	$ 165,844	$ 3,089,156	5.1%	$ 2,450,000	$ 2,698,901	$ 57,425	2.1%		
		FY2009											
WQ0907	SL/C	Rt. 13 Water Main	1,023,700	2,214,600	2,173,195	41,405	98.1%	-	192,600	114,868	59.6%	100.0%	Complete; Awaiting final charges
		FY2010											
WW1007	M/SL	Fox Hall Pump Station	427,900	358,900	353,596	5,304	98.5%	-	144,800	89,297	61.7%	98.0%	Final punch list items outstanding
WW1010	I	Tar Ditch Interceptor Upgrade	518,230	495,400	28,014	467,386	5.7%	-	490,300		0.0%	Started	Easement request sent to residents
		Totals - FY10	$ 946,130	$ 854,300	$ 381,611	$ 472,689	44.7%	$ -	$ 635,100	$ 89,297	14.1%		
		FY2011											
WW1104	SL	Lepore Road P/S Replacement	350,000	402,000	283,491	118,509	70.5%	-	384,200	210,105	54.7%	Started	Contractor ordered Station
		Totals - FY11	$ 350,000	$ 402,000	$ 283,491	$ 118,509	70.5%	$ -	$ 384,200	$ 210,105	54.7%		
		FY2012											
WD1201		Pay-As-You-Go Water Station	30,200	30,200	-	30,200	0.0%	-	30,200	-	0.0%	Started	Specs being developed
WQ1202		WQI - New Street	-	113,960	26,600	87,360	23.3%	-	87,400	-	0.0%	Started	Project on hold - Design complete
WQ1203		WQI - Silver Lake	-	279,840	238,576	41,264	85.3%	-	62,776	49,578	79.0%	100.0%	Complete; Awaiting final charges
WW1201	M/SL	Inflow/Infiltration Removal **(1)**	1,000,000	971,900	55,075	916,825	5.7%	-	-	-	0.0%		See FY13 I & I Program; $916.800
WW1202	M	SCADA Equipment Upgrade	84,900	84,900	76,784	8,116	90.4%	29,300	29,300	-	0.0%	Started	Awaiting delivery of materials
WW1204	M	Baltray Pump Station Replacement	125,000	125,000	20,874	104,126	16.7%	100,000	100,000	293	0.3%	Started	Project on hold - Bid specs ready
WW1205	M	Dover Brook Gardens Pump Station	65,000	65,000	12,194	52,806	18.8%	50,000	50,000	2,342	4.7%	Started	Project on hold - Bid specs ready
WW1206	M	Brandywine Pump Station Rplcmnt	402,000	402,000	33,875	368,125	8.4%	350,000	350,000	293	0.1%	Started	Project on hold - Bid specs ready
WW1207	M	McKee Pump Station Comm Rplcmt	55,000	55,000	7,724	47,276	14.0%	45,000	45,000	293	0.7%	Started	Project on hold - Bid specs ready
		Totals - FY12	$ 1,762,100	$ 2,127,800	$ 471,702	$ 1,656,098	88.8%	$ 574,300	$ 754,676	$ 52,798	7.0%		
		FY2013											
---		Vehicles & Equipment	$ 524,500	$ 524,500	$ 408,745	$ 115,755	77.9%	$ 524,500	$ 527,548	$ 408,745	77.5%	Started	All ordered or bid
WW1301	M	Hazlettville Road Interceptor	770,000	770,000	-	770,000	0.0%	30,000	30,000	-	0.0%	Not started	Project on hold
WW1302	M	Lakeview Drive PS Replacement	502,000	502,000	26,963.47	475,037	5.4%	52,000	52,000	26,963	51.9%	Not started	Project on hold
WW1303	M	Westover Pump Station	768,800	768,800	-	768,800	0.0%	65,000	65,000	-	0.0%	Not started	Project on hold
WW1304	M	Garrison Farm Improvements	1,828,000	1,828,000	39,996.51	1,788,003	2.2%	1,828,000	1,828,000	39,997	2.2%	Started	Pending Council approval 9/24
WD1302	M	Garrison Farm Storage Tank	1,828,000	1,828,000	142,660	1,685,340	7.8%	1,828,000	1,828,000	142,660	7.8%	Started	Pending Council approval 9/24
WD1304		Future Columbia Well Design	55,000	55,000	-	55,000	0.0%	55,000	55,000	-	0.0%	Not started	Project on hold
WD1301	R	Wellhead Redevelopment	70,000	70,000	67,675	2,325	96.7%	70,000	67,675	67,675	0.0%	15.0%	Contractor finishing Well 10 & 14
WQ1301		North Street WMR	45,000	45,000	47,691.41	(2,691)	106.0%	-	45,000	47,691	0.0%		
N/A		Water Quality Improvements	479,000	479,000	-	479,000	0.0%	479,000	479,000	-	0.0%		Locations to be determined
N/A		I & I Improvements **(1)**	1,000,000	(14,500)	-	(14,500)	0.0%	1,000,000	902,300	-	0.0%		Locations to be determined
II1301		New/Reed Street	-	330,000	310,493	19,507		-	345,000	310,493	0.0%	65.0%	Contractor finishing New Street
II1302		Fox Hall	-	142,000	145,355	(3,355)		-	162,000	145,355	89.7%	Scheduled	
II1303		Morris Estates	-	276,000	211,692	64,308		-	241,000	211,692	87.8%	Scheduled	
II1304		Wesley College	-	10,000	7,200	2,800		-	10,000	7,200	72.0%	Scheduled	
II1305		NRG sanitary sewer upgrade	-	175,000	39,266	135,734		-	175,000	39,266	22.4%	Not started	Bids due 10/4/12
II1306		I & I Design	-	40,000	21,024	18,976		-	40,000	21,024	52.6%	In progress	Staff reviewing consultant report
II1307		Mifflin Road Sewer Rehab		3,500	3,500	-		-	3,500	3,500			
II1308		Dunkin Donuts SSR	-	38,000	36,027	1,973		-	38,000	36,027			
WD1306	R	Emergency Generators	80,000	80,000	-	80,000	0.0%	80,000	80,000	-	0.0%	85.0%	Start on bid docs 10/1/12
			$ 7,950,300	$ 7,950,300	$ 1,508,288	$ 6,442,012	0.0%	$ 6,011,500	$ 6,974,023	$ 1,508,288	21.6%		
N/A		Debt issuance cost-Garrison Farm	344,000	344,000	-	344,000	0.0%	344,000	344,000	-	0.0%		
		Grand Totals	$ 16,971,630	$ 17,148,000	$ 4,984,130	$ 12,163,870	29.1%	$ 9,379,800	$ 11,983,500	$ 2,032,781	17.0%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
SL = State Loan Project - construction phase is financed
I = Impact Fee (partially) financed project

(1) Transferred remaining project balance from FY12 to the FY13 I & I Project $916,800
Adjusted Project Budget for FY13 will be $1,916,800 for I & I; Locations to be determined;

Electric Improvement & Extension Fund - Major CIP Projects
March 31, 2013

			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Year Budget	Revised Fiscal Year Budget	Fiscal YTD Expenses	% Budget Spent	Status	Comments
		FY2012											
EE1205	M	Frazier Substation Upgrade	$ 765,200	$ 765,200	$ 484,599	$ 280,601	63.3%	$ 610,200	$ 611,800	$ 331,240	54.1%	In process	Materials ordered
EG1202	M	Unit 3 Boiler Systems	390,000	250,000	104,758	145,242	41.9%	129,000	167,300	22,106	13.2%	In process	Will complete Spring outage
EG1212	M	Unit 3 Turbine Inspection/Repair	1,494,000	1,494,000	413,153	1,080,847	27.7%	115,000	115,000	16,330	14.2%	In process	Will complete Spring outage
EG1214	M	Industrial WW Discharge System	272,000	272,000	101,993	170,007	37.5%	-	242,000	81,412	33.6%	In process	
EU1202	M	Persimmon Tree Lane Feeder Rplcmt	113,500	113,500	44,148	69,352	38.9%	-	8,500	12,642	148.7%	In process	
EG1204		Unit 3DCS Comp & Software	-	-	3,075	(3,075)	0.0%	-	-	3,075	0.0%	Complete	
		Total	$ 3,034,700	$ 2,894,700	$ 1,148,651	$ 1,746,049	39.7%	$ 854,200	$ 1,144,600	$ 466,805	40.8%		
		FY2013											
N/A	R	Vehicles & Equipment	$ 146,000	$ 146,000	$ 22,118	$ 123,882	15.1%	$ 146,000	$ 146,000	$ 22,118	15.1%		All vehicles received
N/A	R	FY13 New Dvlpmnts - UG Transformers	50,000	57,300	5,028	52,272	8.8%	50,000	42,159	5,028	11.9%		Over Budget; Revenue offset
EE1313	R	FY13 New Dvlpmnts - UG Conductors	350,000	(345,501)	6,958	(352,459)	-2.0%	350,000	(236,508)	6,958	-2.9%		
EE1313	R	FY13 New Dvlpmnts - 1 Phase Meters	50,000	23,940	707	23,233	3.0%	50,000	2,493	707	28.4%		
EE1301		Willow Tree Park	-	9,800	13,077	(3,277)	133.4%	-	13,078	13,077	100.0%		Complete
EE1302		Bayard Plaza	-	39,400	31,514	7,886	80.0%	-	31,515	31,514	100.0%		Complete
EE1303		Frazier Sub Upgrade	-	-	3,500	(3,500)	0.0%	-	-	3,500	0.0%		
EE1310		YMCA	-	22,000	20,916	1,084	95.1%	-	20,917	20,916	100.0%		Complete
EE1311		Super 8 Motel	-	6,200	5,802	398	93.6%	-	5,802	5,802	100.0%		Complete
EE1315		State Street Plaza	-	8,700	7,207	1,493	82.8%	-	8,708	7,207	82.8%		
EE1317		The Grand Apartments	-	79,560	77,378	2,182	97.3%	-	77,378	77,378	100.0%		Complete
EE1318		M & L Ventures Warehouses	-	28,800	29,984	(1,184)	104.1%	-	29,986	29,984	100.0%		Complete
EE1319		Proctor & Gamble	-	30,000	19,225	10,775	64.1%	-	19,225	19,225	100.0%		Complete
EE1320		Generals Green Lights	-	26,000	-	26,000	0.0%	-	-	-	0.0%		Cancelled
EE1322		Grottos Pizza	-	57,600	55,981	1,619	97.2%	-	57,598	55,981	97.2%		
EE1323		Dover High Lighting	-	264,200	263,668	532	99.8%	-	263,668	263,668	100.0%		Complete
EE1324		Bayhealth Fiber Wood	-	50,000	41,927	8,073	83.9%	-	41,928	41,927	100.0%		Complete
EE1325		Redner's Grocery Store	-	16,600	-	16,600	0.0%	-	-	-	0.0%		
EE1326		DelDot Bridge Project	-	90,000	54,340	35,660	60.4%	-	55,820	54,340	97.3%		
EE1327		George & Lynch Asphalt	-	25,000	-	25,000	0.0%	-	25,000	-	0.0%		
EE1328		Fiber Blue Hen Project	-	49,300	43,643	5,657	88.5%	-	43,644	43,643	100.0%		Complete
EE1329		Calpine Garrison Energy	-	183,500	172,106	11,394	93.8%	-	189,409	172,106	90.9%		
EE1331		Dicks Sporting Goods	-	34,500	-	34,500	0.0%	-	44,100	-	0.0%		
EE1332		Schutte Park Well	-	4,400	-	4,400	0.0%	-	-	-	0.0%		Cancelled
EE1333		DTCC Relocate Service	-	20,300	-	20,300	0.0%	-	30,900	-	0.0%		
EE1334		645 N. Gov Ave Bore	-	3,601	3,601	0	100.0%	-	3,601	3,601	100.0%		Complete
EE1335		Windstream Fiber Proj	-	19,000	8,765	10,235	46.1%	-	13,279	8,765	66.0%		
EE1336		McDonalds	-	16,800	-	16,800	0.0%	-	16,800	-	0.0%		
EE1337		Royal Farms	-	20,500	-	20,500	0.0%	-	20,500	-	0.0%		
EE1304	R	FY13 Lighting Project & Rehab	100,000	100,000	99,916	84	99.9%	100,000	100,000	99,916	99.9%		Route 13 LED Lighting
EE1309	R	Distribution Capacitors	125,000	125,000	103,493	21,507	82.8%	125,000	125,000	103,493	82.8%		
EE1307		Division Sub Fence	70,000	55,000	39,345	15,655	71.5%	70,000	55,000	39,345	71.5%		
EE1308	M	Horsepond Substation Upgrade	761,800	761,800	-	761,800	0.0%	170,000	170,000	-	0.0%		
EE1305	M	FY13 69kv Switch Rplmnt Program	135,000	64,000	-	64,000	0.0%	55,000	70,000	-	0.0%		
EE1306	R	Trans Line Maint Program	75,000	4,000	3,986	14	99.7%	75,000	4,000	3,986	99.7%		
EE1312	M	General Scott Switchgear	1,155,000	1,150,000	-	1,150,000	0.0%	50,000	50,000	-	0.0%		
N/A	R	FY13 Distribution Upgrades	400,000	12,000	-	12,000	0.0%	400,000	12,000	-	0.0%		
EE1314		Capitol Park Upgrade	-	308,000	24,203	283,797	7.9%	-	308,000	24,203	7.9%		
EE1321		Pleasanton Acres	-	80,000	59,158	20,842	73.9%	-	80,000	59,158	73.9%		
N/A	R	FY13 Distribution Feeder Replacements	277,500	213,500	-	213,500	0.0%	277,500	(61,500)	-	0.0%		
EE1330		Morris Esates 1 Upgrade	-	275,000	51,989	223,011	0.0%	-	275,000	51,989	18.9%		
EE1316		Wyoming Avenue Feeder Replacement	-	64,000	55,089	8,911	86.1%	-	64,000	55,089	86.1%		
EG1301		Units 1 Repair - Gasket leak	-	65,000	88,086	(23,086)	135.5%	-	95,000	88,086	92.7%		New Project; Not budgeted
EG1304	R	Units 1 & 2 Component Repairs	52,000	52,000	14,564	37,436	28.0%	52,000	52,000	14,564	28.0%		
EG1305	R	Units 1 & 2 Cooling Tower Life Ext.	37,300	37,300	-	37,300	0.0%	37,300	37,300	-	0.0%		
EG1306		Turbine Level Window Modifications	85,000	85,000	-	85,000	0.0%	85,000	85,000	-	0.0%		This project is not needed.
EG1307		Unit 3 Air Heater Expansion Joint	80,000	80,000	47,894	32,106	59.9%	80,000	50,000	47,894	95.8%		
EG1309		Unit 3 Stack Repairs	27,000	27,000	3,439	23,561	12.7%	27,000	27,000	3,439	12.7%		
EG1310		Units 1 & 2 Stack Repairs	75,000	75,000	14,000	61,000	18.7%	75,000	75,000	14,000	18.7%		
EG1311		Van Sant Capacity Increase	550,000	550,000	-	550,000	0.0%	550,000	550,000	-	0.0%		
EG1312		Unit 3 Generator Repairs	236,000	236,000	28,965	207,035	12.3%	236,000	236,000	28,965	12.3%		
EG1313	R	Unit 3 Aux Sys Components	55,000	55,000	21,345	33,655	38.8%	55,000	55,000	21,345	38.8%		
			$ 4,892,600	$ 5,462,100	$ 1,542,916	$ 3,919,184	28.2%	$ 3,115,800	$ 3,480,800	$ 1,542,916	44.3%		
		Grand Totals	$ 7,927,300	$ 8,356,800	$ 2,691,567	$ 5,665,233	25.4%	$ 3,970,000	$ 4,625,400	$ 2,009,721	43.4%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
B = Bonded Project
S = State fully or partially reimbursed project

ACTION FORM

PROCEEDING: Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Electric Department	**DATE SUBMITTED**: 5/30/13
PREPARED BY: Steve Enss, Interim Electric Director	
SUBJECT: Evaluation of Proposals – Emergency Response and Site Cleanup Services	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: Compliance Environmental Evaluation	
EXPENDITURE REQUIRED: Not to exceed budget for any account. **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Various Divisional Budgets to include Electric Engineering, Power Plant, T&D, and other City Departments "Contractual Services" line item in the operational budgets such as 480-8200-562-30-43 (Electric T&D); 480-8300-563-30-43 (Electric Eng.); 480-8101-591-75-55 (Power Plant).	
TIMETABLE: Contract to be issued upon final approval.	
RECOMMENDED ACTION: Staff recommends awarding a blanket Emergency Response Contract to Guardian Environmental Services, the lowest priced proposal based on actual experience, for a three (3) year with a City option to extend the contract for an additional two (2) years. The maximum term of the blanket contract will be five (5) years.	

BACKGROUND AND ANALYSIS

The Electric Department maintains blanket contracts with various contractors to ensure that the bidding rules are adhered to for contractors that are hired to perform work for the Electric Department. These contracts are priced as a "time, equipment, and material" contracts and may exceed $25,000 annually. This proposal is for emergency and scheduled environmental cleanup services. Additionally, other City Departments may utilize this contractor when required.

Request for Proposals were solicited and advertised according to City Policy by the City's Contract and Procurement Manager under RFP # 13-0029EL and proposals were received from four (4) potential vendors. Due to the variety of pricing strategies quoted by each vendor, staff along with Compliance Environmental, included a hypothetical spill response exercise in the RFP in which each bidder submitted their technical approach. An analysis was developed to equalize each bidder using an itemized list of labor and equipment rates to determine the lowest cost response. Using this methodology, Guardian Environmental Services was the low bidder; the next lowest bidder, Clean Venture Inc., was 8% higher. Guardian Environmental Services was given the 3% local preference for operating a business within the State of Delaware. Funding will be provided by the appropriate divisional budget based on the event.

COMPLIANCE ENVIRONMENTAL, INC.
150 SOUTH BRADFORD STREET, DOVER, DELAWARE 19904
PHONE: 302-674-4427 FAX: 302-674-4429
www.compliancecanhelp.com
For Your Health & Safety™

May 6, 2013

Mr. Steve Enss, Interim Electric Director
City of Dover Electric Department
860 Buttner Place
Dover, Delaware 19904

Reference: Emergency Response and Site Cleanup Contract (RFP 13-0029EL); Bid Analysis and Award Recommendation.

Dear Mr. Enss:

Compliance Environmental, Inc. (CEI) is pleased to provide this analysis of bids received for the Emergency Response and Site Cleanup Contract (RFP 13-0029EL) received on April 9, 2013. Four (4) contractor bids were received including Lewis Environmental, Inc. (Lewis), Clean Venture, Inc. (Clean Venture), Clean Harbors Environmental Services, Inc. (Clean Harbors) and Guardian Environmental Services Company, Inc. (Guardian).

The bid analysis focused upon the five criteria included in the bid announcement including Emergency Response Rates, Scheduled Cleanup Rates, Mobilization and Demobilization Adder, Technical Approach for a Hypothetical Spill Response Exercise, and Qualification Statement. Also, CEI evaluated each bidding contractor's submitted Workers Compensation Exposure Modification Rate (EMR) and determined if the contractor was eligible for local vendor preference and/or minority preference.

As anticipated, in submitting their bids each contractor provided a different mix of labor and equipment resources in preparing the Hypothetical Spill Response Exercise. For the review of the bids, CEI normalized the contractor submitted bid materials by applying the contractor's emergency response rates and conditions to a fixed number of resources to compare the projected cost for spill events lasting 4-hours, 8-hours, 16-hours and 24-hours.

A summary of pro forma costs is provided in Attachment A of this report. Final calculations to prepare pro forma invoices for each contractor were based upon the response rates, terms and conditions and bid preference adjustments as provided in Attachment B of this report.

The following table provides a summary of our bid analysis:

Criteria	GUARDIAN	CLEAN VENTURE	LEWIS	CLEAN HARBORS
Emergency Response Rates [1]	SECOND ($ 950.00)	THIRD ($ 966.69)	FOURTH ($ 1,217.38)	FIRST ($ 927.63)
Scheduled Cleanup Rates [2]	THIRD ($ 511.00)	SECOND ($ 463.70)	FOURTH ($ 571.00)	FIRST ($ 463.13)
Terms & Conditions [3]	THIRD (Markup: 8 %)	SECOND (Markup: ± 2.5 %)	FIRST (Markup: ± 2 %)	FOURTH (Markup: 17.50 %)
Normalized Pro forma Invoice [4]	FIRST ($ 5,390.95)	SECOND ($ 5,445.57)	THIRD ($ 6,604.74)	FOURTH ($ 9,150.31)
Mobilization & Demobilization Adder [5]	BEST (2-Hour)	BEST (2-Hour)	BEST (2-Hour)	WORSE (6-Hour)
Written Hypothetical Spill Response Exercise	FIRST Detailed with assumptions. Plan for reducing costs included.	THIRD Lacks detail. Unreasonable cost prediction and questionable approach.	SECOND Lacks some detail Need more regarding cleanup process.	FOURTH Only a cost proposal with contract provisions provided. No approach provided.
Qualification Statement	MEET REQUIREMENT	MEET REQUIREMENT	MEET REQUIREMENT	MEET REQUIREMENT
Local Vendor Preference [6]	YES	NO	YES	NO
Minority Preference	NO	NO	NO	NO
Workers Compensation Exposure Modification Rate (EMR)	LESS THAN 1.0	LESS THAN 1.0	LESS THAN 1.0	LESS THAN 1.0

Ranking Notes: Ranking uses the following scoring:
1. First (Best), SECOND, THIRD, and FOURTH (Worse).
2. BEST and WORSE: YES and NO: MEET REQUIREMENT.

Superscript Notes:
1. Using the sum of Labor and Equipment rates per work-hour in Attachment B.
2. Using the sum of Labor and Equipment rates per work-hour in Attachment B.
3. Used in the contractor's proposal.
4. Using the sum of Labor and Equipment on Pro forma Invoice for 4-hour minimum time in Attachment B.
5. Bid Item 1: Hours added to invoice for Mobilization & Demobilization.
6. If Yes, a 3-percent reduction was included in the analysis of the Pro forma Invoice.

Based upon our review, we recommend that the City of Dover consider awarding this contract to Guardian Environmental Services Company, Inc. Although Guardian did not have the lowest labor and equipment rates, during our analysis we found that their pro forma final invoice cost would be lower based upon a mix of labor and equipment resources needed for similar past spill experiences. Also, Guardian's Emergency Response rates are the lowest for the best (2-hour) response time and Guardian is a local vendor preference.

If you have any questions or require additional information, please contact me at (302) 674-4427, x101.

Sincerely,
COMPLIANCE ENVIRONMENTAL, INC.



Valentino P. De Rocili, Ph.D., CHMM
Senior Consultant
vderocili@compliancecanhelp.com

Attachments:

A: Bidding Contractor Graphic Analysis.
B: Bidding Contractor Detail Calculations.

Attachment A

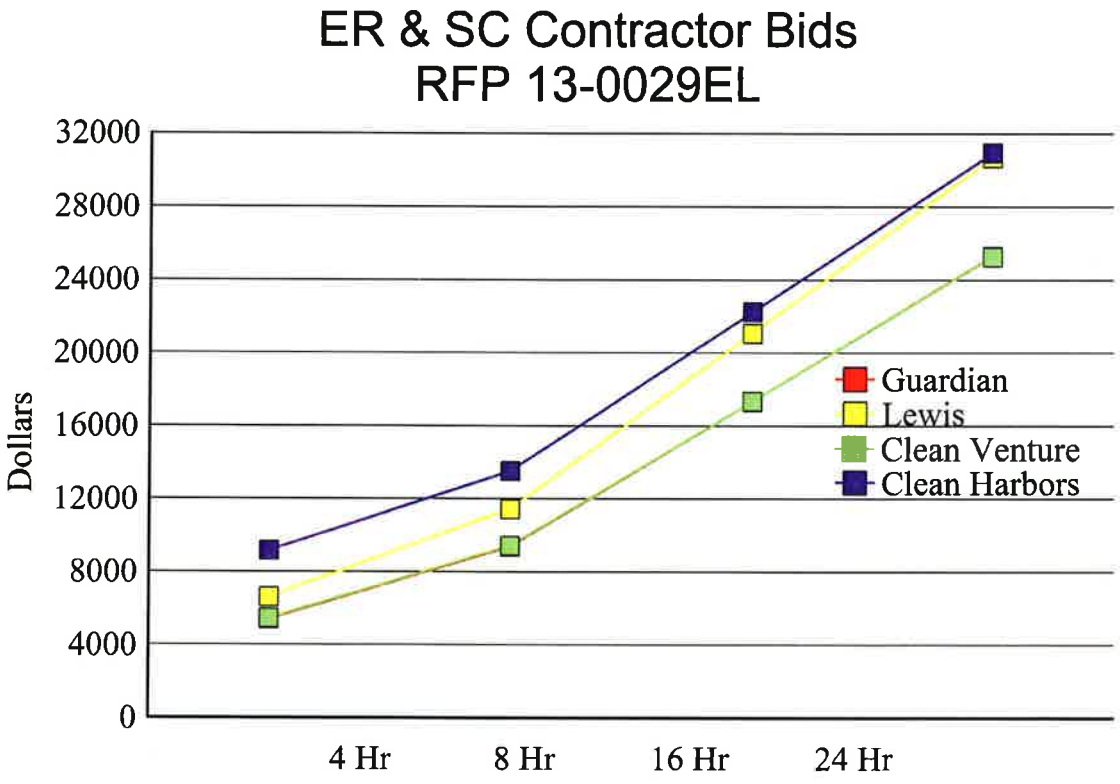
Bidding Contractor Graphic Analysis

06-May-2013

CITY OF DOVER
EMERGENCY RESPONSE & SITE CLEAN-UP CONTRACT (RFP 13-0029EL)

BIDDING CONTRACTOR GRAPHIC ANALYSIS
Pro forma Invoice with Various Response Times

Contractor	4-Hr	8-Hours	16-Hours	24-Hours
Guardian	$5,391	$9,372	$17,334	$25,295
Lewis	$6,605	$11,423	$21,058	$30,694
Clean Venture	$5,446	$9,409	$17,336	$25,263
Clean Harbors	$9,150	$13,510	$22,230	$30,950



NOTE: Guardian graph line is located under Clean Venture's graph line since costs are similar.

Attachment B

Bidding Contractor Detail Calculations

06-May-2013

CITY OF DOVER
EMERGENCY RESPONSE & SITE CLEAN-UP CONTRACT (RFP 13-0029EL)

BIDDING CONTRACTOR DETAIL
GUARDIAN ENVIRONMENTAL SERVICES COMPANY, INC.

I. LABOR RATES

Category	Emergency Response (ER)		Scheduled Clean-Up (SC)		Savings: ER minus SC	
	ST (MH)	OT (MH)	ST (MH)	OT (MH)	ST (MH)	OT (MH)
Response Manager	$75.00	$106.00	$71.00	$101.00	5.3%	4.7%
Clean-Up Technician	$43.00	$61.00	$41.00	$58.00	4.7%	4.9%
Operator	$57.00	$80.00	$54.00	$76.00	5.3%	5.0%
Truck Driver	$52.00	$75.00	$50.00	$71.00	3.8%	5.3%
Laborers	$40.00	$56.00	$38.00	$53.00	5.0%	5.4%

II. EQUIPMENT RATES

Category	Emergency Response (ER)		Scheduled Clean-Up (SC)		Savings: ER minus SC	
	Hourly	Daily	Hourly	Daily	Hourly	Daily
Spill Trailer	$57.00	$456.00	$57.00	$456.00	0.0%	0.0%
Equipment Trailer	$28.00	$112.00	$28.00	$112.00	0.0%	0.0%
Stakebed Truck	$21.00	$248.00	$21.00	$248.00	0.0%	0.0%
Mini Excavator	$57.00	$228.00	$57.00	$228.00	0.0%	0.0%
Pickup Truck	$50.00	$400.00	$50.00	$400.00	0.0%	0.0%
Rolloff Truck	$64.00	$512.00	$64.00	$512.00	0.0%	0.0%

III. LABOR & EQUIPMENT RATE ANALYSIS

A. Crew with Equipment using OT ER Rates:

Labor Category	People	Category Rate	Hourly Cost	
Response Manager	1	$106.00	$106.00	
Clean-Up Technician	4	$61.00	$244.00	
Operator	1	$80.00	$80.00	
Truck Driver	1	$75.00	$75.00	
Laborers	3	$56.00	$168.00	
			$673.00	**Crew-Hour**

Equipment Category	Equipment	Category Rate	Hourly Cost	
Spill Trailer	1	$57.00	$57.00	
Equipment Trailer	1	$28.00	$28.00	
Stakebed Truck	1	$21.00	$21.00	
Mini Excavator	1	$57.00	$57.00	
Pickup Truck	1	$50.00	$50.00	
Rolloff Truck	1	$64.00	$64.00	
			$277.00	**Equip-Hour**

Total Labor & Equipment Hourly Rate (OT ER Rates) = $950.00 Work-Hour

B. Pro forma Invoice with Various Response Times:

		4-Hr Minimum	8-Hours	16-Hours	24-Hours
Labor & Equipment Cost =		$3,800.00	$7,600.00	$15,200.00	$22,800.00
Mob/DeMob 2-Hr Charge =	$673.00	$1,346.00	$1,346.00	$1,346.00	$1,346.00
Surcharge	8.00%	$411.68	$715.68	$1,323.68	$1,931.68
Total Proforma Invoice =		$5,557.68	$9,661.68	$17,869.68	$26,077.68
Less Local DE Vendor Preference	3.00%	$166.73	$289.85	$536.09	$782.33
Adjusted Proforma Invoice =		**$5,390.95**	**$9,371.83**	**$17,333.59**	**$25,295.35**

06-May-2013

CITY OF DOVER
EMERGENCY RESPONSE & SITE CLEAN-UP CONTRACT (RFP 13-0029EL)

BIDDING CONTRACTOR DETAIL
LEWIS ENVIRONMENTAL, INC.

I. LABOR RATES

Category	Emergency Response (ER)		Scheduled Clean-Up (SC)		Savings: ER minus SC	
	ST (MH)	OT (MH)	ST (MH)	OT (MH)	ST (MH)	OT (MH)
Response Manager	$100.00	$150.00	$95.00	$142.50	5.0%	5.0%
Clean-Up Technician	$57.00	$85.50	$49.00	$73.50	14.0%	14.0%
Operator	$63.00	$94.50	$55.00	$82.50	12.7%	12.7%
Truck Driver	$64.00	$96.00	$56.00	$84.00	12.5%	12.5%
Laborers	$49.00	$73.50	$40.00	$60.00	18.4%	18.4%

II. EQUIPMENT RATES

Category	Emergency Response (ER)		Scheduled Clean-Up (SC)		Savings: ER minus SC	
	Hourly	Daily	Hourly	Daily	Hourly	Daily
Spill Trailer	$68.13	$545.00	$59.38	$475.00	12.8%	12.8%
Equipment Trailer	$21.88	$175.00	$18.75	$150.00	14.3%	14.3%
Stakebed Truck	$35.63	$285.00	$31.25	$250.00	12.3%	12.3%
Mini Excavator (Backhoe)	$71.88	$575.00	$62.50	$500.00	13.0%	13.0%
Pickup Truck	$21.88	$175.00	$18.75	$150.00	14.3%	14.3%
Rolloff Truck	$95.00	$760.00	$85.00	$680.00	10.5%	10.5%

III. LABOR & EQUIPMENT RATE ANALYSIS

A. Crew with Equipment using OT ER Rates:

Labor Category	People	Category Rate	Hourly Cost	
Response Manager	1	$150.00	$150.00	
Clean-Up Technician	4	$85.50	$342.00	
Operator	1	$94.50	$94.50	
Truck Driver	1	$96.00	$96.00	
Laborers	3	$73.50	$220.50	
			$903.00	**Crew-Hour**

Equipment Category	Equipment	Category Rate	Hourly Cost	
Spill Trailer	1	$68.13	$68.13	
Equipment Trailer	1	$21.88	$21.88	
Stakebed Truck	1	$35.63	$35.63	
Mini Excavator	1	$71.88	$71.88	
Pickup Truck	1	$21.88	$21.88	
Rolloff Truck	1	$95.00	$95.00	
			$314.38	**Equip-Hour**

Total Labor & Equipment Hourly Rate (OT ER Rates) = **$1,217.38** **Work-Hour**

B. Pro forma Invoice with Various Response Times:

		4-Hr Minimum	8-Hours	16-Hours	24-Hours
Labor & Equipment Cost =		$4,869.50	$9,739.00	$19,478.00	$29,217.00
Mob/DeMob 2-Hr Charge =	$903.00	$1,806.00	$1,806.00	$1,806.00	$1,806.00
Surcharge	2.00%	$133.51	$230.90	$425.68	$620.46
Total Proforma Invoice =		$6,809.01	$11,775.90	$21,709.68	$31,643.46
Less Local DE Vendor Preference	3.00%	$204.27	$353.28	$651.29	$949.30
Adjusted Proforma Invoice =		**$6,604.74**	**$11,422.62**	**$21,058.39**	**$30,694.16**

06-May-2013

CITY OF DOVER
EMERGENCY RESPONSE & SITE CLEAN-UP CONTRACT (RFP 13-0029EL)

BIDDING CONTRACTOR DETAIL
CLEAN VENTURE, INC.

I. LABOR RATES

Category	Emergency Response (ER)		Scheduled Clean-Up (SC)		Savings: ER minus SC	
	ST (MH)	OT (MH)	ST (MH)	OT (MH)	ST (MH)	OT (MH)
Response Manager	$72.00	$108.00	$60.00	$90.00	16.7%	16.7%
Clean-Up Technician	$45.00	$67.50	$36.00	$54.00	20.0%	20.0%
Operator	$52.00	$78.00	$46.00	$69.00	11.5%	11.5%
Truck Driver	$52.00	$78.00	$46.00	$69.00	11.5%	11.5%
Laborers	$42.00	$63.00	$32.00	$48.00	23.8%	23.8%

II. EQUIPMENT RATES

Category	Emergency Response (ER)		Scheduled Clean-Up (SC)		Savings: ER minus SC	
	Hourly	Daily	Hourly	Daily	Hourly	Daily
Spill Trailer	$51.75	$414.00	$51.75	$414.00	0.0%	0.0%
Equipment Trailer	$22.63	$181.00	$22.63	$181.00	0.0%	0.0%
Stakebed Truck	$35.63	$285.00	$35.63	$285.00	0.0%	0.0%
Mini Excavator (Backhoe)	$62.50	$500.00	$62.50	$500.00	0.0%	0.0%
Pickup Truck	$16.19	$129.50	$16.19	$129.50	0.0%	0.0%
Rolloff Truck	$55.00	$440.00	$55.00	$440.00	0.0%	0.0%

III. LABOR & EQUIPMENT RATE ANALYSIS

A. Crew with Equipment using OT ER Rates:

Labor Category	People	Category Rate	Hourly Cost	
Response Manager	1	$108.00	$108.00	
Clean-Up Technician	4	$67.50	$270.00	
Operator	1	$78.00	$78.00	
Truck Driver	1	$78.00	$78.00	
Laborers	3	$63.00	$189.00	
			$723.00	**Crew-Hour**

Equipment Category	Equipment	Category Rate	Hourly Cost	
Spill Trailer	1	$51.75	$51.75	
Equipment Trailer	1	$22.63	$22.63	
Stakebed Truck	1	$35.63	$35.63	
Mini Excavator	1	$62.50	$62.50	
Pickup Truck	1	$16.19	$16.19	
Rolloff Truck	1	$55.00	$55.00	
			$243.69	**Equip-Hour**

Total Labor & Equipment Hourly Rate (OT ER Rates) = **$966.69** **Work-Hour**

B. Pro forma Invoice with Various Response Times:

		4-Hr Minimum	8-Hours	16-Hours	24-Hours
Labor & Equipment Cost =		$3,866.75	$7,733.50	$15,467.00	$23,200.50
Mob/DeMob 2-Hr Charge =	$723.00	$1,446.00	$1,446.00	$1,446.00	$1,446.00
Surcharge	2.50%	$132.82	$229.49	$422.83	$616.16
Total Proforma Invoice =		$5,445.57	$9,408.99	$17,335.83	$25,262.66
Less Local DE Vendor Preference	0.00%	$0.00	$0.00	$0.00	$0.00
Adjusted Proforma Invoice =		**$5,445.57**	**$9,408.99**	**$17,335.83**	**$25,262.66**

06-May-2013

CITY OF DOVER
EMERGENCY RESPONSE & SITE CLEAN-UP CONTRACT (RFP 13-0029EL)

BIDDING CONTRACTOR DETAIL
CLEAN HARBORS, INC.

I. LABOR RATES

Category	Emergency Response (ER)		Scheduled Clean-Up (SC)		Savings: ER minus SC	
	ST (MH)	OT (MH)	ST (MH)	OT (MH)	ST (MH)	OT (MH)
Response Manager	$75.00	$112.50	$63.00	$94.50	16.0%	16.0%
Clean-Up Technician	$41.00	$61.50	$36.00	$54.00	12.2%	12.2%
Operator	$44.00	$66.00	$40.00	$60.00	9.1%	9.1%
Truck Driver	$44.00	$66.00	$40.00	$60.00	9.1%	9.1%
Laborers	$42.00	$63.00	$36.00	$54.00	14.3%	14.3%

II. EQUIPMENT RATES

Category	Emergency Response (ER)		Scheduled Clean-Up (SC)		Savings: ER minus SC	
	Hourly	Daily	Hourly	Daily	Hourly	Daily
Spill Trailer (Van)	$30.00	$240.00	$30.00	$240.00	0.0%	0.0%
Equipment Trailer	$25.13	$201.00	$25.13	$201.00	0.0%	0.0%
Stakebed Truck	$20.00	$160.00	$20.00	$160.00	0.0%	0.0%
Mini Excavator (Backhoe)	$79.00	$632.00	$79.00	$632.00	0.0%	0.0%
Pickup Truck	$12.00	$96.00	$12.00	$96.00	0.0%	0.0%
Rolloff Truck	$82.00	$656.00	$82.00	$656.00	0.0%	0.0%

III. LABOR & EQUIPMENT RATE ANALYSIS

A. Crew with Equipment using OT ER Rates:

Labor Category	People	Category Rate	Hourly Cost	
Response Manager	1	$112.50	$112.50	
Clean-Up Technician	4	$61.50	$246.00	
Operator	1	$66.00	$66.00	
Truck Driver	1	$66.00	$66.00	
Laborers	3	$63.00	$189.00	
			$679.50	**Crew-Hour**

Equipment Category	Equipment	Category Rate	Hourly Cost	
Spill Trailer	1	$30.00	$30.00	
Equipment Trailer	1	$25.13	$25.13	
Stakebed Truck	1	$20.00	$20.00	
Mini Excavator	1	$79.00	$79.00	
Pickup Truck	1	$12.00	$12.00	
Rolloff Truck	1	$82.00	$82.00	
			$248.13	**Equip-Hour**

Total Labor & Equipment Hourly Rate (OT ER Rates) = **$927.63** **Work-Hour**

B. Pro forma Invoice with Various Response Times:

		4-Hr Minimum	8-Hours	16-Hours	24-Hours
Labor & Equipment Cost =		$3,710.50	$7,421.00	$14,842.00	$22,263.00
Mob/DeMob 6-Hr Charge =	$679.50	$4,077.00	$4,077.00	$4,077.00	$4,077.00
Surcharge	17.50%	$1,362.81	$2,012.15	$3,310.83	$4,609.50
Total Proforma Invoice =		$9,150.31	$13,510.15	$22,229.83	$30,949.50
Less Local DE Vendor Preference	0.00%	$0.00	$0.00	$0.00	$0.00
Adjusted Proforma Invoice =		**$9,150.31**	**$13,510.15**	**$22,229.83**	**$30,949.50**

ACTION FORM

PROCEEDING: Council	**MEETING DATE:** 06-10-2013
DEPARTMENT OF ORIGIN: City Council	
PREPARED BY: Traci A. McDowell, City Clerk on behalf of Council President Bonar	

SUBJECT: Appointment and Annual Donation - City Chaplain	**DATE SUBMITTED**: **06-04-2013**
RELATED PROJECT: N/A	
APPROVALS: N/A	
EXHIBITS: N/A	
EXPENDITURE REQUIRED: $360	**AMOUNT BUDGETED**: $360
FUNDING SOURCE (Dept./Page in CIP & Budget): 110-1200-512-30-35	
TIMETABLE: Payment will be issued upon approval	

RECOMMENDED ACTION: Approval of the appointments of Minister Theodore A. Henderson of Dover Christian Church and Bishop Thomas L. Holsey of Bibleway Temple Church of God in Christ as City Chaplains and authorization for the City Clerk's Office to issue purchase orders for contributions in the amount of $180 each to Dover Christian Church and Bibleway Temple Church of God in Christ.

BACKGROUND AND ANALYSIS

In accordance with Chapter 2 - Administration, Article IV - Officers and Employees, Section 2-301 - Appointment, of the Dover Code, the appointment of the City Chaplain is made annually in June by the Council President and confirmed by Council and, although the City Chaplain serves without compensation, Council may consider an annual donation to the congregation each year for which the Chaplain is associated.

It is my recommendation to appoint Minister Theodore A. Henderson of Dover Christian Church and Bishop Thomas L. Holsey of Bibleway Temple Church of God in Christ as City Chaplains and that we provide donations in the amount of $180 each to Dover Christian Church and Bibleway Temple Church of God in Christ for Minister Henderson and Bishop Holsey's services as the City Chaplains from June 2013 through May 2014.

Should you have any questions or concerns regarding the above, please feel free to call me.

FIRST READING

CITY OF DOVER ORDINANCE # 2013-09
2013-2014 BUDGET ORDINANCES

GENERAL FUND
REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating Thirty Nine Million Seven Hundred Thirty Three Thousand Two Hundred dollars ($39,733,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 3,752,200	$ 3,455,200
REVENUES		
FINES AND POLICE REVENUE	668,000	666,000
INVESTMENT INCOME	75,000	75,000
LIBRARY REVENUES	66,200	66,600
KENT COUNTY BOOK REIMBURSEMENT	405,900	400,000
BUSINESS LICENSES	1,455,000	1,460,000
PERMITS AND OTHER LICENSES	1,053,300	1,167,500
MISCELLANEOUS CHARGES	70,900	63,300
POLICE EXTRA DUTY	636,100	650,000
PROPERTY TAXES	11,039,200	11,120,000
BID REVENUE	51,600	49,500
RECREATION REVENUE	130,000	133,000
FRANCHISE FEE	600,000	606,200
TRASH FEES	2,676,500	2,676,500
RENT REVENUE - GARRISON FARM	117,200	118,500
COURT OF CHANCERY FEES	807,200	863,200
REVENUES SUBTOTAL	19,852,100	20,115,300
INTERFUND SERVICE RECEIPTS		
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	1,045,800	1,134,900
INTRAFUND SERVICE RECEIPTS ELECTRIC	3,177,100	3,319,400
INTERFUND SERVICE RECEIPTS SUBTOTAL	4,222,900	4,454,300
GRANTS		
POLICE RELATED	112,100	110,000
POLICE PENSION GRANT	500,000	500,000
GREEN ENERGY GRANT	98,500	98,500
MISCELLANEOUS GRANTS	25,000	25,000
GRANTS SUBTOTAL	735,600	733,500
TRANSFERS FROM		
TRANSFER TAX	1,370,000	1,315,500
MUNICIPAL STREET AID	527,400	527,400
CIVIL TRAFFIC PENALTIES	350,000	600,000
WATER/WASTEWATER	500,000	500,000
ELECTRIC	8,000,000	8,000,000
OTHER RESERVES	11,000	32,000
TRANSFERS FROM SUBTOTAL	10,758,400	10,974,900
TOTAL REVENUES	35,569,000	36,278,000
TOTALS	**$ 39,321,200**	**$ 39,733,200**

2013-2014 BUDGET ORDINANCES - CONTINUED

GENERAL FUND - EXPENDITURES AND BUDGET BALANCE FOR 2013-2014

DEPARTMENT EXPENSES	2012/13 REVISED	2013/14 BUDGET
CITY CLERK	$ 326,900	$ 334,400
COUNCIL	114,200	107,800
TAX ASSESSOR	187,500	198,300
FIRE	645,200	692,100
GROUNDS MAINTENANCE	980,400	948,500
LIBRARY	1,225,400	1,330,400
RECREATION	674,900	720,100
LIFE SAFETY	451,800	468,200
CODE INFORCEMENT	323,100	377,100
PLANNING	416,100	444,800
INSPECTIONS	577,100	528,400
ECONOMIC DEVELOPMENT	231,100	215,200
POLICE	13,431,900	13,571,800
POLICE EXTRA DUTY	748,200	760,000
STREETS	772,200	603,700
SANITATION	2,072,000	2,153,800
CITY MANAGER	420,000	457,300
INFORMATION TECHNOLOGY	633,300	660,500
FINANCE	879,500	906,500
PUBLIC SERVICES - ADMINISTRATION	401,200	425,800
FACILITIES MANAGEMENT	660,600	632,600
CENTRAL SERVICES	578,700	517,600
FLEET MAINTENANCE	678,500	720,700
CUSTOMER SERVICES	866,900	1,109,400
HUMAN RESOURCES	310,800	334,300
MAYOR	82,400	83,300
DEPARTMENT SUBTOTALS	28,689,900	29,302,600
OTHER EXPENSES		
DEBT SERVICE	474,200	557,300
CONTRIBUTION TO DDP	180,000	162,400
MISCELLANEOUS GRANT RELATED EXPENSES	25,000	25,000
INSURANCE	600,000	658,900
RETIREES HEALTH CARE	1,620,600	1,636,500
OTHER EMPLOYMENT EXPENSES	94,700	400,000
PENSION UNFUNDED LIABILITY	1,693,500	1,159,100
POLICE PENSION FUND - STATE GRANT	500,000	500,000
POLICE PENSION FUND - UNFUNDED LIABILITY	495,000	307,400
UNCOLLECTIBLES - TRASH AND OTHER	10,000	10,000
STREET LIGHTS	869,700	836,000
OTHER EXPENSE SUBTOTAL	6,562,700	6,252,600
TRANSFERS		
TRANSFER TO CAPITAL FUND - PROJECTS	613,400	1,278,300
TRANSFERS SUBTOTAL	613,400	1,278,300
TOTAL EXPENDITURES	35,866,000	36,833,500
CURRENT YEAR BALANCE	3,455,200	2,899,700
TOTALS	**$ 39,321,200**	**$ 39,733,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

GENERAL FUND CONTINGENCY
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Seven Hundred Twenty Five Thousand One Hundred dollars ($725,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 721,200	$ 721,400
INTEREST EARNED	10,900	3,700
TOTALS	**$ 732,100**	**$ 725,100**

EXPENSE SUMMARY

	2012/13 REVISED	2013/14 BUDGET
TRANSFER TO OPERATING ACCOUNT	$ -	$ 21,000
CARRY FORWARD TO NEXT YEAR	$ 732,100	$ 725,100
TOTALS	**$ 732,100**	**$ 725,100**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

GOVERNMENTAL CAPITAL PROJECTS FUND
REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating One Million Five Hundred Fifty Four Thousand Eight Hundred dollars ($1,554,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 2,2013 and ending June 30, 2014:

REVENUES

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 156,000	$ 166,500
REVENUES		
STATE GRANTS - OTHER	158,000	15,000
BOND PROCEEDS - STREET PROGRAM	2,000,000	-
INCOME FROM SALE OF ASSETS	43,000	-
POLICE GRANTS	33,800	-
TRANSFER FROM GENERAL FUND FOR PROJECTS	613,400	1,278,300
TRANSFER FROM PARKLAND RESERVE	-	95,000
TRANSFER FROM FUTURE CAPACITY RESERVE	2,000,000	-
SUBTOTAL PROJECT RECEIPTS	4,848,200	1,388,300
STATE GRANTS - LIBRARY	1,746,000	-
TRANSFER FROM THE LIBRARY FOUNDATION	71,000	-
INCOME FROM SALE OF ASSETS - LIBRARY	1,200,000	-
CONSTRUCTION LOAN FOR LIBRARY	648,500	-
KENT COUNTY CONTRIBUTIONS	250,000	-
DEMEC GRANT	166,700	-
FRIENDS OF THE LIBRARY DONATION	102,400	-
SUBTOTAL LIBRARY PROJECT RECEIPTS	4,184,600	-
TOTAL REVENUES	9,032,800	1,388,300
TOTAL BEGINNING BALANCE AND REVENUES	**$ 9,188,800**	**$ 1,554,800**

EXPENSE SUMMARY

DEPARTMENT EXPENSES	2012/13 REVISED	2013/14 BUDGET
FIRE	$ 238,500	$ 238,500
GROUNDS MAINTENANCE	112,000	50,100
LIBRARY	4,089,100	-
RECREATION	30,000	95,000
CODE ENFORCEMENT	-	30,000
POLICE	217,000	257,300
STREETS	3,558,700	251,500
SANITATION	150,000	402,100
INFORMATION TECHNOLOGY	107,000	7,000
FACILITIES MAINTENANCE	395,000	17,800
PROCUREMENT & INVENTORY	-	55,000
MAYOR	33,000	-
DEPARTMENT SUBTOTAL	8,930,300	1,404,300
BOND ISSUANCE COSTS	32,000	-
TRANSFER TO COMMUNITY TRANSP FUND	60,000	-
CURRENT YEAR BALANCE	166,500	150,500
TOTALS	**$ 9,188,800**	**$ 1,554,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

GENERAL CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating Five Hundred Twelve Thousand dollars ($512,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 498,500	$ 504,000
RECEIPTS		
INTEREST EARNINGS	5,500	8,000
TOTAL RECEIPTS	5,500	8,000
TOTALS	**$ 504,000**	**$ 512,000**

EXPENSE SUMMARY

	2012/13 REVISED	2013/14 BUDGET
CARRY FORWARD TO NEXT YEAR	$ 504,000	$ 512,000
TOTALS	**$ 504,000**	**$ 512,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

PARKLAND/RECREATION RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating Two Hundred FiveThousand dollars ($205,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

OPERATING REVENUES

	2012/13 REVISED	2013/14 BUDGET
PRIOR YEAR BALANCE	$ 199,300	$ 202,500
INTEREST INCOME	3,200	2,500
TOTALS	**$ 202,500**	**$ 205,000**

OPERATING EXPENSES

	2012/13 REVISED	2013/14 BUDGET
TRANSFER TO CAPITAL PROJECTS FUND	$ -	$ 95,000
CURRENT YEAR BALANCE	202,500	110,000
TOTALS	**$ 202,500**	**$ 205,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER FUND
REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating Fifteen Million One Hundred Twenty Two Thousand Two Hunded dollars ($15,122,200) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE - WATER	$ 1,075,800	$ 770,800
BEGINNING BALANCE - WASTEWATER	991,100	412,600
BEGINNING BALANCE - KCSA	(626,400)	141,600
TOTAL BEGINNING BALANCES	1,440,500	1,325,000
BASE REVENUE		
WATER FEES	4,730,700	4,730,700
WASTEWATER FEES	3,642,700	3,642,700
WASTEWATER ADJUSTMENT FEES	2,980,400	2,980,300
GROUNDWATER INFLOW ADJUSTMENT	1,324,600	1,324,600
WATER TANK SPACE LEASING	313,500	333,800
SEWER IMPACT FEES	380,000	323,000
WATER IMPACT FEES	350,000	357,000
INTEREST - WATER	7,400	9,100
INTEREST - WASTEWATER	11,500	14,000
MISCELLANEOUS SERVICE FEE	81,400	82,000
TOTAL REVENUES	13,822,200	13,797,200
TOTAL BEGINNING BALANCES AND REVENUES	**$ 15,262,700**	**$ 15,122,200**

2013-2014 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER FUND - EXPENDITURES AND BUDGET BALANCE FOR 2013-2014

	2012/13 REVISED	2013/14 BUDGET
DIRECT EXPENSES		
ENGINEERING & INSPECTION	$ 601,900	$ 664,400
WATER CONSTRUCTION	353,200	351,400
WATER DEPARTMENT	415,000	433,900
WATER TREATMENT PLANT	1,535,400	1,501,800
WASTEWATER DEPARTMENT	997,000	945,100
DIRECT EXPENDITURE SUBTOTAL	3,902,500	3,896,600
OTHER EXPENSES		
DEBT SERVICE - WATER	438,100	403,800
DEBT SERVICE - WASTEWATER	636,300	615,700
RETIREES HEALTH CARE	220,000	200,000
OTHER EMPLOYMENT EXPENSES	15,400	25,000
PENSION UNFUNDED LIABILITY	509,800	339,400
KENT COUNTY TREATMENT CHARGE	3,537,000	3,524,800
INTRAFUND SERVICE FEES	1,176,600	1,233,400
UNCOLLECTIBLES	5,000	-
INVENTORY/FIXED ASSET WRITEOFFS	5,000	-
OTHER EXPENSES SUBTOTAL	6,543,200	6,342,100
TRANSFER TO		
GENERAL FUND FROM WATER	250,000	250,000
GENERAL FUND FROM WASTEWATER	250,000	250,000
WATER IMP AND EXT	1,700,000	1,200,000
WASTEWATER IMP AND EXT	1,200,000	1,330,000
CAPITAL ASSET RESERVE WATER	70,000	-
CAPITAL ASSET RESERVE WASTEWATER	22,000	-
TRANSFER TO SUBTOTAL	3,492,000	3,030,000
TOTAL EXPENSES	13,937,700	13,268,700
CURRENT YEAR BALANCES		
CURRENT YEAR BALANCE WATER	770,800	1,056,400
CURRENT YEAR BALANCE WASTEWATER	412,600	797,100
CURRENT YEAR BALANCE KCSA	141,600	-
CURRENT YEAR BALANCE SUBTOTALS	1,325,000	1,853,500
TOTAL CURRENT YEAR BALANCES AND EXPENSES	**$ 15,262,700**	**$ 15,122,200**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating Two Hundred Ninety Seven Thousand One Hundred dollars ($297,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE - WATER	$ 102,100	$ 103,800
BEGINNING BALANCE - WASTEWATER	$ 185,200	$ 188,300
TOTAL BEGINNING BALANCES	$ 287,300	$ 292,100
RECEIPTS		
INTEREST EARNINGS	4,800	5,000
TOTAL RECEIPTS	4,800	5,000
TOTALS	**$ 292,100**	**$ 297,100**

EXPENSE SUMMARY

EXPENSES	2012/13 REVISED	2013/14 BUDGET
TRANSFER TO OPERATING FUND/RESERVES	$ -	$ -
TOTAL EXPENSES	-	-
CURRENT YEAR BALANCE - WATER	103,800	105,600
CURRENT YEAR BALANCE - WASTEWATER	188,300	191,500
CURRENT YEAR BALANCE SUBTOTALS	292,100	297,100
TOTAL EXPENSES AND CURRENT YEAR BALANCES	**$ 292,100**	**$ 297,100**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER IMPROVEMENT & EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating Five Million Two Hundred Twenty Five Thousand NIne Hundred dollars ($5,225,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	2012/13 REVISED	2013/14 BUDGET
PRIOR YEAR BALANCE - WATER	$ 3,811,200	$ 1,620,000
PRIOR YEAR BALANCE - WASTEWATER	2,641,000	660,900
TOTAL BEGINNING BALANCES	6,452,200	2,280,900
RECEIPTS		
BOND PROCEEDS - WATER - 2013 ISSUE	2,000,000	-
BOND PROCEEDS - WASTEWATER - 2013 ISSUE	2,000,000	-
STATE LOAN-WATER 2010 ISSUE	142,700	-
STATE LOAN-WASTEWATER 2011 ISSUE	494,500	-
TRANS FROM OPERATING FUND FOR WATER	1,700,000	1,200,000
TRANS FROM OPERATING FUND FOR WASTEWATER	1,200,000	1,330,000
TRANSFER FROM WATER IMPACT FEE RESERVE	-	390,000
TRANSFER FROM WASTEWATER IMPACT FEE RESERVE	250,000	-
INTEREST INCOME	25,000	25,000
TOTAL RECEIPTS	7,812,200	2,945,000
TOTALS	**$ 14,264,400**	**$ 5,225,900**

EXPENSE SUMMARY

EXPENSES	2012/13 REVISED	2013/14 BUDGET
WATER	$ 5,971,600	$ 1,476,800
WASTEWATER	5,922,500	1,251,000
WATER TREATMENT PLANT	29,200	-
WATER CONSTRUCTION	31,000	90,000
ENGINEERING & INSPECTION	29,200	-
TOTAL EXPENSES	11,983,500	2,817,800
CURRENT YEAR BALANCE - WATER	1,620,000	1,655,700
CURRENT YEAR BALANCE - WASTEWATER	660,900	752,400
CURRENT YEAR BALANCE SUBTOTALS	2,280,900	2,408,100
TOTALS	**$ 14,264,400**	**$ 5,225,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

WATER/WASTEWATER CAPITAL ASSET RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating One Million Twenty Five Thousand Three Hundred dollars ($1,025,300) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE - WATER	$ 427,100	$ 504,400
BEGINNING BALANCE - WASTEWATER	473,600	503,700
TOTAL BEGINNING BALANCES	900,700	1,008,100
RECEIPTS		
INTEREST EARNINGS - WATER	7,300	8,600
INTEREST EARNINGS - WASTEWATER	8,100	8,600
TRANSFER FROM WATER	70,000	-
TRANSFER FROM WASTEWATER	22,000	-
TOTAL RECEIPTS	107,400	17,200
TOTALS	**$ 1,008,100**	**$ 1,025,300**

EXPENSE SUMMARY

	2012/13 REVISED	2013/14 BUDGET
CURRENT YEAR BALANCE - WATER	$ 504,400	$ 513,000
CURRENT YEAR BALANCE - WASTEWATER	503,700	512,300
CURRENT YEAR BALANCE SUBTOTALS	1,008,100	1,025,300
TOTALS	**$ 1,008,100**	**$ 1,025,300**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

ELECTRIC REVENUE FUND
REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating Ninety Million One Hundred Thirty Eight Thousand dollars ($90,138,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 14,567,100	$ 7,152,400
BASE REVENUE		
DIRECT SALES TO CUSTOMER	87,519,500	76,286,700
UTILITY TAX	1,498,900	1,492,200
MISCELLANEOUS REVENUE	985,700	602,000
RENT REVENUE	200,000	251,000
GREEN ENERGY	129,000	135,800
INTEREST EARNINGS	107,800	119,400
TRANSFER FROM RATE STABILIZATION	5,400,000	4,000,000
INTRAFUND SERVICE RECEIPTS WATER/WASTEWATER	130,800	98,500
TOTAL REVENUES	95,971,700	82,985,600
TOTALS	**$ 110,538,800**	**$ 90,138,000**

2013-2014 BUDGET ORDINANCES - CONTINUED

ELECTRIC REVENUE FUND - EXPENDITURES & BUDGET BALANCE FOR 2013-2014

EXPENSES	2012/13 REVISED	2013/14 BUDGET
POWER SUPPLY	$ 37,701,000	$ 23,832,000
SOLAR ENERGY	1,587,600	1,565,800
SOLAR RENEWAL ENERGY CREDITS	351,600	300,000
POWER SUPPLY MANAGEMENT	996,000	996,000
PJM CHARGES - ENERGY	5,697,700	12,812,900
PJM CHARGES - TRANSMISSION & FEES	6,100,700	4,740,000
CAPACITY CHARGES	11,817,200	15,787,200
SUB-TOTAL POWER SUPPLY	64,251,800	60,033,900
PLANT OPERATIONS	5,914,900	6,015,800
GENERATIONS FUELS	948,800	-
PJM SPOT MARKET ENERGY	(1,865,600)	(230,500)
PJM CREDITS	(488,400)	(397,000)
CAPACITY CREDITS	(14,318,600)	(15,079,800)
GENERATION SUBTOTAL	(9,808,900)	(9,691,500)
POWER SUPPLY & GENERATION SUBTOTAL	54,442,900	50,342,400
DIRECT EXPENDITURES		
TRANSMISSION/DISTRIBUTION	3,233,700	3,302,500
ELECTRICAL ENGINEERING	1,171,300	1,192,200
ADMINISTRATION	501,200	597,000
METER READING	212,500	220,300
SYSTEMS OPERATIONS	526,300	543,600
DIRECT EXPENDITURE SUBTOTALS	5,645,000	5,855,600
OTHER EXPENSES:		
UTILITY TAX	1,498,900	1,492,200
ALLOW FOR UNCOLLECTIBLES	150,000	200,000
CONTRACTUAL SERVICES - RFP'S	190,000	100,000
RETIREES HEALTH CARE	696,500	513,300
OTHER EMPLOYMENT EXPENSES	149,200	150,000
TRANSFER TO PENSION UNFUNDED LIABILITY	7,274,200	1,314,200
OPEB UNFUNDED LIABILITY	-	975,700
GREEN ENERGY PAYMENT TO DEMEC	129,000	135,800
INTRAFUND SERVICE FEES	3,177,100	3,319,400
INTEREST ON DEPOSITS	35,000	27,000
INVENTORY WRITE OFFS	175,000	-
TRANSFER TO WORKER'S COMPENSATION FUND	500,000	-
DEBT SERVICE	3,323,600	3,301,900
OTHER EXPENSES SUBTOTAL	17,298,500	11,529,500
TRANSFER TO		
IMPROVEMENT & EXTENSION	3,500,000	5,448,600
GENERAL FUND	8,000,000	8,000,000
FUTURE CAPACITY RESERVE	2,100,000	-
RATE STABILIZATION RESERVE	12,400,000	-
TRANSFER TO SUBTOTAL	26,000,000	13,448,600
TOTAL EXPENSES	103,386,400	81,176,100
CURRENT YEAR BALANCE	7,152,400	8,961,900
TOTALS	**$ 110,538,800**	**$ 90,138,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY CONTINGENCY RESERVE
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating Eight Hundred Twenty Six Thousand Five Hundred dollars ($826,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 1,070,800	$ 814,300
RECEIPTS		
INTEREST EARNINGS	16,100	12,200
TOTAL RECEIPTS	16,100	12,200
TOTALS	**$ 1,086,900**	**$ 826,500**

EXPENSE SUMMARY

EXPENSES	2012/13 REVISED	2013/14 BUDGET
TRANSFER TO INSURANCE STABILIZATION RESERVE	272,600	-
TOTAL EXPENSES	**272,600**	**-**
CURRENT YEAR BALANCE	814,300	826,500
TOTALS	**$ 1,086,900**	**$ 826,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY INSURANCE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2013-2014

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

The amount hereinafter named aggregating Seven Hundred Thirty Nine Thousand dollars ($739,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 337,300	$ 728,000
INTEREST EARNINGS	5,100	11,000
TRANSFER FROM ELECTRIC CONTINGENCY	272,600	-
TRANSFER FROM DEPRECIATION RESERVE	58,500	-
TRANSFER FROM FUTURE CAPACITY RESERVE	54,500	-
TOTALS	**$ 728,000**	**$ 739,000**

EXPENSE SUMMARY

	2012/13 REVISED	2013/14 BUDGET
TRANSFER TO ELECTRIC IMPROVEMENT & EXTENSION	$ -	$ -
CURRENT YEAR BALANCE	728,000	739,000
TOTALS	**$ 728,000**	**$ 739,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY RATE STABLIZATION RESERVE
SOURCES AND USE OF FUNDS FOR 2013-2014

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

The amount hereinafter named aggregating Seventeen Million Six Hundred Forty Four Thousand dollars ($17,644,000) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 10,230,100	$ 17,383,600
TRANSFER FROM ELECTRIC REVENUE FUND	12,400,000	-
INTEREST EARNINGS	153,500	260,400
TOTALS	**$ 22,783,600**	**$ 17,644,000**

EXPENSE SUMMARY

	2012/13 REVISED	2013/14 BUDGET
TRANSFER TO ELECTRIC FUND	$ 5,400,000	$ 4,000,000
CURRENT YEAR BALANCE	17,383,600	13,644,000
TOTALS	**$ 22,783,600**	**$ 17,644,000**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY IMPROVEMENT AND EXTENSION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating Nine Million Four Thousand Eight Hundred dollars ($9,004,800) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 3,534,600	$ 3,091,000
RECEIPTS		
TRANSFER FROM ELECTRIC	3,500,000	5,448,600
GENERAL SERVICE BILLING	91,100	440,000
INTEREST EARNINGS	40,700	25,200
TOTAL RECEIPTS	3,631,800	5,913,800
TOTALS	**$ 7,166,400**	**$ 9,004,800**

EXPENSE SUMMARY

EXPENSES	2012/13 REVISED	2013/14 BUDGET
ELECTRIC GENERATION	$ 1,236,600	$ 2,117,800
TRANSMISSION AND DISTRIBUTION	1,232,000	1,100,000
ELECTRICAL ENGINEERING	1,606,800	2,405,800
TOTAL EXPENSES	4,075,400	5,623,600
CURRENT YEAR BALANCE	3,091,000	3,381,200
TOTALS	**$ 7,166,400**	**$ 9,004,800**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY DEPRECIATION RESERVE
SOURCES AND USE OF FUNDS FOR 2013-2014

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

The amount hereinafter named aggregating Nine Million Nine Hundred Seventy Seven Thousand One Hundred dollars ($9,977,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 9,742,100	$ 9,829,700
INTEREST EARNINGS	146,100	147,400
TOTALS	**$ 9,888,200**	**$ 9,977,100**

EXPENSE SUMMARY

	2012/13 REVISED	2013/14 BUDGET
TRANSFER TO INSURANCE STABILIATION	$ 58,500	$ -
CURRENT YEAR BALANCE	9,829,700	9,977,100
TOTALS	**$ 9,888,200**	**$ 9,977,100**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

ELECTRIC UTILITY FUTURE CAPACITY RESERVE
SOURCES AND USE OF FUNDS FOR 2013-2014

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

The amount hereinafter named aggregating Ten Million One Hundred Thrity One Thousand Four Hundred dollars ($10,131,400) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 9,805,500	$ 9,989,800
TRANSFER FROM OPERATING FUND	2,100,000	-
INTEREST EARNINGS	138,800	141,600
TOTALS	**$ 12,044,300**	**$ 10,131,400**

EXPENSE SUMMARY

	2012/13 REVISED	2013/14 BUDGET
TRANSFER TO GENERAL FUND	$ 2,000,000	$ -
TRANSFER TO INSURANCE STABILIZATION	54,500	-
CURRENT YEAR BALANCE	9,989,800	10,131,400
TOTALS	**$ 9,989,800**	**$ 10,131,400**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

MUNICIPAL STREET AID FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating Five Hundred Twenty Seven Thousand Five Hundred dollars ($527,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

CASH RECEIPTS

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 132,200	$ 100
STATE GRANT - OPERATIONS	527,400	527,400
STATE GRANT- CAPITAL	132,200	-
TOTALS	**$ 791,800**	**$ 527,500**

BUDGET SUMMARY

	2012/13 REVISED	2013/14 BUDGET
TRANSFER TO GENERAL FUND - OPERATIONS	$ 527,400	$ 527,400
TRANSFER TO GENERAL FUND - CAPITAL	264,300	-
CURRENT YEAR BALANCE	100	100
TOTALS	**$ 791,800**	**$ 527,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

COMMUNITY TRANSPORTATION IMPROVEMENT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating Five Hundred Thousand Five Hundred dollars ($500,500) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

OPERATING REVENUES

	2012/13 REVISED	2013/14 BUDGET
PRIOR YEAR BALANCE	$ 189,300	$ -
GRANTS REVENUE - DELDOT	300,000	500,000
TRANSFER FROM GENERAL CAPITAL FUND	60,000	-
INTEREST INCOME	500	500
TOTALS	**$ 549,800**	**$ 500,500**

OPERATING EXPENSES

	2012/13 REVISED	2013/14 BUDGET
PROGRAM EXPENSES - DELDOT	$ 324,500	$ 500,000
PROGRAM EXPENSES - CITY STREET PROGRAM	225,300	-
CURRENT YEAR BALANCE	-	500
TOTALS	**$ 549,800**	**$ 500,500**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

WORKERS COMPENSATION FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

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

The amount hereinafter named aggregating One Million Seven Hundred One Thousand Nine Hundred dollars ($1,701,900) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

OPERATING REVENUES

	2012/13 REVISED	2013/14 BUDGET
PRIOR YEAR BALANCE	$ 633,100	$ 1,200,600
INTEREST INCOME	25,000	10,600
PREMIUM FROM CITY	626,700	490,700
TRANSFER FROM ELECTRIC FUND	500,000	-
INSURANCE REFUND	4,600	-
TOTALS	**$ 1,789,400**	**$ 1,701,900**

OPERATING EXPENSES

	2012/13 REVISED	2013/14 BUDGET
PROGRAM EXPENSES/SUPPLIES - CLAIMS	$ 450,000	$ 450,000
INSURANCE	68,300	76,500
BANK FEES	1,500	600
STATE OF DEL - SELF INSURANCE TAX	37,000	37,000
CONTRACTUAL SERVICES	32,000	57,000
TOTAL EXPENSES	588,800	621,100
CURRENT YEAR BALANCE	1,200,600	1,080,800
TOTALS	**$ 1,789,400**	**$ 1,701,900**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

LIBRARY GRANT FUND
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Two Hundred Seventy Thousand One Hundred dollars ($270,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

OPERATING REVENUES

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 12,700	$ -
STATE GRANT	270,100	270,100
FEDERAL GRANT	1,500	-
TOTALS	**$ 284,300**	**$ 270,100**

OPERATING EXPENSES

	2012/13 REVISED	2013/14 BUDGET
PROGRAM EXPENSES/SUPPLIES	$ 27,500	$ 28,000
OFFICE SUPPLIES	20,000	24,000
PRINTING/DUPLICATING	8,900	8,900
POSTAGE	100	100
BOOKS	120,900	124,900
FURNITURE	21,400	2,000
AUDIO VISUAL SUPPLIES	72,000	74,000
TRAINING/CONF/FOOD/TRAV	3,500	3,500
OFFICE EQUIPMENT/REPAIRS & MAINT	2,000	2,000
COMPUTER HARDWARE	8,000	2,700
SUBTOTAL EXPENSES	284,300	270,100
CURRENT YEAR BALANCE	-	-
TOTALS	**$ 284,300**	**$ 270,100**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *

2013-2014 BUDGET ORDINANCES - CONTINUED

POLICE GRANT FUNDS
CASH RECEIPTS/REVENUES AND BUDGET FOR 2013-2014

BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF DOVER, IN COUNCIL MET:
The amount hereinafter named aggregating Four Hundred Thirteen Thousand and One Hundred dollars ($413,100) or so much thereof as may be necessary are hereby appropriated from current revenues and other funds for the use by several departments of the Municipal Government for the fiscal year beginning July 1, 2013 and ending June 30, 2014:

OPERATING REVENUES

	2012/13 REVISED	2013/14 BUDGET
BEGINNING BALANCE	$ 178,400	$ 100
GRANTS RECEIVED	505,100	413,000
TOTALS	**$ 683,500**	**$ 413,100**

OPERATING EXPENSES

	2012/13 REVISED	2013/14 BUDGET
PROGRAM EXPENSES/SUPPLIES	$ 129.100	$ 191.000
FURNITURE	16.500	-
COMPUTER SOFTWARE	1.400	-
COMPUTER HARDWARE	139.900	60.000
TELEPHONE/FAX	15.000	15.000
TRAINING/CONF/FOOD/TRAV	29.500	36.000
CONSULTING/AUDIT FEES	1.000	1.000
CONTRACTUAL SERVICES	161.900	-
VEHICLE PURCHASES	35.100	-
TRANSFER TO GENERAL FUND	154.000	110.000
SUBTOTAL EXPENSES	683.400	413.000
CURRENT YEAR BALANCE	100	100
TOTALS	**$ 683,500**	**$ 413,100**

The City Manager is hereby authorized, without further approval of the City Council, to make interdepartmental transfers of up to five percent of the amount hereinafter appropriated to any department with the exception of any transfers prohibited by City Procedure #F306.

ADOPTED: *