ANNUAL COUNCIL MEETING
A G E N D A

REVISED TO INCLUDE NEW ITEM #17 - LETTER OF SUPPORT

MAY 13, 2013 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

INVOCATION BY PASTOR AMY YARNALL - WESLEY UNITED METHODIST CHURCH

PLEDGE OF ALLEGIANCE LED BY COUNCILWOMAN WILLIAMS

AGENDA ADDITIONS/DELETIONS

1. **Adoption of Minutes - Regular Council Meeting of April 22, 2013**

2. **Proposed Resolution No. 2013-15/Presentation - Thomas J. Leary**

3. **Oaths of Office Administered by The Honorable Charles W. Welch, III, Judge, Court of Common Pleas**

Council - At-Large	**-**	**Timothy A. Slavin**
Council - First District	**-**	**James L. Hutchison, Sr.**
Council - Third District	**-**	**Sean M. Lynn**

4. **Election of Council President/Vice-Mayor**

* **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.

5. **Proclamations**
   - **A. Community Action Month**
   - **B. Public Works Week**

6. **State of the City Message - Mayor Carleton E. Carey, Sr.**

* 7. **Utility Committee Report - April 22, 2013**
   - **A. Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System - Fiscal Year 2012**
     (Committee Recommended Acceptance of the Report)

* **8. Legislative, Finance, and Administration Committee Report - April 22, 2013**

A. Emergency Replacement of Police Dispatch Center Raised Floor

(Committee Recommended Approval of Flooring Replacement by Cherokee Nation Construction Services)

B. Emergency Replacement of Weyandt Hall Carrier Chiller Compressor

(Committee Recommended Approval of Staff's Recommendation to Award a Purchase Order in the Amount of $13,600 to Progressive Mechanical for the Replacement of the Compressor on the Carrier Chiller with a New Compressor (Five (5) Year Warranty) and to Allow for the Usage of Non-Budgeted Receipts from the Sale of Assets this Year to Pay for the Unbudgeted Emergency Purchase)

C. Proposed Ordinance #2013-07 Amending Chapter 2 - Administration, Article VI - Other Post-Employment Benefits Fund (Medicare Part B Reimbursement Eligibility Clarification)(See Item #18)

(Committee Recommended Adoption of Ordinance #2013-07)

D. Local Market Salary and Position Comparison

(Committee Recommended Authorizing the City Manager, Controller/Treasurer, and Human Resources Director to Conduct a Local Market Salary and Position Comparison as Requested, and that the Comparison Include Information Regarding Benefits, Policies, and Procedures Related to Such Matters as Extra Duty for Police Officers, Comp Time, and Exempt Positions)

* **9. Safety Advisory and Transportation Committee Report - April 24, 2013**

A. Safety Concerns - New Dover High School Pedestrian/Vehicular Traffic

(Committee Action Not Required)

B. Briefing on Delaware Department of Transportation (DelDOT) Projects

(Committee Action Not Required)

C. Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects - *Rich Vetter*

(Committee Action Not Required)

* **10. Monthly Reports - March 2013**

A. Budget
B. City Assessor
C. City Manager
D. City Planner
E. Dover Fire Department
F. Economic Development Office

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

* **12. 2013/14 Staff Appointments - City Council**

A. City Assessor
B. Building Inspector
C. City Clerk
D. Assistant City Clerk
E. Controller/Treasurer
F. Assistant Finance Director
G. Assistant Treasurers
H. Fire Marshal
I. City Planner
J. City Solicitor
K. Deputy City Solicitor

13. 2013/14 Committee Appointments - Council President

- **A. Compensation Commission**
- **B. Legislative, Finance, and Administration Committee**
- **C. Parks, Recreation, and Community Enhancement Committee**
- **D. Safety Advisory and Transportation Committee**
- **E. Utility Committee**
- **F. Construction Code Appeals Committee**
- **G. Other Post-Employment Benefits (OPEB) Trust Fund Board**
- **H. Retirement Committee - General Employee Pension Plan**
- **I. Retirement Committee - Police Pension Plan**

14. 2013/14 Miscellaneous Appointments - Council President

- **A. Chamber of Commerce & Greater Dover Committee Liaison Member**
- **B. City/County Committee (Liaison to Kent County)**
- **C. Kent County Tourism**
- **D. Central Delaware Economic Development Council (CDEDC) Liaison Member**

* **15. 2013/14 Committee Appointments - Mayor**

(Mayor Carey Requests That This Item Be Deferred Until May 28, 2013)

- **A. Compensation Commission**
- **B. Dover 4th of July Celebration Committee**
- **C. Dover Public Library Advisory Commission**
- **D. Downtown Dover Partnership Board of Directors**
- **E. Election Board**
- **F. Property Maintenance Board of Appeals**
- **G. Silver Lake Commission**

* **16. Resolution No. 2013-16 Proposing the Approval of the 2013 Community Development Block Grant Action Plan**

17. Letter of Support for Proposal to Amend Title 29, §10006, of the Delaware Code to Allow Members of a Municipal Council Serving in the Military or Armed Forces Overseas to Attend Meetings of Such Municipal Body by Video-Conferencing

18. First Reading - Proposed Ordinance #2013-07

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 May 28, 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. Proposed Ordinance #2013-07 Amending Chapter 2 - Administration, Article VI - Other Post-Employment Benefits Fund (Medicare Part B Reimbursement Eligibility Clarification)**

19. Council Members' Announcements

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THE AGENDA ITEMS AS LISTED MAY NOT BE CONSIDERED IN SEQUENCE. THIS AGENDA IS SUBJECT TO CHANGE TO INCLUDE THE ADDITION OR THE DELETION OF ITEMS, INCLUDING EXECUTIVE SESSIONS.

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on April 22, 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. Mr. Anderson was absent.

Council staff members present were Police Chief Hosfelt, Mrs. Mitchell, Mr. Koenig, Mrs. Townshend, Fire Chief West, 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 Leary 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 Bishop Thomas L. Holsey of Bibleway Temple Church of God in Christ, followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS

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

Mr. Perza requested the removal of Items #6C, Request of WEAVER (Women Against Violence in Every Relationship) for Placement of a Monument in the North Street and Governors Avenue Pocket Park, and #6D, Pocket Park Design - Corner of North Street and Governors Avenue, from the Consent Agenda.

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

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF APRIL 8, 2013

The Minutes of the Regular Council Meeting of April 8, 2013 were unanimously approved by motion of Mr. Bonar, seconded by Mrs. Williams and bore the written approval of Mayor Carey.

PROCLAMATION - CHILD ABUSE PREVENTION MONTH

The City Clerk read the following Proclamation into the record:

WHEREAS, according to Services for Children, Youth and Their Families, in 2012 approximately 16,000 calls reporting cases of suspected child abuse or neglect were made to the Delaware Report line; and

WHEREAS, the signs of child abuse and neglect are not always as obvious as a broken bone or bruise; symptoms can include unexplained injuries, changes in behavior, fear of going home, changes in school performance and attendance, and changes in sleeping and eating; and

WHEREAS, children are the embodiment of innocence and hope for the future and every child deserves to be loved, cared for, and protected from verbal, sexual, emotional, and physical abuse and neglect and have the opportunity to grow up in a nurturing environment, free from harm and fear; and

WHEREAS, according to the Child Welfare Information Gateway, by ensuring that parents have the knowledge, skills, and resources they need to care for their children, we can help promote children's social and emotional well-being and prevent child maltreatment. Research shows that when parents possess six protective factors, the risk for neglect and abuse diminish. Those six protective factors are: Nurturing and attachment; Knowledge of parenting and of child and youth development; Parental resilience; Social connections; Concrete supports for parents; and Social and emotional developmental well-being.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim the month of April 2013 as ***Child Abuse Prevention Month*** *in the City of Dover and implore all citizens to commit to learning about the behavioral and physical signs of abuse and to promote and encourage the knowledge, skills, and resources available to aid parents in caring for their children.*

Mayor Carey presented the Proclamation to Ms. Gwen Stubbolo of the Court Appointed Special Advocates (CASA) Program.

Ms. Stubbolo advised members that many of the children who are abused enter the foster care system in Delaware. She noted that the individuals who work with CASA are volunteers who "stand up" and speak for children in the court and community in an effort to help these children move forward with their lives. She also advised members that Mrs. Sophia Russell, former member of City Council, served as an advocate with CASA for over 10 years before her recent passing.

Mr. Lynn advised members that he had recognized Child Abuse Prevention Month each year since becoming a member of City Council. Noting that he was involved with Family Court on a regular basis, he explained his personal knowledge of the people and programs in the community that make a real difference in preventing child abuse and noted that Ms. Stubbolo and CASA had made such a difference.

PROCLAMATION - MILITARY SPOUSE APPRECIATION DAY

The City Clerk read the following Proclamation into the record:

WHEREAS, it is through the strength and resilience of our military spouses that our troops willingly accept their mission to serve and protect our country and loved ones, knowing the relentless courage of their spouses will prevail and that the prayers of not only their spouses but of all their supporters will help them get through the darkest of times; and

WHEREAS, military spouses must endure hardships resulting from separation from their loved ones, including the added responsibilities of maintaining home and family and stress from not knowing the fate of the troops overseas, and military spouses should be applauded for their continued support and patriotism while the difficulties they face show no mercy and do not discriminate among ranks; and

WHEREAS, former President Ronald Reagan established Military Spouse Appreciation Day in 1984 and U.S. Secretary of Defense Casper Weinberger established the Friday before Mother's Day as a nationally recognized day of observance of the powerful difference spouses make in the lives of our service members.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim May 10, 2013 as ***Military Spouse Appreciation Day*** *in the City of Dover and encourage all citizens to be cognizant of the plight of military spouses and show support by offering friendship, empathy and understanding, realizing that they, too, are making daily sacrifices for their country.*

Mayor Carey presented the Proclamation to Mrs. Jeanie Anderson, wife of Councilman David Anderson, and Ms. Patricia Crilley, Delaware National Guard Youth Services Director.

PROCLAMATION - MONTH OF THE MILITARY CHILD

The City Clerk read the following Proclamation into the record:

WHEREAS, there are 1.8 million children with a parent serving in the military, approximately 900,000 with one or both parents deployed and nearly 45,000 who are living with a parent's wound, injury, illness or death; and

WHEREAS, in 1986, Secretary of Defense Caspar W. Weinberger designated each April as "The Month of the Military Child," to recognize the contributions that each military child makes as their parent or parents serve and protect our nation; and

WHEREAS, each April all branches of the U.S. military provide special events and programs to honor and support military families for their continuous courage, sacrifices and resilience; and

WHEREAS, in 2005, Operation Military Kids was originated to connect military children with local resources in order to achieve a sense of community support and enhance their well-being.

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim April 2013 as ***Month of the Military Child*** *in the City of Dover and urge all citizens to recognize our military children for their accomplishments and resilience and to focus on supporting them through the struggles they encounter being a part of the military.*

Mayor Carey presented the Proclamation to Rebecca and Levi Anderson, children of Councilman David Anderson.

RESOLUTION NO. 2013-14 - ROBERT HENRY TUDOR, SR.

Council President Leary read proposed Resolution No. 2013-14 in honor of the life of Mr. Robert Henry Tudor, Sr.

By motion of Mr. Bonar, seconded by Mr. Hare, Council unanimously adopted Resolution No. 2013-14, as follows:

WHEREAS, the Mayor and Council of the City of Dover have been greatly saddened by the death of Robert H. Tudor Sr., former Councilman and prominent businessman in the City, who passed away on April 13, 2013; and

WHEREAS, Robert H. Tudor Sr. served as Councilman of the Second District from August 10, 1981 to May 13, 1985 and from June 22, 1992 to May 13, 1996, and, during his years as a Councilman, served on the Utility Committee, the Building, Plumbing, Mechanical, and Fire Prevention Code Appeals Committee, the Parks and Recreation Committee, and as Liaison to Kent County; and

WHEREAS, Robert H. Tudor Sr. was an honorary member of Robbins Hose Company No. 1 and was instrumental in the financing and construction of Fire Station 2; contributed greatly to the Dover community as the owner of several local businesses; and devoted many years to the City of Dover as an outstanding Councilman, a good leader, and friend to the Mayor and Council and to the citizens of Dover; and

WHEREAS, Robert H. Tudor Sr. dedicated his time and attention to the important functions of the City, helping to resolve the complex problems encountered during his years of service, and is remembered by his peers for his honesty and fairness, ensuring consistency in conducting business for the City, valuing the taxpayers' dollars by getting "the best bang for their buck," actively mentoring new Councilmembers and explaining the budget, line-by-line, and always speaking his mind while leaving his colleagues with something positive to think about; and

WHEREAS, Robert H. Tudor Sr. never forgot the people who elected him and served with their best interest at heart, and the City of Dover has sustained a great loss in the death of Robert H. Tudor Sr.

NOW, THEREFORE, BE IT RESOLVED that the Mayor and Council express their regret for the loss of Robert H. Tudor Sr. and extend their deepest sympathy to the members of his family and hope that they will be consoled by the memories of his exemplary life and commendable achievements.

BE IT FURTHER RESOLVED that the Mayor and Council direct the City Clerk to place this Resolution in the permanent records of the City of Dover in recognition of the many contributions graciously given to the community by Former Councilman Robert H. Tudor Sr.

ADOPTED: APRIL 22, 2013

ANNEXATION/REZONING PUBLIC HEARING/FINAL READING OF PROPOSED ORDINANCE #2013-05 - PROPERTY LOCATED AT 1174 SOUTH GOVERNORS AVENUE, (OWNED BY SIPPLE'S USED CARS, INC.)

An annexation referendum was held on April 11, 2013 for property located at 1174 South Governors Avenue, owned by Sipple's Used Cars, Inc.

Annexation Referendum Results

The City Clerk reported that the referendum was held with one (1) vote cast in favor of the annexation, and zero (0) votes cast against the annexation.

Mr. Hare moved to accept the referendum results, seconded by Mrs. Williams and unanimously carried.

Annexation Resolution No. 2013-13

By motion of Mr. Bonar, seconded by Mr. Dixon, Council adopted Resolution No. 2013-13 by a unanimous roll call vote (Anderson absent), as follows:

RESOLUTION NO. 2013-13 APPROVING THE INCLUSION OF AN AREA WITHIN THE LIMITS OF THE CITY OF DOVER.

WHEREAS, the Charter of the City of Dover authorizes Council to extend the boundaries of the said City after a special election of the qualified voters and real estate owners of the territory proposed to be annexed, and

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

WHEREAS, the Charter of the City of Dover provides that if a majority of the votes cast in an election held in a territory proposed to be annexed shall be in favor of inclusion of that territory within the limits of the City of Dover, the Council may thereupon adopt a resolution annexing said territory and including same within the limits of the City of Dover.

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

1. That the following described area, situated in East Dover Hundred, Kent County, State of Delaware, shall be annexed to and included within the limits of the City of Dover:

> ALL THAT certain lot, piece or parcel of land and premises, together with the buildings thereon erected, situated on the West side of Governors Avenue extended near the City of Dover, Kent County and State of Delaware, and bounded as follows: on the East by said Governors Avenue, on the South by lands now or formerly of D. Vinal Dragoo and Rosamond M. Dragoo, his wife, on the West by other lands now or formerly of the said Bessie L. Campbell and on the North by lands now or

formerly of William Derrickson, formerly owned by Lydia C. Maloney and Eugene S. Clark, said lot, piece or parcel of land having a front on said Governors Avenue of fifty-five (55) feet and extending back with that width to lands now or formerly of the said Bessie L. Campbell distance of one hundred fifty (150) feet and containing eight thousand two hundred fifty (8,250) square feet of land, more or less.

AND BEING the same lands and premises as were conveyed unto Nathan Sipple, Jr., by deed of Gloria J. Ivory, et al, dated January 3, 2002, and recorded in the Office of the Recorder of Deeds, in and for Kent County, State of Delaware, in Deed Record Book 452, Page 230. Thereafter the said Nathan Sipple, Jr. died testate July 24, 2010, and under the terms of his Will (duly recorded in the Office of the Register of Wills in Kent County) the above described lands and premises, as part of all the rest, residue and remainder of the decedent's estate pursuant to Article VII of said Will, became part of the testamentary trust created therein, David C. Sipple and Nathan Edward Sipple being the Co-Trustees thereof.

SUBJECT, however, to the reservations, restrictions, conditions and covenants of record and subject to such state of facts as an accurate survey and/or inspection of the lands and premises will disclose; the operation and effect of any zoning laws, and building restrictions imposed by public authority; and easements and public utility grants of record.

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

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

4. That the effective date of this resolution shall be the 23rd day of April, 2013 at 12:01 a.m.

ADOPTED: APRIL 22, 2013

Rezoning Public Hearing and Final Reading of Proposed Ordinance #2013-05

A public hearing was duly advertised for this time and place to consider the rezoning of property located at 1174 South Governors Avenue, owned by Sipple's Used Cars, Inc. The property is currently zoned BG - General Business (Kent County Zoning Classification) and the proposed zoning is C-2A - Limited Central Commercial (City of Dover Zoning Classification). (TAX PARCEL: ED-00-086.05-01-12.00-000; PLANNING REFERENCE: AX-13-01).

Mrs. Williams moved that the Final Reading of the proposed rezoning ordinance be acknowledged by title only, seconded by Mr. Bonar and unanimously carried. *(The First Reading of this ordinance was accomplished during the Council Meeting of February 11, 2013.)*

Mrs. Ann Marie Townshend, Director of Planning, Community Development, and Recreation, reviewed the petition to amend the zoning district and the findings and recommendations of the Planning Commission.

The Planning Commission recommended that the zoning classification of this property be approved as C-2A upon annexation.

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

Mr. Bonar moved for approval of the rezoning request, as recommended by the Planning Commission. The motion was seconded by Mr. Hutchison, and by a unanimous roll call vote (Anderson absent), Council adopted Ordinance #2013-05, as follows:

AN ORDINANCE AMENDING THE ZONING ORDINANCE AND ZONING MAP OF THE CITY OF DOVER BY CHANGING THE ZONING DESIGNATION OF PROPERTY LOCATED AT 1174 SOUTH GOVERNORS AVENUE

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

WHEREAS, it is deemed in the best interest of zoning and planning to change the permitted use of property described below from BG - General Business (Kent County zoning classification) to C-2A - Limited Central Commercial (City of Dover zoning classification).

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

1. That from and after the passage and approval of this ordinance the Zoning Map and Zoning Ordinance of the City of Dover has been amended by changing the zoning designation from BG - General Business (Kent County zoning classification) to C-2A - Limited Central Commercial (City of Dover zoning classification) on that property located at 1174 South Governors Avenue, consisting of .17 $^{+/-}$ acres, owned by Sipple's Used Cars, Inc. (Tax Parcel: ED-00-086.05-01-12.00-000; Planning Reference: AX-13-01)

ADOPTED: APRIL 22, 2013

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 423 CECIL STREET, OWNED BY JAMES HARRIS

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 423 Cecil Street, owned by James Harris. Mrs. Ann Marie Townshend, Director of Planning, Community Development, and Recreation, advised members that the property is a one (1) story, wood-framed, single-family home. The dwelling was condemned as unfit for human habitation on March 15, 2013 due to the degree of deterioration of the structure. The home had numerous windows and doors boarded, with structural damage to parts of the roof. Currently

the structure was vacant, with no utilities and in a serious state of disrepair. Mrs. Townshend provided a chronological history and presentation on the conditions of the house located at 423 Cecil Street ***(Exhibit #1)***.

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 May 22, 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.

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

Mr. Bonar moved that the structure located at 423 Cecil 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).

PUBLIC HEARING - VIOLATION OF THE DANGEROUS BUILDING ORDINANCE - PROPERTY LOCATED AT 427 WEST DIVISION STREET, OWNED BY DORIS A. COOPER AND OTHERS

A public hearing was duly advertised for this time and place to consider a violation of the Dangerous Building Ordinance at 427 West Division Street, owned by Doris A. Cooper and others. Mrs. Ann Marie Townshend, Director of Planning, Community Development, and Recreation, stated that the property is a one (1) story, wood-framed, single-family home. The dwelling was condemned as unfit for human habitation on March 15, 2013 due to the degree of deterioration of the structure. The home had numerous windows and doors boarded. Currently the structure was vacant, with no utilities and in a serious state of disrepair. Mrs. Townshend provided a chronological history and presentation on the conditions of the house located at 427 West Division Street ***(Exhibit #2)***.

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 May 22, 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.

Council President Leary declared the public hearing open.

Mr. Jerry Driggus, property owner, advised members that he was one (1) of the five (5) owners of the property and that they were wanting to sell the property to Holy Trinity Church, who indicated an interest in purchasing it.

Ms. Cornelia Johnson, representative of Holy Trinity Church of the Living God, located at both 425 and 429 West Division Street, introduced Pastor Marcus Smith; Mr. John Smith, the Church's General Contractor; and members of the Executive Board of Trustees. She confirmed that the Church had been talking to the owners regarding the possibility of purchasing the property. She wanted members of Council to know of their interest and to determine the amount of time they would have available to obtain financing for the purchase of the property, as well as time to make any necessary repairs to the property.

Mr. Lynn questioned the length of time that would be necessary for an agreement of sale to be drafted between the Church and the current property owners. Responding, Ms. Johnson felt that 60 days would be necessary.

In response to Mr. Bonar, Ms. Johnson stated that representatives of the Church had been in contact with the property owners and that the most recent conversation was held earlier in the day. She assured members that the current property owners were interested in the sale of the property.

Elaborating on the request of the Church, Mr. John Smith stated that once the purchase was made, they hoped to determine whether to demolish the structure and create a parking lot or make repairs to the structure. They would then return to advise Council of their decision.

Responding to Mrs. Williams, Mr. John Smith stated that if the property were not used for parking and if repairs were made to the structure, it would be their intention to use the property for rental purposes. Since he had been able to inspect only the outside, he was unsure if the structure was worth renovating. It was his feeling that this may be too costly; therefore, he anticipated the property to be used for parking.

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

Mr. Bonar moved to table action on this item for 60 days to allow members of the Church the opportunity to negotiate a sale; if no sale is in process after the 60 days, the structure located at 427 West Division Street shall be declared a dangerous building and subject to demolition, as recommended by staff. The motion was seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Dixon, Lynn, Bonar, Williams, Hare, Hutchison, and Leary), one (1) no (Perza), and one absent (Anderson).

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - APRIL 8, 2013

The Parks, Recreation, and Community Enhancement Committee met on April 8, 2013 with Chairman Bonar presiding.

Review of Revised Active Recreation Plan - Woodmill Apartments

Ms. Janelle Cornwell, City Planner II, reviewed the Revised Active Recreation Plan for Woodmill Apartments. She noted that Woodmill Apartments is not a Planned Neighborhood Development; it is a multi-family residential development, consisting of $14.12862^{+/-}$ acres, located south of Farmview Drive and east of Mifflin Road. She stated that the apartment complex consists of two (2) parcels of land with eight (8) apartment buildings, consisting of a total of 258 units. The property is zoned RG-2 (General Residence Zone). She advised members that the use as garden apartments is a permitted use within the RG-2 zoning district.

Ms. Cornwell advised members that at the time the apartment complex was originally developed, Active Recreation Area was not a requirement. She indicated that the apartment complex was reviewed by the Planning Commission in 1988, 1989, and 1990 and that the swimming pool and clubhouse were added in 2000.

Members were reminded that the requirement for Active Recreation Area under the current Zoning Ordinance is 275 SF per dwelling unit. Based on the 258 dwelling units, 70,950 SF ($1.62879^{+/-}$ acres) of Active Recreation Area is required for the development. There is currently 55,295 SF of Active Recreation Area within the development, which includes a 4,600 SF swimming pool, a 1,800 SF volleyball court, two (2) tennis courts (totaling 13,804 SF), a 2,563 SF playground, and lawn area around the swimming pool, clubhouse, and volleyball and tennis courts.

Ms. Cornwell advised members that the Revised Active Recreation Area Plan indicated that 76,234 SF ($1.75^{+/-}$ acres) of land would be reserved as Active Recreation Area with the elimination of the tennis courts and by creating a park area on the west side of the property. The revision proposed the elimination of the tennis courts on the east side of the property. The clubhouse, swimming pool, and volleyball court on the east side of the property will remain. The revision includes the addition of a picnic table and horseshoe pit on the west side of the property. A play area that contains a playground is located in the area of the proposed horseshoe pit and picnic table. A large lawn area on the west side is central to the revised recreation area.

Ms. Cornwell, stating that the proposal must be considered by the Parks, Recreation, and Community Enhancement Committee for a recommendation prior to by the Planning Commission, reviewed information from the submitted Plan (last updated March 21, 2013).

The Committee recommended acceptance of the Revised Active Recreation Area Plan for Woodmill Apartments as presented and with the inclusion of staff's comments and recommendations.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

Presentation - Central Delaware Soccer Association

Mr. Brian Ford, President of the Central Delaware Soccer Association (CDSA), introduced Mr. Mike Womer, Vice-President of the CDSA. Mr. Ford began by advising members that there will be a wave of activity coming to the City of Dover and that the CDSA wanted to be sure the City is postured to take advantage of it. They reviewed a presentation entitled "CDSA Soccer Academy - Promoting Today's Teamwork for Tomorrow's Leaders".

Noting that there are multiple sports utilizing the fields at Schutte Park, as well as the general public, Mr. Ford stated that the purpose of the presentation was to examine the space that is available at Schutte Park. He stated that the CDSA has the most kids in a program at that facility and wanted to take the lead and alert the City of the wave of activity that is coming and the demand for the use of the fields. Referring to the presentation, Mr. Ford reviewed some of the schedules and the volume of teams and participants at both the CDSA Park and Schutte Park, noting the revenue that was generated through concessions and referring to revenue that it brings into the City in general through gas purchases, hotel stays, etc. Referring to the presentation, Mr. Ford supported his reference to the potential for revenue by reviewing comparisons with other locations similarly situated to the City of Dover by way of tournaments.

Mr. Ford provided a brief history of the CDSA and advised members that they created a five (5) year strategic plan over a year ago, and that a part of that plan was to get the CDSA to run like a business. He stated that the CDSA has approximately $500,000 worth of value in the Club and that jobs are being created. Mr. Ford referred to the paid positions on page 7 of the Presentation and stated that there have been two (2) additional part-time positions created: Director of Operations, with a salary of $8,000; and Administrative Assistant, with a salary of $6,000.

Mr. Bonar stated that Dover High School will be vacating their current football field and questioned if the CDSA has had any contact with Dover High School regarding the possibility of using that field once it is vacated. Responding, Mr. Ford advised members that the turf field at Dover High School is beyond its lifespan and that within a year or so, it will be in such disrepair that an insurance rider could not be obtained to play on the field. He explained that UV rays deteriorate the turf after approximately 10 years; therefore, there would be a substantial investment required to make necessary repairs for its use. He also noted that the area would only provide three (3) fields, which is not sufficient for the CDSA. Mr. Ford stated there was a possibility of utilizing the fields at the new Dover High School and Schutte Park for a tournament in the future, since they are in close proximity to one another.

In regard to bringing tournaments to the area, Mr. Ford noted the possible economic benefits for the City of Dover by way of individuals purchasing hotel rooms, food, gas, etc. He also noted that Kent County is perfectly situated between New Jersey, Philadelphia, Baltimore, Washington, D.C., and Virginia Beach. He advised members that these regions do not typically play each other in tournaments due to the distances between each; however, tournaments held in Kent County would only be 2 hours and 20 minutes from all locations, which would allow those leagues to participate in tournaments against one another. In addition, the fees for these tournaments are being paid to states other than Delaware because there are no facilities to host such tournaments.

Elaborating, Mr. Womer indicated that a 3v3 tournament for recreational players had 150 teams participate in a single weekend event.

Referring to page 14 of the Presentation, Mr. Ford advised members that the "end game" for the CDSA is to become a Development Academy. He reminded members of the CDSA's strategic placement on the Mid-Atlantic Coast and noted that D.C. United recently affiliated with Beach FC, which is located in Virginia Beach. Mr. Womer noted that Beach FC began small and has grown into a huge organization, similar to what the CDSA is now attempting to create.

Responding to Mr. Bonar, Mr. Ford stated that if there were two (2) turf fields added to Schutte Park and the remaining fields were kept as grass, the CDSA's plan could be accomplished. Mrs. Ann Marie Townshend, Director of Planning, Community Development, and Recreation, stated that the cost of building a turf field would be a minimum of $1M and would have a 10 year life span. Noting that Dover High School has recently gone through the process of obtaining costs, etc. for creating turf fields, Mr. Ford suggested that they be contacted to provide details. Concurring, Mr. Bonar requested that members be provided with this information.

Mrs. Townshend advised members that City staff has included funds in the CIP for next year to begin the land planning at Schutte Park. Further discussions regarding the CDSA can occur during the CIP review process. She indicated that with the current activities at Schutte Park, parking is an issue. If the City is going to consider providing additional fields for the CDSA, consideration must also be given to providing adequate parking and developing a stronger turf management plan. She explained that the charges for renting the fields have been ridiculously low; therefore, there has not been enough revenue generated to cover the costs for maintenance.

In response to concerns of Mrs. Townshend, Mr. Womer noted the possibility of the CDSA and other similar organizations sharing revenues to help support maintenance, explaining that there are certain allocations for running the programs that could help in this way.

Mr. Bonar requested that staff provide additional information to allow for the consideration of assisting the CDSA in the next budget cycle for planning purposes. Responding, Mrs. Townshend assured members that funds for planning have been included in the budget for next fiscal year. She stated that staff has planned to utilize parkland reserve funds and plans to apply for State Grants to be used to offset costs.

Request of WEAVER (Women Empowered Against Violence in Every Relationship) for Placement of a Monument in the North Street and Governors Avenue Pocket Park

Mr. Bonar noted that the City has received a request from WEAVER (Women Empowered Against Violence in Every Relationship) for the placement of a monument in the planned North Street and Governors Avenue Pocket Park. He introduced Representative Darryl Scott.

Ms. Fay Myers, member of WEAVER since 2008 and Board Member of the Delaware Coalition Against Domestic Violence, reviewed the WEAVER brochure and explained that WEAVER is a Task Force of the Delaware Coalition Against Domestic Violence. She advised members that the

goal of WEAVER is to educate the community about the effects of domestic violence. Ms. Myers stated that this is accomplished by working with employers, police departments, government officials, etc. and by speaking at various organizations throughout the community.

Ms. Myers explained the Silent Witness Project, which consists of silhouettes of men, women, and/or children who lost their lives during an act of domestic violence. It was suggested that a pocket park located in the City of Dover be used for the placement of wooden silhouettes, without names, to serve as a reminder that domestic violence exists and that everyone has the ability to do something to help stop it. She assured members that any funds required would be the responsibility of WEAVER.

Mr. Bonar noted that the next agenda item was consideration of the design for the Pocket Park to be located at the corner of North Street and Governors Avenue. He suggested that after the presentation of the Pocket Park Design, Ms. Myers meet with Mr. Greg Moore, Becker Morgan Group, to discuss the possibility of including the request of WEAVER into the design and that it be presented to the committee for further consideration.

Representative Scott stated that, in addition to visiting churches, schools, etc., Ms. Myers is also educating local legislators. He advised members that once every 15 minutes a woman is affected by domestic violence (75%) and that men are also affected. According to a recent survey of 8th graders, he stated that one (1) in every four (4) students indicated witnessing some type of domestic violence. Representative Scott thanked members for their consideration.

(City Clerk's Office Note: Further discussion and action regarding this item took place during consideration of the Pocket Park Design that follows.)

Pocket Park Design - Corner of North Street and Governors Avenue

During their Regular Meeting of October 22, 2012, City Council approved the Legislative, Finance, and Administration Committee's recommendation that a pocket park be established on the property located at 301 South Governors Avenue (on the southeast corner of South Governors Avenue and North Street) once the City holds the title to the property. In developing the park design, it was noted that the City would work with the Downtown Dover Partnership (DDP) to ensure that the design minimizes the maintenance burden through a combination of pavers, mulched landscape areas, and the selection of plants, trees and shrubs that are attractive yet less intensive to maintain.

Mr. Jonathan Street, Civil Designer for Becker Morgan Group, reviewed a Site Plan for the North Street Pocket Park. He advised members that the pocket park would be a continuation of the North Street Improvement Projects and would serve as a gateway to the downtown area from North Street.

In response to Mr. Bonar regarding the request of WEAVER, Mr. Greg Moore, DDP Board President, stated that, although the DDP would be making the improvements, since it is City property, the City would have the final decision regarding the request of WEAVER. However, he felt that the red silhouettes may not be appropriate due to the close proximity to residential properties. He suggested the possibility of placing a placard or some type of appropriate sign board on a masonry column that is planned for the park area.

Mrs. Ann Marie Townshend, Director of Planning, Community Development, and Recreation, noted that the design is consistent with the Transit Center Neighborhood Plan that was developed by the Dover/Kent County Metropolitan Planning Organization and the DDP. The DDP received funds through the State Bond Bill for improvements along North Street between State Street and Governors Avenue. These improvements included the Loockerman Way Plaza, North Street Streetscape and Paving, and the North Street Parking Lot Consolidation. These projects came in below the budgeted amount and the DDP allocated some of the cost savings to the development of a Pocket Park on the property at 301 South Governors Avenue.

Mrs. Townshend explained that since the site will be owned and managed as a City park, the project must be reviewed by the Parks, Recreation and Community Enhancement Committee and ultimately approved by City Council. In addition, the design will require review and approval by the Planning Commission, following a recommendation by the Historic District Commission.

Staff recommended endorsement of the conceptual design, recognizing that a more detailed landscape plan identifying actual plant species will be developed in coordination with the Public Works Department as the plan progresses through the Site Development Plan process.

In response to Mrs. Townshend, several members suggested the possibility of some type of silhouette, dark in color, in order for the WEAVER issue to "stand out." Having no objections to a silhouette, Mrs. Horsey relayed concerns with lighting. She also requested that consideration be given to the adjacent residents and suggested the possibility of providing additional vegetation on the south and west side of the property to provide landscape screening in an effort to improve aesthetic for these residents. She also warned members of skateboarders utilizing the park.

The Committee recommended approval of the pocket park design with the addition of appropriate screening for the adjacent neighbors and an appropriate tribute to victims of domestic violence, as requested by WEAVER.

During the Council Meeting, Mr. Bonar reviewed the Committee's discussion and recommended action regarding the Pocket Park design, as well as the previous agenda item, Request of WEAVER (Women Empowered Against Violence in Every Relationship) for Placement of a Monument in the North Street and Governors Avenue Pocket Park. He stated his understanding that Mr. Perza had removed these items from the Consent Agenda due to the possibility of other individuals or entities having a desire to place a placard or memorial within the park. He relayed no objections to referring the matter back to the Committee and welcoming other interested parties to approach the Committee with their requests.

Mr. Bonar moved to refer the matter back to the Committee for their meeting scheduled for June 10, 2013, seconded by Mr. Dixon.

For clarification, Mr. Perza explained that prior to the City committing to make physical improvements to the park, he felt it would be important to get input as to what other ideas and designs the public may have for the park. It was not a reflection on any concerns regarding the

request of WEAVER particularly; however, he felt that, since it is City land, members should open the subject up to the public to solicit ideas regarding how the City could best use the park for public purposes.

The motion to refer the matter back to the Committee for their meeting scheduled for June 10, 2013 was unanimously carried.

Benchmarks Established for the Economic Development Office

Mr. Bill Neaton, Economic Development Director, reviewed the Benchmarks for the Economic Development Office. He noted that the Benchmarks have been divided into different categories for Downtown Dover Development and the Economic Development Office.

Mr. Neaton reminded members that during the last review of the Benchmarks held in the fall, Mr. Anderson had requested that a survey on merchants and business owners be conducted and the results provided to members. Noting that the survey was conducted in the spring and the results have been provided to members, he highlighted the fact that, of the 41 respondents, 16 were identified as female owned businesses and 12 were identified as minority owned businesses. Mr. Neaton noted that several businesses have been in business in the downtown area for several years. Although most business owners did not feel safe after dark in the downtown area, he noted that the majority felt safe during the day. It was his feeling that this was the result of the Dover Police Department and Downtown Safety Task Force accomplishments during the past year.

Referring to the responses regarding parking accessibility, Mr. Bonar felt that the negative responses were an indication that there is a very deep misunderstanding of the available parking, noting that there are three (3) parking lots located nearby and well within walking distance of any business in the downtown area. Responding, Mr. Neaton indicated a responsibility in advising the merchants of the available parking and suggested the possibility of taking business owners on a tour of the downtown area to point out the various parking spaces.

Mr. Bonar noted that the survey indicated that there are existing businesses planning to close or relocate within the next year, which is very disconcerting. He requested that the City take whatever action possible to assure the businesses remain in the downtown area.

Responding to Mr. Bonar, Mr. Neaton stated that there is a company from Germany interested in a parcel at the Garrison Oak Tract and that the first site visit is scheduled for tomorrow. It is their desire to acquire a ten (10) acre site with the possibility of expanding to (twenty) 20 acres in the future. There is a second site visit tentatively scheduled for next week from a food processing company that is also wishing to acquire a ten (10) acre parcel of land. Mr. Neaton also advised members that he will be focusing on the Garrison Tract, since there is a new Executive Director for the Downtown Dover Partnership.

UPDATE - CDBG PROGRAM

Mrs. Tracey Harvey, Planner I, reviewed the Status of FY12 Community Development Block Grant (CDBG) Projects - March 2013. She provided members with a table depicting the program funds spent for FY 2013. Mrs. Harvey advised members that Habitat for Humanity has acquired their 11th property and already has a buyer, once the property is renovated.

Mrs. Harvey announced that the City of Dover has met the timeliness standard for the expenditure of funds in a timely manner.

For the record, Mr. Bonar announced that Mr. Anderson's official duty as a Committee member is coming to an end for a year since he is being deployed to Afghanistan. He relayed appreciation for Mr. Anderson's contributions to the Committee and, more importantly, the community.

Mr. Bonar moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Dixon and unanimously carried.

UTILITY COMMITTEE REPORT - APRIL 8, 2013

The Utility Committee met on April 8, 2013 with Chairman Bonar presiding.

Presentation by GAI Consultants - City of Dover Electric System Valuation

Mr. Scott Koenig, City Manager, reminded members that there have been discussions regarding the value of the City of Dover Electric System for several months. Last fall, staff worked with Mr. Kirk Betts, the City's power supply attorney, to prepare an RFP for consulting services in conducting an electric system valuation in an effort to determine the value of the assets. He stated that GAI Consultants was selected to perform the electric system valuation services and introduced Mr. Gerald Hartman, Vice-President of GAI.

Mr. Bonar advised members that the City has owned an electric utility for 90 years and that, to everyone's knowledge, a thorough valuation of this type has never been performed.

Mr. Hartman reviewed a Presentation - Electric System Valuation Services Final Report Briefing, noting that the study consists of two (2) parts: A) Valuation of Electric Utility System based on Original Cost, Replacement Cost, and Comparable Sales Analyses; and B) Community Impact Analysis. Referring to Part A, he explained that the income approach was not utilized since it was a not-for-profit utility and was not requested in the scope of services. Referring to Part B, he explained that there are two (2) parts: 1) a financial analysis for the City, which was reviewed considering the various revenue requirements for the City, impacts of a typical purchase and sale, and how those transactions occur; and 2) an evaluation of how it impacts the customers by conducting comparative rate evaluations (present and future).

With reference to page 13 of the presentation, Mr. James Long, 323 Columbia Avenue, Dover, stated that two (2) of the top five (5) providers of power through the retail market in Delaware are out-of-state providers authorized by the Public Service Commission. He noted that this is a very competitive market and we are living with an umbrella that may or may not be here in five (5) years.

Responding to Mr. Bonar, Mr. Hartman confirmed that the regulated, investor-owned, public utilities in the State of Delaware do not have independent condemnation powers and would be required to obtain legislative approval, whereas the City of Dover has independent condemnation powers.

Mr. Hartman noted that the net funds available for lawful purposes total $159,600,000 (page 21 of presentation). As an example, Mr. Hartman explained that if the City put the funds into Jumbo Bonds, which is done in these types of transactions, staggered from 6 to 30 years in maturity, the

coupons, depending on the investments taken, would produce between 4½% and 5.1%; therefore, at year six (6), the City would have $30M in a working capital fund outside of the net proceeds. He explained the importance of these funds, noting that since there would be no utility generating income, it would provide any necessary emergency funds. Depending on the credit worthiness selected (AA, Jumbo, or BBB+), the Bonds would provide an estimated $8.5M to $10M per year investment earnings for years six (6) through 30, in addition to the $30M working capital funds. Considering franchise fees for years six (6) through 30, Mr. Hartman indicated that at 5%, assuming the City remains at $90M per year, there would be approximately $4.5M. Therefore, on the low end, the annual revenue relative to this investment situation would equate to $13M per year, over 30 years. In addition, he stated that the City could institute a utility tax.

In conclusion, Mr. Hartman advised members that the City could have a financially sound transaction and that the City should compliment its stewards, which would be staff, professionals, and elected members in maintaining a good system. He stated that the City being financially sound in this respect is an indication that the City's contract vendors, staff, and elected officials have made fairly good decisions; therefore, the utility system has been managed fairly well and, as a result, the value is pretty good and it would be sustainable.

Referring to the electric rate comparisons (pages 23-31), Mr. Hartman stated that the sale of the City's electric utility would benefit commercial and large users the most, which could be a factor in attracting economic development. However, he noted that residential customers would receive the least benefit, although they could benefit.

Although members may choose not to sell the system, Mr. Hartman assured them that it would be financially sound. He noted that the power market is constantly evolving, changing, and is not constant; therefore, the long-term projections may have a greater variance over time.

In response to Mr. Perza regarding the projected investment values, Mr. Hartman stated that they were provided at the request of Mr. Betts and explained that it was not a part of the scope by GAI Consultants. He explained that GAI Consultants does not serve as an investment banker or attorney but that the numbers serve only as an indication of potential investment values. Regarding the replacement costs for specific components, Mr. Hartman indicated that those types of details are included in the full report in the packet material. It was his opinion that, based on the type of system, it would not be beneficial to break the utilities up in a sale, explaining that the solar contract is currently not very profitable and the City is making approximately $1M off of generation, which is better to be blended in with the transmission/distribution customer base.

Mr. Perza explained that the reason for his question was that certain individuals in the community will oppose the sale of the City's electric utility system regardless of the situation. Therefore, as the system breaks down and needs to be replaced, he questioned what the replacement costs are for certain components to the system and if the City will be able to absorb those costs moving forward. Responding, Mr. Hartman stated that those details would be provided by conducting a renewable replacement study of the assets, which was not a part of the scope for GAI Consultants, explaining that GAI Consultants was requested to value the assets versus what the CIP would be to maintain assets over time. He suggested that Burns and McDonnell Engineering Company, Inc., who serves as the City's engineer, would need to be contacted for such information.

Mr. Bonar suggested that members review the Burns and McDonnell study that was completed a few years ago and, along with the information provided by GAI Consultants, prior to making any final decision.

Mr. James Long noted that there has been only one (1) General Electric LM6000 installed in the area, which was done by the Delaware Municipal Electric Corporation (DEMEC), and that project cost $35M for a 50 megawatt machine. With regard to putting everything into the power house, the current technical experts he has talked to recommend a divided greenfield approach, particularly given the ability to Black Start. The City's VanSant unit and DEMEC's new GE have a Black Start feature. It is argued that it is better to move these close to the load rather than putting them on a brownfield type of arrangement. In reviewing the report provided by GAI Consultants, Mr. Long relayed concerns, noting that the amount of $96.12 listed for Delaware Electric Cooperative (Co-op) (page 23 of the presentation) is incorrect. He stated that the rate is currently at $121 and has never been as low as $96. In addition, Mr. Long stated that there is an amount for the Co-op for Large Commercial rates; however, they do not have any large commercial customers, nor do they have industrial customers. He stated that the Co-op's average residential bill over a year is $1,551 and the Co-op's average commercial bill is $2,100. He felt that GAI Consultants has created the environment where the electric utilities throughout Delaware have competitive rates; however, the Co-op has no customers. He advised members that there are only three (3) utilities that truly provide service to fairly significant commercial customers: Delmarva Power, City of Dover, and Newark (mainly the University of Delaware). Mr. Long stated that the pricing mechanism provided by GAI Consultants leads him to believe that all companies are competitive.

Responding to Mr. Long, Mr. Hartman stated that although many of the utilities depicted do not have the same load in industrial and commercial customer base, they do have rates and charges that they have promulgated. He concurred that the demand charges based on load are great in the Co-op.

Mr. Blakeman questioned if the calculations take into account the competitive nature of the utility in relation to future development and growth. Responding, Mr. Hartman indicated that if the City were to maintain the utility, businesses could be attracted through economic development. Otherwise, if the City were to sell the utility, those types of situations would need to be included in the purchase and sale agreement. The reason the Co-op would want the City's utility is because it would provide them density, noting that they are a rural type utility.

Mr. Bonar clarified that the study conducted by GAI Consultants does not include a firm recommendation, explaining that it was not the intent of the valuation study. He also indicated that there is no motion on the table to entertain the sale of the City's utility, nor has there been any private discussion regarding the sale of the City's utility. The study is simply a mechanism to provide the City a value of what the City's utility brings to the residents and businesses in the City of Dover to help members of City Council make a decision at some point as to whether they wish to sell the utility or not.

Responding to Mr. Long, Mr. Bonar reiterated that no offer has been made by the Co-op for the purchase of the City's utility, nor has such an offer been sought by the City. With reference to the June 27, 2011 Utility Committee Meeting, Mr. Bonar stated it was an informational presentation

provided by the Delaware Electric Cooperative and confirmed that he invited representatives of the Delaware Electric Cooperative.

The Committee recommended acceptance of the City of Dover Electric System Valuation as presented by GAI Consultants.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

TEA/NAES Reports *(December and January)*

Mr. Scott Koenig, City Manager, reviewed the TEA/NAES Monthly Reports for December 2012 and January 2013, and reminded members that staff reviews this report with TEA on a monthly basis. The report is provided to allow for the monitoring of electric sales and revenues received, which provide a better understanding of any fluctuations that occur and allows the opportunity to make improvements if deemed necessary.

The Committee recommended acceptance of the TEA/NAES Monthly Report for December 2012 and January 2013.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

UPDATES

Members were provided the following updates:

Garrison Oak Technical Park Project

Mr. Scott Koenig, City Manager, advised members that staff has been working with the Becker Morgan Group on the completion of the subdivision plans for the Garrison Oak Technical Park Project. Becker Morgan Group has made all submissions to agencies such as the Conservation District, DelDOT, and City of Dover Public Works and Planning Departments. Staff is currently working on the final design issues associated with the overall Park. It is expected that the construction plans will be completed and bids let in the next few months for the sanitary sewer system, water tower, and the road and stormwater systems associated with the Park.

Mr. Bonar commended staff for their efforts the last several weeks, noting that there have been weekly conference calls with Calpine (which staff will provide an update on during the latter part of the meeting).

Dover Sun Park

Mr. Scott Koenig, City Manager, reviewed the Electric Revenue Fund FY 13 - White Oak Solar Park Incremental Cost spreadsheet. He noted that the City has paid $124,074 more than it would have paid if bought through hedge or contract purchases through the Energy Authority. Basically, he explained that the City paid a premium of $124,074 for the solar park component of the City's portfolio; however, he reminded members that the renewable component is now a requirement.

Calpine Energy Center

Mr. Scott Koenig, City Manager, reminded members that the Calpine (Garrison) Energy Center is a component of the Garrison Oak Technical Park. He stated that Calpine has issued their full notice to proceed to KVAERNER, which is the contractor that will be conducting the final engineering and design as well as constructing the 309MW power block. As previously mentioned, he stated that there have been weekly conference calls. The Planning and Public Works Departments are working through the final design components of the Garrison Energy Center and have received their necessary approvals from DelDOT because they don't exit out onto a State road. In addition, there have been discussions regarding the issue of the extension of the Eastern Shore gas transmission line from Cheswold to the area. The City is also working on the transmission from the power block back to the City's 230kV tie.

Mr. Koenig relayed appreciation to staff for their hard work and diligence on this project.

Responding to Mr. Hutchison, Mr. Koenig stated that the approval provided by Kent County Levy Court was for access across a piece of Kent County owned land. He stated that discussions with representatives of Kent County will be held soon regarding accessing the Garrison Oak Park and that City staff has a preferred access. He stated that it may be necessary to grant access easements from the City, which will require Council approval. With regards to the gas line, Mr. Koenig stated that he has not had any discussions with the gas company regarding their desires, noting that the majority of the line is outside City limits.

By consent agenda, Mr. Bonar moved for acceptance of the Utility Committee Report, seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

QUARTERLY REVENUE REPORT

Mrs. Donna Mitchell, Controller/Treasurer, reviewed the Revenue Report as of March 31, 2013.

Mrs. Williams moved for acceptance of the Quarterly Revenue Report as of March 31, 2013, seconded by Mr. Hutchison and unanimously carried.

SEMI-ANNUAL INSPECTION BY CITY MANAGER - ROBBINS HOSE COMPANY

In accordance with Section 46-43 of the City Code, Mr. Scott Koenig, City Manager, performed the required semi-annual inspection of the Dover Fire Department on Tuesday, April 16, 2013 with Chief Patrick West. He met with Chief West at Station #1 and discussed a variety of current issues. According to the Chief, the increased fire activity this year had increased the average number of volunteers responding to each incident. The average response had been 18.3 volunteers per incident. The Chief indicated that all engines have passed the required pump tests and are in good working order. Engine #7, a 1997 Pierce, is the oldest vehicle in service. The Chief also indicated that, to his knowledge, there had been no further issues related to the voice recording system in the building.

Mr. Koenig indicated that the Fire Chief's Assistant position would become vacant in the near future and that Chief West would be submitting a Permission to Recruit form. He noted that the Chief was also interested in possibly hiring more part-time Emergency Fire Dispatch (EFD) certified dispatchers to help fill in for sick/vacation time and to potentially reduce overtime costs.

Mr. Koenig assured members that the Robbins Hose Company continues to provide an outstanding level of service to the City of Dover.

By consent agenda, Mr. Bonar moved for acceptance of the report of the Semi-Annual Robbins Hose Company Inspection, as submitted by the City Manager, seconded by Mrs. Williams and carried by a unanimous roll call vote (Anderson absent).

2013 MUNICIPAL ELECTION RESUTLS

Mrs. Traci McDowell, City Clerk, reported the 2013 Municipal Election results, explaining that, in accordance with Title 15 Del.C. §7555 (j), where the number of qualified candidates for an office is equal to or less than the number of seats up for election, the Board of Elections shall declare the candidate or candidates elected. Therefore, since the At-Large, First District, Second District, Third District, and Fourth District positions were unopposed, the following will be sworn into office for four (4) year terms:

AT-LARGE	-	Timothy A. Slavin
FIRST DISTRICT	-	James L. Hutchison, Sr.
SECOND DISTRICT	-	William F. Hare
THIRD DISTRICT	-	Sean M. Lynn
FOURTH DISTRICT	-	David L. Anderson

In addition, Mrs. McDowell noted that, due to their expected absences during the Annual Meeting scheduled for May 13, 2013, Councilmen Hare and Anderson were administered the oaths of office for this term during the Council Meeting of April 8, 2013.

Mr. Hare moved for approval of the 2013 Municipal Election Results as reported by the City Clerk. The motion was seconded by Mr. Bonar and carried by a unanimous roll call vote (Anderson absent).

FINAL READING - PROPOSED ORDINANCE #2013-06 WITH LF&A #1 AND SA #1

The First Reading of the following proposed ordinance was accomplished during the Council Meeting of April 8, 2013.

Chapter 2 - Administration, Article II - City Council, Division 2 - Meetings (Excused Absences)

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

Mr. Hare moved for adoption of LF&A #1. Motion failed due to the lack of a second.

Mr. Lynn moved for adoption of SA #1. Motion failed due to the lack of a second.

Mr. Lynn moved for adoption of Ordinance #2013-06. Motion failed due to the lack of a second.

COUNCIL MEMBERS ANNOUNCEMENTS

Council President Leary announced that May 5th - May 11th is Drinking Water Week. He noted that only tap water delivers public health protection, fire protection, support for our economy, and the quality of life we enjoy. Since everyone in the community is a steward of the City's water infrastructure, upon which future generations depend, he encouraged each citizen to help protect the City's water sources from pollutants and to practice water conservation.

Council President Leary noted that on May 6, 2013, a Special City Council meeting was scheduled for 6:00 p.m. regarding Council President candidates, with the election of the President to take place during the Annual Meeting on May 13, 2013. In addition, a Special City Council meeting was also scheduled for May 6, 2013 at 7:30 p.m. regarding a personnel issue.

Mr. Hare noted that Council President Leary will be celebrating a birthday on April 26th and wished him many more.

Mayor Carey reminded everyone that Old Dover Days would be held on the first weekend in May. He noted that this year marks the 80th Anniversary of Old Dover Days and urged everyone to enjoy the festivities.

Mr. Hutchison moved for adjournment, seconded by Mr. Dixon and unanimously carried.

Meeting adjourned at 8:16 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of April 22, 2013, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

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Exhibits
Exhibit #1 - Presentation - Violation of Dangerous Building Ordinance - 423 Cecil Street
Exhibit #2 - Presentation - Violation of Dangerous Building Ordinance - 427 West Division Street

Violation of Dangerous Building Ordinance 423 Cecil Street

Planning & Inspections Department

Dover, Delaware

April 22, 2013

EXHIBIT #1
Regular Council Meeting of 04/22/2013

423 Cecil St
Case History

- 8 code enforcement cases since 2000
  - Exterior code violations / deteriorated wood fascia
  - Missing fascia/barge board / holes in roof
  - Structural damage to parts of roof
- The utilities were terminated on May 6, 2008
- Registered as vacant by the city January 3, 2013
- Condemned by City Staff on March 13, 2013 due to no active utilities, broken windows, boarded windows, boarded doors, structural damage
- Source of neighbor complaints
- Outstanding Charges
  - Vacant Building Fees
  - Outstanding Building Permit Fees

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

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*


04/18/2013 08:59


04/18/2013 09:00


423
04/18/2013 09:00


04/18/2013 09:00


04/18/2013 09:01


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04/18/2013 09:01


04/18/2013 09:02


04/18/2013 09:02


04/18/2013 09:02

Recommended Council Action

- Declare this property dangerous.
- Order the property repaired or demolished by **May 22, 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.

Violation of Dangerous Building Ordinance 427 W Division Street

Planning & Inspections Department

Dover, Delaware

April 22, 2013

EXHIBIT #2
Regular Council Meeting of 04/22/2013

427 W Division St
Case History

- 25 code enforcement cases since 1998
  - Exterior code violations / vandalism to home
  - Interior code violations / no heat source
  - Closing of a vacant building
- The utilities were terminated on October 27, 2010
- Registered as vacant by the city on March 25, 2011
- Condemned by City Staff on March 13, 2013 due to no active utilities, broken windows, boarded windows, boarded doors
- Source of neighbor complaints
- Outstanding Charges
  - Utility Billing
  - Boarding Charges

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

(5) *Unfit for habitation.*

(9) *General welfare.*

(10) *Code violations.*

(12) *Unoccupied buildings.*


04/18/2013 08:55


FIRE
DEPARTMENT
CONNECTION
04/18/2013 08:55


04/18/2013 08:56


04/18/2013 08:56


04/18/2013 08:56


WENCO
STANDARD
04/18/2013 08:57


04/18/2013 08:57


04/18/2013 08:57


04/18/2013 08:57


DANGER
04/18/2013 08:57

Recommended Council Action

- Declare this property dangerous.
- Order the property repaired or demolished by **May 22, 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.

PROCLAMATION

WHEREAS, *Community Action Agencies were created when the Economic Opportunity Act of 1964 was signed into law and, currently, there are approximately one thousand such agencies serving the underprivileged in the United States; and*

WHEREAS, *First State Community Action Agency has been committed to working with individuals and communities to overcome the challenges of unemployment, homelessness, substandard living conditions, and hunger in Delaware since 1965; and*

WHEREAS, *First State Community Action Agency has made an essential contribution to individuals and families in Delaware by providing innovative and cost-effective programs that enable them to improve their lives and living conditions; and*

WHEREAS, *Delaware and the entire country must continue to promote economic security and ensure that all citizens are able to live with dignity by providing support and opportunities for those in need of assistance.*

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, *do hereby proclaim May 2013 as*

COMMUNITY ACTION MONTH

in the City of Dover in recognition of the hard work and dedication of First State Community Action Agency.

Carleton E. Carey Sr.

CARLETON E. CAREY, SR.
Mayor

PROCLAMATION

WHEREAS, *public works services are an integral part of our community and citizens' everyday lives, and the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as facilities management, fleet maintenance, grounds and parks maintenance, solid waste collection and recycling, street and stormwater management, water production, and water and wastewater operations and maintenance; and*

WHEREAS, *the health, safety, and comfort of this community greatly depend on these facilities and services and the quality and effectiveness of these facilities and services, as well as their engineering, construction, and inspection, are vitally dependent upon the efforts and efficiency of the qualified and dedicated personnel of the Department of Public Works; and*

WHEREAS, *The American Public Works Association 2013 National Public Works Week theme "Because of Public Works..." celebrates the quality of life enjoyed by communities that have clean water, safe streets and neighborhoods, and efficient traffic control "Because of Public Works," and is a tribute to all public works employees who create the foundation of a stronger, more livable community.*

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, *do hereby proclaim May 19th – 25th, 2013 as*

Public Works Week

in the City of Dover and urge all citizens and organizations to learn more about the details involved in providing public services and to recognize the contributions that our dedicated public works employees make every day to our health, safety, comfort, and quality of life.

Carleton E. Carey Sr.

Carleton E. Carey, Sr.
Mayor

UTILITY COMMITTEE

The Utility Committee Meeting was held on April 22, 2013 at 5:00 p.m. with Chairman Bonar presiding. Members present were Mr. Perza (arrived at 5:02 p.m.), Mrs. Williams, Mr. Blakeman, and Mr. Snaman. Members of Council present were Council President Leary (arrived at 5:01 p.m), Mr. Hare and Mr. Hutchison. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

By unanimous consent, the agenda was approved as presented.

Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System - Fiscal Year 2012

Mrs. Donna Mitchell, Controller/Treasurer, explained that, in accordance with the City's bond covenants, an annual inspection of the City's electric system by an engineer is required. She reviewed the conclusions of the Annual Engineering Consultant's Report on the Operation and Maintenance of the Electric System - Fiscal Year 2012 prepared by Burns & McDonnell, as follows:

1) The City's power generation facilities are being operated and maintained consistent with generally accepted electric utility practice in the United States.

2) The design, construction, operation, and maintenance of the City's electric transmission and distribution system and the associated facilities are consistent with current generally accepted electric utility standards and over the past few years, the system has been upgraded in order to improve operation and service to customers.

3) The Electric Division capital projects included in the City's Capital Investment Plan and the FY 2013 Operating Budget are necessary and should provide improved reliability and power quality for the Electric System.

4) The balances as of June 30, 2012 for the various reserve funds maintained by the City for the Electric Division appear to be sufficient for their defined purposes.

5) The insurance coverage in full force and effect as maintained by the City related to the various assets of the Electric Division appears to satisfy the requirements of Section 706 of the Resolution.

6) The electric revenues generated by the City's current retail rates are more than sufficient to fulfill the debt service coverage requirement (125 percent of current expenses) defined in Section 502(c) of the Resolution.

Mr. Blakeman moved to recommend acceptance of the report, seconded by Mrs. Williams and unanimously carried.

By unanimous consent, the meeting adjourned at 5:02 p.m.

David L. Bonar
Chairman

DLB/TM/js/mk/dd
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LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on April 22, 2013, at 5:30 p.m. with Chairman Lynn presiding. Members present were Mr. Hare, Mr. Rushe, and Mr. Shevock. Mr. Anderson was absent. Members of Council present were Mr. Dixon, Mr. Perza (departed at 5:42 p.m., returned at 5:45 p.m., departed at 5:48 p.m., and returned at 5:58 p.m.), Mr. Bonar, Mrs. Williams, Mr. Hutchison, and Council President Leary. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS

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

Emergency Replacement of Police Dispatch Center Raised Floor

Police Chief Hosfelt reviewed a request for the replacement of the Police Dispatch Center raised flooring. He advised members that the raised floor configurations are required to provide the space and ventilation needed for all the computers and associated wiring for the center. The current flooring is rated at 1000 lbs. per square foot, and during the last five (5) years, the flooring has failed at least six (6) times. In all cases the City's fleet maintenance shop personnel assisted police personnel with making temporary repairs by welding the parts back together and/or reinforcing the worn parts to make them reusable. The last failure, which occurred in early March, happened when an employee was standing on the floor as one tile collapsed. Although the employee was not hurt in this incident, the flooring needs to be replaced to prevent any future failures and ensure the safety of police personnel.

Members were advised that after the floor was fixed temporarily in March, the Police Department contacted a contractor with some experience with raised flooring installations and repairs, who stated that the flooring in the Dispatch Center was not rated highly enough to withstand the load imposed and recommended 1,250 lb. rated flooring. The costs for repair ($16,082.75) versus replacement of the flooring ($19,715.10) were fairly close and the disparity was the result of the difference in cost between the two (2) grades of the floor systems. Both options would require the temporary relocation of the Dispatch Center to KentComm and involve high costs for the logistics of moving the equipment around in the room to accommodate the project. He indicated that replacing the flooring was the only viable option since the current flooring was not designed to sustain the current loads safely.

Staff recommended approval of the flooring replacement by Cherokee Nation Construction Services.

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

Emergency Replacement of Weyandt Hall Carrier Chiller Compressor

Mr. Scott Koenig, City Manager, advised members that the large chiller on the roof of Weyandt Hall, which cools most of the building, no longer worked and was in desperate need of repair. The chiller had been inspected by the City's approved Heating, Ventilation, and Air Conditioning (HVAC) Contractor, Progressive Mechanical, and three (3) proposals were presented for consideration, as follows: 1) replace the compressor on the carrier chiller with a rebuilt compressor (one (1) year warranty) at a cost of $8,925; 2) replace the compressor on the carrier chiller with a new compressor

(five (5) year warranty) at a cost of $13,600; and 3) replace the carrier chiller with a new carrier chiller (10 year warranty) at a cost of $38,500. Mr. Koenig stated that, after reviewing the proposals, staff determined Proposal #2 to be the most cost effective and recommended that the work be performed as soon as possible.

Staff recommended awarding a purchase order in the amount of $13,600, based upon proposals provided by the City's approved HVAC Contractor, Progressive Mechanical, and allowing for the usage of non-budgeted receipts from the sale of assets this year to pay for the unbudgeted emergency purchase.

Responding to Mr. Shevock, Mr. Koenig explained that EDiS was requested to inspect the building for HVAC and roofing issues. To his recollection, the replacement cost for the HVAC was estimated at more than $2M. Staff felt that the recommendation to replace the compressor would be sufficient until such time as the entire system is replaced.

In response to Mr. Perza, Mr. Koenig reminded members that during the Council Financial Workshop held on January 7, 2013, there was discussion regarding the current state of building assets owned by the City, including City Hall, 5 East Reed Street, and the old Library. He stated that the systems in these buildings are old and that these issues will be reviewed to determine whether staff will propose building replacement or major renovations. If City Hall and Weyandt Hall are not replaced, he stated that it will be necessary for the City to make major building renovations within the next three (3) to seven (7) years.

Mr. Hare moved to recommend approval of staff's recommendation to award a purchase order in the amount of $13,600 to Progressive Mechanical for the replacement of the compressor on the carrier chiller with a new compressor (five (5) year warranty) and to allow for the usage of non-budgeted receipts from the sale of assets this year to pay for the unbudgeted emergency purchase. The motion was seconded by Mr. Rushe and unanimously carried.

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

Members were reminded that during the July 27, 2009 Regular Council Meeting, members of City Council voted to support the recommendation of the Legislative, Finance and Administration Committee as it related to the topic of reimbursement to non-bargaining employees for Medicare Part B premiums. The recommendation was that current employees would remain eligible; however, new hires would not be eligible for Medicare Part B premium reimbursements.

Mr. Scott Koenig, City Manager, explained that the intent of the recommendation was to establish a defined (closed) group of eligible employees upon approval by Council. It was implied that the group of eligible employees would not be increased going forward from that point in time. In reviewing the ordinance, it appeared that employees who were hired on or before July 27, 2009 but were in union positions at the time of the Council action of July 27, 2009 (thus not entitled to the reimbursement due to union membership) would become eligible for the reimbursement if

subsequently promoted or transferred to a non-bargaining position. Employees being promoted or transferred are not new employees; therefore, based upon the recommendation that was approved by City Council, these employees would be eligible for the reimbursement.

Mr. Koenig explained that the current Police Chief and Police Major were promoted after July 27, 2009. The Chief was promoted from Captain to Major on November 21, 2009 and then to Chief on April 4, 2011. The Major was promoted from Captain to Major on April 4, 2011. At the rank of Captain they were not eligible for the reimbursement; however, they were now non-bargaining employees and, because they were not considered new hires, they were eligible for the reimbursement. Additionally, the current Records Unit Supervisor was promoted from a Police Clerk II position to the Records Unit Supervisor on April 8, 2013 and was also eligible for the reimbursement.

Mr. Koenig advised members that Proposed Ordinance #2013-07 would amend Chapter 2 - Administration, Article VI – Other Post-Employment Benefits Fund, Section 2-505 - Medicare Part B Premium Reimbursements to allow employees who were transferred or promoted to non-bargaining positions on or before the date of adoption of this ordinance to receive Medicare Part B premium reimbursements. The amendment clarifies that non-bargaining employees hired after July 27, 2009 and 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. In addition, he stated that amendments would remove redundant language and improve readability.

Staff recommended adoption of Ordinance #2013-07 amending Chapter 2 - Administration, Article VI - Other Post-Employment Benefits Fund, Section 2-505 - Medicare Part B Premium Reimbursements.

In response to Mr. Rushe, Mr. Koenig stated that the benefit value would equate to approximately $100 per month; therefore, he did not feel the proposed amendment would deter an employee from accepting a promotion.

Responding to Mr. Dixon, Mr. Koenig felt that those employees previously referenced were the only ones who were affected; however, if there were other employees, he assured members that the language included in the proposed ordinance would allow for them to qualify.

Mr. Hare moved to recommend approval of staff's recommendation for the adoption of Ordinance #2013-07, seconded by Mr. Shevock and unanimously carried.

Local Market Salary and Position Comparison

Mr. Scott Koenig, City Manager, indicated that during the past year, various members of City Council had inquired about the competitiveness of the various City salary scales compared to the City's peer group. The issue of compensation had been a difficult subject matter, given all of the components necessary to consider equivalent pay and benefits. Most recently, he was requested to

conduct a Local Market Salary and Position Comparison using the following governmental units as the peer group: 1) Kent County, Delaware; 2) State of Delaware; 3) City of Wilmington; 4) City of Newark; and 5) City of Milford.

Mr. Koenig advised members that if the request were approved, staff would conduct the local market salary and position comparison using the City's existing position list. If the governments to be surveyed did not have a similar position, it would be noted in final documentation. The data to be collected would be assembled and analyzed by the City Manager, the Controller/Treasurer and the Human Resources Director. It was anticipated that this effort would require approximately ninety (90) days from City Council approval.

Mr. Koenig reminded members that during the past few years, staff had checked with other local governments to determine how the City of Dover's salaries relate to those other local governments. He indicated that several members of Council had conveyed concern regarding individual salaries and have also expressed the opinion that at some point positions "top out." For example, he stated that a vehicle driver or manager will reach a point where they earn as much as they should based on the market. He noted that there are employees who have remained in their positions for many, many years, and in some cases, the salary for the position is over market and in other cases the salary is under market. In general, he felt that the City's current salary scales were within the market, as was indicated last year by the Salary and Benefits Committee. However, he felt that there was a need to routinely update the data and poll the market to assure that the City was being competitive.

Mr. Koenig informed members that if there were a need to make any adjustments, it would be the subject of collective bargaining, with the exception of the 45-50 non-bargaining employees.

Mr. Hare encouraged staff to also inquire about benefits, any "extras" offered, etc., explaining that there may be instances where the salary for a position in another jurisdiction is higher; however, they may not offer benefits that are provided by the City. He also suggested that staff check policies and procedures for extra-duty police officers, comp time, exempt positions, overtime, etc. He felt that if such a comparison were to be made, staff should cover all bases in this regard.

Mr. Hutchison noted that a comprehensive study/update was conducted a couple of years ago which would provide the foundation to work from and allow staff to simply update data.

Responding to Mrs. Williams, Mr. Koenig stated that all the data previously collected remained relevant and that staff had retained all benefit comparisons and coinciding spreadsheets. He reminded members that although the salary information for the Salary and Benefits Committee was obtained in June 2011, the Committee's report was submitted in June 2012. He concurred that some positions were difficult to compare. To his knowledge, no similar survey had been conducted by the University of Delaware; however, he assured members that staff would contact them and others to assure that a similar comparison had not recently been conducted.

In response to Mr. Dixon, Mr. Koenig stated that although there would be no costs associated with the comparison, there would be internal staff hours.

In response to Mr. Lynn, Mr. Koenig stated that the data would be used to update the study conducted by the Salary and Benefits Committee. He reminded members that the City no longer utilizes the Pay for Performance (PFP) System; therefore, if a salary increase were recommended for a non-bargaining employee, he would have to provide members of City Council data to support the request. Although he did not anticipate using the data for the FY2014 Budget, it was his opinion that it would be used for future budgets. With regard to the jurisdictions selected for the comparison, Mr. Koenig stated that those were the specific entities staff was requested to contact. It was his opinion that if the entire Consumer Price Index (CPI) region was included, there may be a need for the assistance of a third party consultant, explaining that what members of Council consider equivalent and what staff consider equivalent may not necessarily be the same. He noted that the jurisdictions selected were from the local market, rather than regional or mid-Atlantic, and were considered peers within the State that the City converses with on a regular basis.

Mr. Lynn stated his objections to the scope of the project, explaining his feeling that it duplicated what had already been done and would not provide any benefit. He felt that if it were expanded to include the CPI region, the proposal would make more sense to him.

It was Mr. Hare's opinion that a comparison of salaries for Trenton, New Jersey, or Annapolis, Maryland could not be made with the salaries for Dover, Delaware due to the tax structure, cost of living, etc. However, he reiterated the need for a review of policies and procedures.

Mr. Lynn questioned the possibility of staff reviewing the study that was conducted by the Salary and Benefits Committee and making recommendations based on that data. Responding, Mr. Koenig explained that the result would be that the salaries and benefits for the City of Dover were competitive. He reminded members that the study did not recommend wholesale changes to any salary and that the recommendations resulting from the study were to limit Medicare Part B, noting that there were also some discussions about limiting education assistance to the Master's level rather than the Doctorate Degree. He expressed his opinion that the comparison would not cause a negative effect on union negotiations.

Mr. Lynn explained his concerns, noting his belief that the Salary and Benefits Committee was the catalyst for the formation of the new labor union. He indicated that he would not want to cause an uproar or further estrange Council from City employees, noting that morale was already low among City employees, and stated that he would not want to inflame the workforce any further.

Mr. Bonar stated that he understood some of the concerns relayed by Mr. Lynn; however, he did not feel that the review would inflame, discourage, or demoralize City employees. He felt that one of Council's responsibilities was to thoroughly examine pay schedules and revenues every year. He indicated that he would prefer to have a more extensive review, such as including the CPI region; however, he understood that this could "open Pandora's box" and would require a much larger study, which would not be prudent from a financial standpoint.

In response to Mrs. Williams, Mr. Koenig stated that whenever pay and benefits are discussed, there is an effect on morale.

Responding to Mr. Lynn, Mr. Koenig further clarified that the atmosphere around the origination of the Salary and Benefit Committee created some animosity because it was perceived that the intent was to use the information to reduce salaries, benefits, etc., rather than to be used as a comparison. It was his feeling that the current proposal differed since its aim was to measure the salaries of other jurisdictions so that staff could utilize the data in the future for inclusion in collective bargaining agreements or to design total compensation packages for the City. He reminded members that the discussions in 2009 included Medicare Part B, Pay for Performance, healthcare cost sharing, etc., and in some cases had a negative effect on employees. It was his belief that the data would prove that the City of Dover provides a good salary and benefit package for its employees. He assured members that the City of Dover takes care of its employees, not just through their employment but through their retirement, and welcomed anyone wishing to debate him on this issue.

Mr. Hare moved to recommend authorizing the City Manager, Controller/Treasurer, and Human Resources Director to conduct a local Market Salary and Position Comparison as requested, and that the comparison include information regarding benefits, policies, and procedures related to such matters as extra duty for police officers, comp time, and exempt positions. The motion was seconded by Mr. Rushe and carried with three (3) yes (Hare, Rushe, and Shevock), one (1) no (Lynn), and one (1) absent (Anderson).

By unanimous consent, the meeting adjourned at 6:14 p.m.

Sean M. Lynn
Chairman

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SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee meeting was held on April 24, 2013 at 5:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Perza (arrived at 5:11 p.m.), Mr. Davis, and Mr. Keller. Mr. Dixon was absent.

AGENDA ADDITIONS/DELETIONS

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

Safety Concerns - New Dover High School Pedestrian/Vehicular Traffic

During the Committee Meeting of January 30, 2013, staff reviewed concerns regarding pedestrian/vehicular traffic in the area surrounding the new Dover High School. As a result, the Committee recommended that staff be directed to gather information from the Capital School District, including the number of people going in and out of the school and the total number of students walking and driving, as well as information from the Police Chief pertaining to traffic patterns, accidents, and safety information, and that this information be compiled, perhaps including input from State officials, and presented to the Delaware Department of Transportation (DelDOT) with a request for further review and consideration of a traffic signal at the east entrance of the New Dover High School. This recommendation was approved by City Council during their Regular Meeting of February 11, 2013.

Mrs. Ann Marie Townshend, Director of Planning, Community Development, and Recreation, introduced Mr. Rich Vetter, Executive Director of the Dover/Kent County Metropolitan Planning Organization (MPO), as well as Mr. Jonathan Hermes and Mr. Andrew Howard of Century Engineering. She reminded members that staff met with representatives of the Capital School District and determined that, although the signalization was an important issue, there were also concerns regarding gaps within the pedestrian network. A meeting was then held with MPO staff and, with their assistance, a Dover High School Pedestrian Study was performed and a pedestrian plan for the new high school was developed which identified sidewalk gaps in the network. She advised members that costs were being obtained for addressing these gaps and that a meeting had been scheduled with local legislators for Tuesday, April 30, 2013 in an effort to obtain funding assistance.

Mrs. Townshend provided members an informational brochure on High-Intensity Activated Crosswalks (HAWK) Signals ***(Attachment #1)*** and explained that this is a pedestrian only activated system. She advised members that a HAWK signal has been approved as meeting the warrants for the east entrance of the new Dover High School and will be installed at that location.

Responding to Mr. Davis, Mrs. Townshend stated that DelDOT had clearly indicated that the intersection did not meet the warrants for a standard traffic signal. However, she explained that once the infrastructure (conduit, wiring, etc.) for the HAWK signal was installed, if at some point in the future the intersection met the warrants, it would be easier to change the signal rather than having to dig up roadway, install conduit, and install a whole new signal. She felt that the HAWK signal would address well over half of the concerns and issues; however, it would not address concerns regarding bus traffic turning into the site. She noted the possibility that once the school is

operational, if there is an indication that a standard traffic signal is needed, the City could request a warrant analysis. Mrs. Townshend reminded members that buses would enter the site at the east end and teachers and students with vehicles would use the west entrance.

Mr. Davis noted that pedestrian traffic would interrupt bus traffic entering the site. Responding, Mrs. Townshend stated that there would be further discussions regarding the intersections and assured members that issues regarding bus and pedestrian traffic would be brought forward.

Mr. Keller noted that it appeared the concerns regarding the pedestrian crossing had been addressed; however, no action had been taken to alleviate issues related to bus traffic. Responding, Mrs. Townshend stated that she felt confident that this issue would be brought up for consideration during the meeting to be held with legislators.

In response to Mr. Hutchison, Mr. Vetter estimated that there would be approximately 270-275 students within a two (2) mile radius walking to school. He stated that public involvement would be needed to address pedestrian access, particularly from owners of property where an easement would be necessary.

Mr. Vetter reviewed a Dover High School Pedestrian Study Map ***(Attachment #2)*** and advised members that the pink areas denoted sections where there were currently no sidewalks and the blue outlined existing sidewalks. He advised members that a concept plan was developed, including drainage, utility, rights-of-way, etc., and the cost to complete the work was estimated at $450,000. He reiterated that the purpose of meeting with the legislators was to attempt to acquire sources of funding. *(Clerk's Office Note: Subsequent to the meeting, Mrs. Townshend clarified that this estimate applied to the cost of filling sidewalk gaps on the north side of Route 8 and that an additional estimated $450,000 would be required to address gaps on the south side of Route 8.)*

Elaborating, Mrs. Townshend stated that providing a signal without a safe way for pedestrians to access it (a sidewalk) would not offer a safe means of access to the school. She indicated that, in accordance with State law, if there were no safe way for students to walk to school, the Capital School District would be required to bus students. This would not be a good use of public monies; therefore, there was an incentive to install sidewalks. She advised members that the Pedestrian Study also provided information regarding longer-term issues that need to be addressed, such as additional pedestrian traffic on Mifflin Road, drainage issues, sidewalk gaps along Kenton Road and in front of Nottingham Meadows, etc. However, she explained that the sidewalk gaps on the north side of Route 8 need to be addressed before the opening of the school.

Responding to Mr. Hutchison, Mr. Hermes indicated that there is a HAWK signal located on Route 72 in Newark approaching Library Avenue that has been in use for approximately nine (9) years. The signal was erected to provide University of Delaware students access to and from the College of Agriculture and associated farmland. He stated that although these signals are used in many other states that would have more information, the HAWK signal on Route 72 is the first and only such signal in Delaware.

Mrs. Townshend noted the importance of a warrant analysis in determining the need to install HAWK signals, explaining that if there is not enough pedestrian volume, drivers do not become conditioned to the traffic signal, which can cause safety issues. She felt confident that the signal for the new Dover High School would have a substantial amount of use by pedestrians, unlike the signal in Newark for the University of Delaware.

Mr. Hutchison suggested that Mrs. Townshend visit Newark to observe the HAWK signal to obtain a better understanding.

No further action was taken by the Committee.

Briefing on Delaware Department of Transportation (DelDOT) Projects

Mrs. Ann Marie Townshend, Director of Planning, Community Development, and Recreation, provided an update on Delaware Department of Transportation (DelDOT) Projects, as follows:

DelDOT Repaving Project

Mrs. Townshend stated that the repaving project had started back up. Milling and paving of Governors Avenue was tentatively scheduled for the first two (2) weeks of June and milling and paving of Loockerman Street for mid-June to the end of June. Loockerman Street would be the last location to be completed, tentatively by the end of July, at which point the entire contract should be complete.

West Dover Connector

Mrs. Townshend indicated that DelDOT continued to refine the final plan package for the project, with submission planned to occur at the end of the year. The rights-of-way acquisitions were ongoing, with cleared rights-of-way planned for March 2014. Demolitions had begun on the total acquisitions processed to date on Charles Polk Road. Advertisement of the project was scheduled for April 2014, with construction to start in late Summer 2014.

Route 8/Hazlettville Road Connector

Mrs. Townshend advised members that there was no funding in the current Capital Transportation Program (CTP) for the Hazlettville Road Connector project. Preliminary engineering money was previously shown in FY 2017; however, in the latest round of funding cuts, all funding for that project was moved to the out years.

Briefing on Dover/Kent County Metropolitan Planning Organization (MPO) Projects - Rich Vetter

Mr. Rich Vetter, Executive Director, Dover/Kent County Metropolitan Planning Organization (MPO), announced that a groundbreaking for the Capital City Trails had been scheduled for Friday, April 26, 2013 at 1:30 p.m. at Legislative Hall. Members were provided a copy of the flyer for the event.

Mr. Vetter indicated that Century Engineering had been working with the Delaware Department of Transportation (DelDOT) regarding the possibility of making improvements to West Street, such as trail connections (sidewalks) in the area, in an effort to provide a connection to the Transit Center.

Responding to Mr. Hutchison, Mrs. Ann Marie Townshend, Director of Planning, Community Development, and Recreation, stated that the Bicycle/Pedestrian Subcommittee meets every two (2) weeks and that the next meeting was scheduled for May 7, 2013 at 5:00 p.m. at the Dover Public Library.

Mrs. Townshend announced that a "Bike to Work Day" event was being organized to be held on May 15, 2013 and that members would be provided further information as the event approaches.

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

Meeting adjourned at 5:24 p.m.

James L. Hutchison
Chairman

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Attachments
Attachment #1 - HAWK Signal Brochure
Attachment #2 - Dover High School Pedestrian Study Map

HAWK Signal FAQs

Q. How does the HAWK Signal work?

A. When a pedestrian approaches a crosswalk that is equipped with a HAWK signal, they will press a button, much like they do at a regular crosswalk, which will activate the signal. Once it is activated, the signal will go through a series of stages that will stop traffic long enough for pedestrians to safely cross the roadway. Traffic will then be allowed to proceed and the signal will reset itself until activated again.

Q. Is the HAWK signal like a regular traffic light?

A. No, the HAWK signal is only activated when a pedestrian presses the button. When it is not activated by a pedestrian, the signal is dark and traffic can move across the road freely.

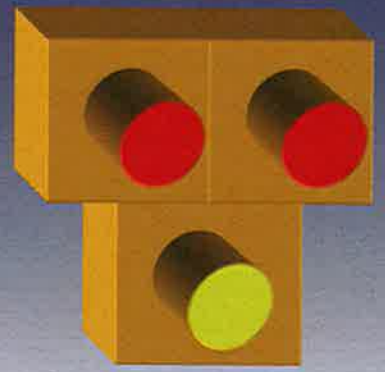
Q. Why don't you just install a normal traffic signal?

A. The HAWK is installed at locations that don't meet the criteria for a normal traffic signal. The HAWK provides a better message to drivers (solid red = STOP!) to allow pedestrians to safely cross than normal signs or flashing yellow beacons, but disrupts traffic less than a normal signal.

Delaware Department of Transportation

Office of Public Relations
P.O. Box 778
800 Bay Road
Dover, DE 19903
(302) 760-2080
(800) 652-5600
www.deldot.gov

HAWK Signals



A Users Guide to High-Intensity Activated Crosswalks

Delaware Department of Transportation

ATTACHMENT #1
SA&T Committee Meeting of 04/24/2013

About the HAWK

HAWK stands for **H**igh-Intensity **A**ctivated Cross**walk**. One problem for engineers has been the safety of pedestrians who cross the road at "uncontrolled" locations, those without traffic signals or stop signs installed. Some research has even shown that just installing striped crosswalks on high-volume, high-speed roadways may even decrease safety for pedestrians who cross. The HAWK signal is the latest tool that will be utilized in Delaware to combat this problem.

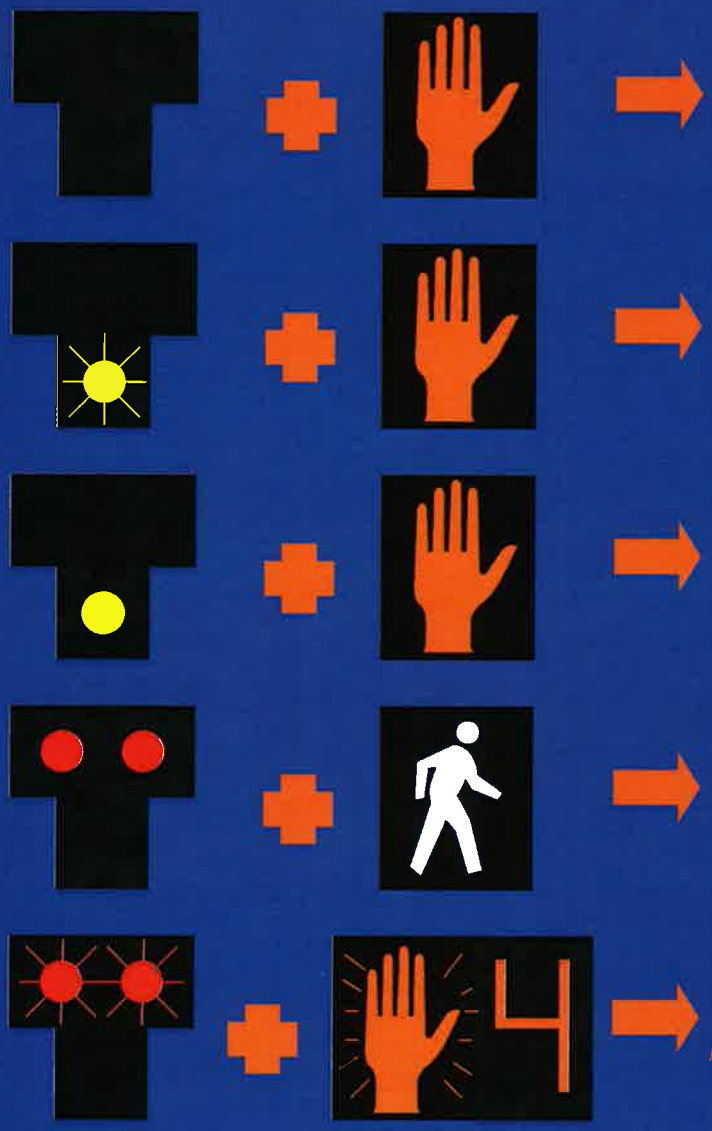
HAWK signals were developed by the City of Tucson, Arizona to give a safer alternative for those crossing streets in school zones. The signals were such a success that there are now nearly 100 HAWK signals throughout Tucson. They have also been used in other jurisdictions throughout the United States.

The first location in Delaware will be at Route 72 and Farm/Webb Lane, which serves the University of Delaware Agricultural College. The signal will be installed by fall 2010 and will allow students and staff to more safely cross the road. If successful, we will consider its use at other appropriate locations throughout the state in the future.

How the HAWK Signal Works

What You See:

What You Do:



Flashing Timer

Drivers: ***Proceed through the Signal***

Pedestrians: ***Press button to Cross***

Drivers: ***Signal has been Activated***

Pedestrians: ***Wait to Cross***

Drivers: ***Prepare to Stop***

Pedestrians: ***Continue Waiting to Cross***

Drivers: ***Stop and Remain Stopped***

Pedestrians: ***Cross the Roadway with Caution***

Drivers: ***Continue with Caution after Coming to a Complete Stop***

Pedestrians: ***Already Crossing - <u>Continue</u>***
Not Yet Crossing - <u>Don't Start</u>

▶SYSTEM RESETS◀

CENTURY ENGINEERING

DOVER HIGH SCHOOL PEDESTRIAN STUDY

Dover/Kent County MPO
Metropolitan Planning Organization

HUNTERS POINTE
FOX HALL WEST
HEATHERFIELD
CRANBERRY RUN
EAST HEATHERFIELD
BRANDYWINE COURT
WESTWIND MEADOWS
ENGLISH VILLAGE
WALKER WOODS
BICENTENNIAL VILLAGE
THE GREENS OF DOVER
DOVER HIGH SCHOOL
VILLAGE OF CANNON MILL
VILLAGE OF WESTOVER
MOTTINGHAM MEADOWS
WOODMILL
SCHUTTE PARK
MODERN MATURITY CENTER
GREEN TREE SHOPPING CENTER
WAWA

STATE COLLEGE RD
WALKER RD
FIELDSTONE CT
KENTON RD
GREENWAY LN
GREENTREE DR
INDEPENDENCE BLVD
GEORGE WASHINGTON DR
STONEY DR
HEATHERFIELD WAY
MARSH CREEK LN
CRANBERRY RUN DR
FORREST AVE
8
MIFFLIN RD
HAZLETTVILLE RD
WYOMING MILL RD

Scale: 1" = 200'
April 2013

N W E S

PROJECT OVERVIEW

LEGEND

- EXISTING SIDEWALK GAPS
- EXISTING SIDEWALK
- PROPOSED SIDEWALK BY OTHERS
- POTENTIAL HIGH-INTENSITY ACTIVATED CROSSWALK
- EXISTING PROPERTY LINES
- EXISTING TRAFFIC SIGNAL

ATTACHMENT #2
SAKT Committee Meeting of 04/24/2013

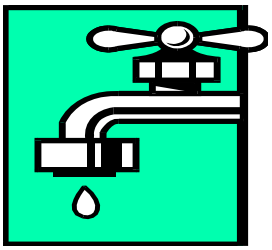
CITY OF DOVER

FINANCE & CENTRAL SERVICES DEPARTMENTS

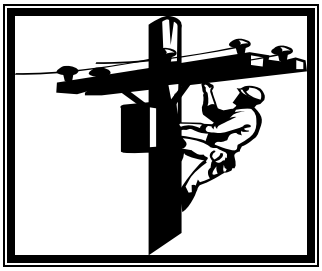
MONTHLY BUDGET REPORT

MARCH 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
March 2013 Monthly Budget Reports

FINANCE DEPARTMENT ACTIVITY LEVELS

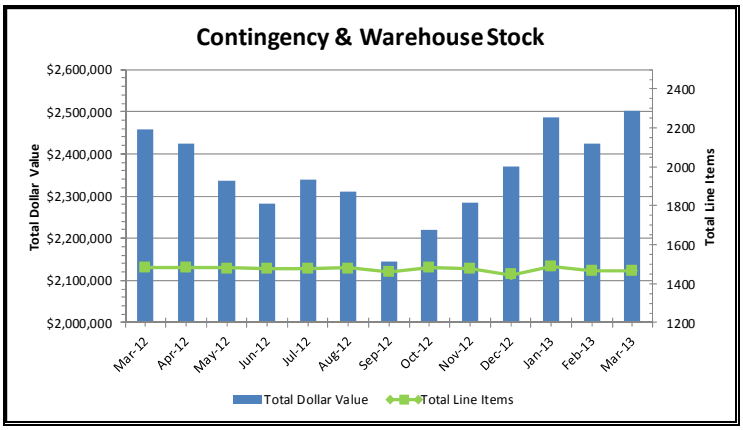
	FY12 YTD			FY13 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox FY13)	3,821			4,123		
Total Amount of All Deposits	$ 114,560,933			$ 116,142,646		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**702,100**	**100.0%**	**$ 16,155,534**	**629,388**	**100.0%**	**$ 15,104,435**
Wages and Hours Worked						
Regular	589,825	84.0%	$ 12,645,270	527,923	83.9%	$ 11,712,687
All over time	27,212	3.9%	$ 1,142,752	28,687	4.6%	$ 1,257,571
Other Paid or Unpaid Wages and Hours						
Vacation	47,044	6.7%	$ 1,233,090	32,884	5.2%	$ 849,700
Sick	18,030	2.6%	$ 438,406	15,279	2.4%	$ 383,828
Terminal Leave - Retiree Vacation/Sick Payout	8,940	1.3%	$ 288,164	15,859	2.5%	$ 466,332
Comp Time	7,687	1.1%	$ 217,237	6,139	1.0%	$ 172,391
Personal	1,414	0.2%	$ 38,739	1,263	0.2%	$ 35,366
Leave Without Pay	-	0.0%	$ -	108	0.0%	$ 2,784
Other (description below)	1,950	0.3%	$ 151,876	1,248	0.2%	$ 223,776

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

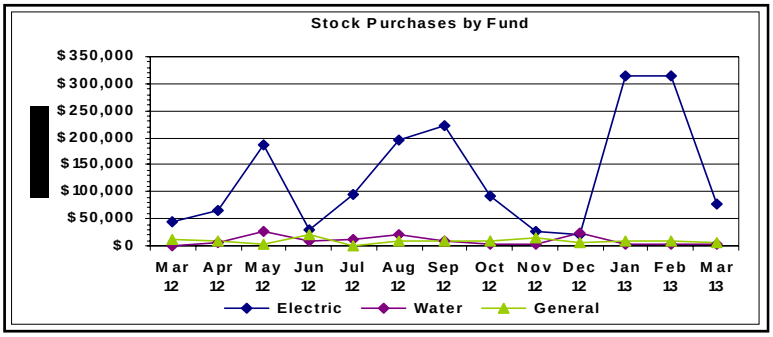
Other Activity				
Number of Pay Periods	20		19	
Number of Payroll Checks & Direct Deposits Issued	7,635		6,904	
Number of Pension Checks Issued	2,156		2,225	
Total Pension Benefits Paid - Defined Benefit Plan	$ 3,511,032		$ 3,680,826	

ACCOUNTS PAYABLE			
Number of Check Vouchers	4,736	4,623	
Number of EFT Vouchers	1,716	1,628	
Vouchers Dollar Amount Disbursed	$ 70,968,490	$ 66,740,094	

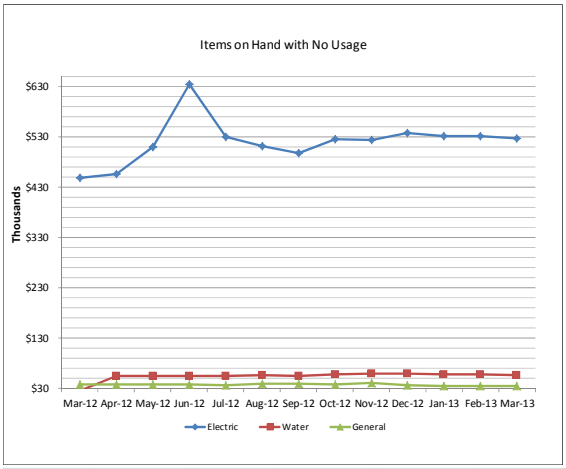
CENTRAL SERVICES ACTIVITY LEVELS



Value: $2,502,951 Line Items: 1,465



Electric:	$77,222	Water:	$3,028	General:	$4,942



Electric:	$526,071	Water:	$57,251	General:	$35,027

Fuel Use		
Unleaded:	10,021.0	gallons
Diesel:	6,183.6	gallons
Total:	$ 49,976	

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

	Budget	Revised Budget	YTD	Balance	75% 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	603,260	150,540	80.0%
Fines & Police Revenues	1,162,400	1,162,400	809,181	353,219	69.6%
Franchise Fees	550,000	550,000	303,128	246,872	55.1%
Grants	708,500	708,500	533,361	175,139	75.3%
Intrafund Services	4,329,100	4,329,100	3,087,716	1,241,384	71.3%
Library & Recreation Revenues	602,100	602,100	424,259	177,841	70.5%
Licenses & Permits	2,508,300	2,508,300	2,352,609	155,691	93.8%
Property Taxes (Includes BID Revenue) (1)	11,049,000	11,115,000	11,099,557	15,443	99.9%
Sanitation Revenues	2,690,200	2,690,200	1,970,078	720,122	73.2%
Other Miscellaneous Revenues	130,500	130,500	133,847	(3,347)	102.6%
Garrison Farm Rent Revenue	62,000	62,000	102,801	(40,801)	165.8%
Municipal Street Aid Fund	527,400	527,400	398,151	129,249	75.5%
Civil Traffic Penalties	750,000	750,000	158,394	591,606	21.1%
Transfer Taxes	1,370,000	1,370,000	936,252	433,748	68.3%
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	31,412,594	4,357,706	87.8%
Total Beginning Balance & Revenues	**$ 38,370,900**	**$ 38,504,700**	**$ 34,974,431**	**$ 3,530,269**	90.8%
Expenditures					
City Clerk & Council	$ 441,100	$ 441,100	$ 298,268	$ 142,832	67.6%
Mayor, City Manager & Human Resources	822,100	822,100	632,610	189,490	77.0%
Police & Police Extra Duty	13,774,600	13,774,600	10,231,362	3,543,238	74.3%
Public Services	4,359,300	4,406,850	2,994,109	1,412,741	67.9%
Central Services	1,968,400	1,978,350	1,297,354	680,996	65.6%
Planning & Inspections	1,996,600	2,014,500	1,373,412	641,088	68.2%
Finance, Info Tech & Customer Services	2,423,400	2,423,400	1,706,698	716,702	70.4%
Library & Recreation	1,963,600	1,976,600	1,276,479	700,121	64.6%
Fire Department	688,300	688,300	488,153	200,147	70.9%
Assessor	187,500	187,500	135,918	51,582	72.5%
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	476,739	123,261	79.5%
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	658,131	211,569	75.7%
Debt Service	624,200	624,200	343,052	281,148	55.0%
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	26,112,924	9,491,576	73.3%
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**	**$ 26,112,924**	**$ 12,391,776**	67.8%
Reserve Balances					
Contingency	$ 731,100	$ 731,100	$ 730,905		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 3/31/13 is $362,628.84 as compared to $498,817.62 in March 2012.

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

	Budget	Revised Budget	YTD	Balance	75% 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	3,477,924	1,252,776	73.5%
Wastewater Fees	3,834,600	3,834,600	2,687,022	1,147,578	70.1%
Kent County Treatment Fees	3,090,800	3,090,800	2,206,035	884,765	71.4%
Ground Water Adjustment Fees	1,257,600	1,257,600	990,287	267,313	78.7%
Water Tank Leases	313,500	313,500	181,480	132,020	57.9%
Interest Earnings - Water	8,700	8,700	2,928	5,772	33.7%
Interest Earnings - Water/Wastewater	17,100	17,100	5,685	11,415	33.2%
Miscellaneous	77,000	77,000	61,224	15,776	79.5%
Impact Fees - Water	317,000	317,000	326,136	(9,136)	102.9%
Impact Fees - Wastewater	350,000	350,000	154,684	195,316	44.2%
Total Revenues	13,997,000	13,997,000	10,093,405	3,903,595	72.1%
Total Beginning Balance & Revenues	**$ 15,161,600**	**$ 15,195,900**	**$ 13,346,680**	**$ 1,849,220**	87.8%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 597,900	$ 601,900	$ 348,294	$ 253,606	57.9%
Water	408,200	415,000	274,569	140,431	66.2%
Water Treatment Plant	1,522,600	1,535,400	1,007,698	527,702	65.6%
Wastewater	993,000	997,000	546,811	450,189	54.8%
Construction & Inspection	345,700	353,200	242,697	110,503	68.7%
Kent County Treatment Fees	3,600,000	3,600,000	2,599,359	1,000,641	72.2%
Intrafund Services	1,235,400	1,235,400	855,644	379,756	69.3%
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	648,876	614,724	51.4%
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	10,555,748	3,492,952	75.1%
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**	**$ 10,555,748**	**$ 4,640,152**	69.5%
Reserve Balances					
Contingency-Water	$ 103,724	$ 103,724	$ 103,668		
Contingency-Wastewater	$ 189,176	$ 189,176	$ 187,472		
Impact Fee Reserve - Sewer	NO BUDGET	NO BUDGET	$ 3,222,794		
Impact Fee Reserve - Water	NO BUDGET	NO BUDGET	$ 196,217		
Bond Coverage Ratio (Covenant 1.20)	3.73	3.33	3.97		

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

	Budget	Revised Budget	YTD	Balance	75% 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	66,715,913	18,355,487	78.4%
Utility Tax	1,595,200	1,595,200	1,096,226	498,974	68.7%
Weyandt Hall Rents	225,000	225,000	140,894	84,106	62.6%
Miscellaneous Revenues	979,700	979,700	971,799	7,901	99.2%
Interest Earned	107,800	107,800	90,617	17,183	84.1%
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	98,647	32,153	75.4%
Total Revenues	93,509,900	93,509,900	71,814,096	21,695,804	76.8%
Total Beginning Balance & Revenues	**$ 100,693,900**	**$ 100,711,400**	**$ 84,106,669**	**$ 16,604,731**	83.5%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 39,468,900	$ 39,468,900	$ 29,038,094	$ 10,430,806	73.6%
Power Supply Management/Incentive	996,000	996,000	747,000	249,000	75.0%
Capacity Charges	12,564,800	12,564,800	8,399,467	4,165,333	66.8%
Dover Sun Park Energy	1,414,500	1,414,500	881,605	532,895	62.3%
Solar Renewal Energy Credits	-	351,600	186,891	164,709	53.2%
PJM Charges - Energy	17,508,300	13,752,300	4,349,242	9,403,058	31.6%
PJM Charges - Transmission & Fees	-	3,756,000	5,565,122	(1,809,122)	148.2%
Total Power Supply	71,952,500	72,304,100	49,167,421	23,136,679	68.0%
Plant Operations	5,914,900	5,914,900	3,909,569	2,005,331	66.1%
Generation Fuels	586,000	586,000	946,780	(360,780)	161.6%
Capacity Credits	(14,318,600)	(14,318,600)	(10,659,285)	(3,659,315)	74.4%
PJM Spot Market Energy	(772,700)	(1,124,300)	-	(1,124,300)	0.0%
PJM Credits	(427,000)	(427,000)	(2,250,052)	1,823,052	526.9%
Total Generation	(9,017,400)	(9,369,000)	(8,052,988)	(1,316,012)	86.0%
Total Power Supply & Plant	62,935,100	62,935,100	41,114,433	21,820,667	65.3%
Electric Operating Divisions:					
Transmission/Distribution	3,223,600	3,233,700	2,416,669	817,031	74.7%
Electrical Engineering	1,163,900	1,171,300	751,760	419,540	64.2%
Administration	501,200	501,200	295,752	205,448	59.0%
Meter Reading	212,500	212,500	159,374	53,126	75.0%
Systems Operations	517,600	526,300	394,643	131,657	75.0%
Intrafund Services	3,224,500	3,224,500	2,330,720	893,780	72.3%
Utility Tax	1,595,200	1,595,200	1,096,227	498,973	68.7%
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	19,096	15,904	54.6%
Green Energy Payment to DEMEC	129,000	129,000	99,398	29,602	77.1%
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	87,843	102,157	46.2%
Debt Service	3,323,600	3,323,600	2,532,673	790,927	76.2%
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	64,894,288	25,928,012	71.5%
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**	**$ 64,894,288**	**$ 35,817,112**	64.4%
Reserve Balances					
Contingency Reserve	$ 816,200	$ 816,200	$ 810,820		
Insurance Reserve	$ 750,000	$ 750,000	$ 729,967		
Rate Stabilization Reserve	$ 4,947,600	$ 4,947,600	$ 7,653,129		
Bond Coverage Ratio (Covenant 1.25)	2.74	2.87	5.21		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	709,972	709,972	557,214		78.5%
Sales per MWh	$ 119.824	$ 119.824	$ 119.731		99.9%
Purchased/Generated MWh	750,296	750,297	561,235		74.8%
All In MWh Supply & Generation	83.88	$ 83.880	$ 73.257		87.3%

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

	Budget	Revised Budget	YTD	Balance	75% 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	243,771	(85,771)	154.3%
Interest Earnings	-	-	15,195	(15,195)	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	2,872,366	2,065,034	
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	1,200,000	1,200,000	-	100.0%
Subtotal Library Project Receipts	2,401,700	4,184,600	4,033,644	150,956	96.4%
Total Revenues	7,156,900	9,122,000	6,906,010	2,215,990	75.7%
Total Beginning Balance & Revenue	**$ 7,451,300**	**$ 9,267,600**	**$ 6,906,010**	**$ 2,361,590**	74.5%
Expenditures					
Fire	$ 238,500	$ 238,500	$ 238,515	$ (15)	100.0%
Grounds Maintenance	112,000	112,000	55,262	56,738	49.3%
Library	2,535,000	4,089,100	3,356,908	732,192	82.1%
Recreation	30,000	30,000	-	30,000	0.0%
Police	197,000	197,000	169,164	27,836	85.9%
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	56,942	50,058	53.2%
Facilities Management	381,000	381,000	96,275	284,725	25.3%
Mayor	33,000	33,000	33,000	-	100.0%
Loan Issuance Costs	56,000	-	1,029	(1,029)	0.0%
Transfer to Community Transportation Fund	1,606,700	1,606,700	-	1,606,700	0.0%
Total Expenditures	7,370,200	9,088,500	4,033,812	5,054,688	44.4%
Budget Balance - Projects	81,100	179,100	-	179,100	0.0%
Total Budget Balance & Expenditures	**$ 7,451,300**	**$ 9,267,600**	**$ 4,033,812**	**$ 5,233,788**	43.5%
Reserve Balances					
Capital Asset Replacement Reserve	$ 503,000	$ 503,000	$ 505,179		
Parkland/Recreation	$ 202,600	$ 202,600	$ 201,963		

(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 – March 2013
Water/Wastewater Improvement & Extension Fund Summary

	Budget	Revised Budget	YTD	Balance	75% 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	-	-	297,239	(297,239)	0.0%
Income from Sale of Assets	-	-	4,171	(4,171)	0.0%
Interest Earned	25,000	25,000	75,789	(50,789)	303.2%
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	3,827,199	3,647,801	51.2%
Total Beginning Balance & Revenues	**$ 11,560,400**	**$ 13,927,200**	**$ 3,827,199**	**$ 10,100,001**	27.5%
Expenses					
Bond Issue Costs	$ 344,000	$ 344,000	$ 4,739	$ 339,261	1.4%
Engineering & Inspection	23,400	23,400	-	23,400	0.0%
Water	5,140,000	5,762,600	625,091	5,137,509	10.8%
Wastewater	3,817,300	5,798,400	1,371,790	4,426,610	23.7%
Water Treatment Plant	24,100	24,100	-	24,100	0.0%
Water Construction	31,000	31,000	35,899	(4,899)	115.8%
Total Expenses	9,379,800	11,983,500	2,037,519	9,945,981	17.0%
Budget Balance - Working Capital - Water	1,675,500	1,772,300	-	1,772,300	0.0%
Budget Balance - Working Capital - Wastewater	505,100	171,400	-	171,400	0.0%
Total Budget Balances	2,180,600	1,943,700	-	1,943,700	0.0%
Total Budget Balances & Expenses	**$ 11,560,400**	**$ 13,927,200**	**$ 2,037,519**	**$ 11,889,681**	14.6%
Reserve Balances					
Capital Asset Replacement - Water	$ 501,100	$ 501,100	$ 503,321		
Capital Asset Replacement - Wastewater	$ 501,100	$ 501,100	$ 502,169		

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

	Budget	Revised Budget	YTD	Balance	75% of Budget
Beginning Balance - unaudited	$ 2,714,600	$ 3,534,600	$ -	$ 3,534,600	0.0%
Revenues					
Interest Earnings	40,700	40,700	37,262	3,438	91.6%
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	4,092,465	(1,765)	100.0%
Total Beginning Balance & Revenues	**$ 6,805,300**	**$ 7,625,300**	**$ 4,092,465**	**$ 3,532,835**	53.7%
Expenses					
Power Plant	$ 1,441,300	$ 1,786,600	$ 343,017	$ 1,443,583	19.2%
Transmission/Distribution	596,000	896,000	885,337	10,663	98.8%
Electrical Engineering	1,932,700	1,942,800	785,270	1,157,530	40.4%
Total Expenses	3,970,000	4,625,400	2,013,624	2,611,776	43.5%
Budget Balance - Working Capital	2,835,300	2,999,900	-	2,999,900	0.0%
Total Budget Balance & Expenses	**$ 6,805,300**	**$ 7,625,300**	**$ 2,013,624**	**$ 5,611,676**	26.4%
Reserve Balances					
Depreciation Reserve	$ 9,864,800	$ 9,864,800	$ 9,814,352		
Future Capacity Reserve	$ 9,362,000	$ 7,362,000	$ 7,323,335		

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

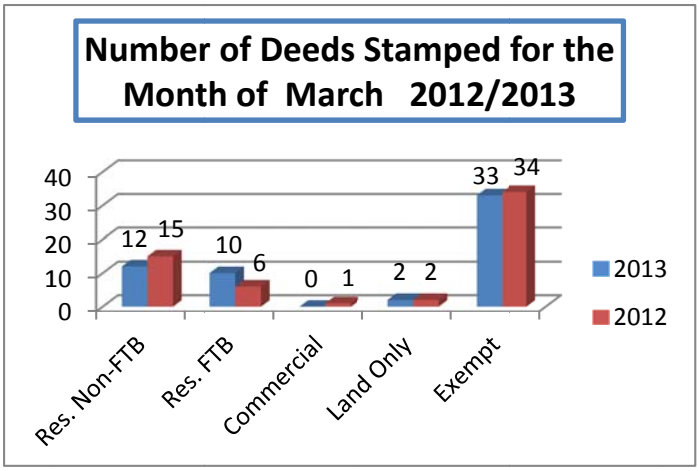
	Budget	Revised Budget	YTD	Balance	75% of Budget
Beginning Balance - unaudited	$ 435,700	$ 435,700	$ -	$ 435,700	0.0%
Revenues					
Grants Revenue	300,000	300,000	10,359	289,641	3.5%
Transfer from General Capital Project Fund	1,606,700	1,606,700	-	1,606,700	0.0%
Interest Earned	500	500	114	386	22.8%
Total Revenues	1,907,200	1,907,200	10,473	1,896,727	0.5%
Total Beginning Balance & Revenues	**$ 2,342,900**	**$ 2,342,900**	**$ 10,473**	**$ 2,332,427**	0.4%
Expenses					
Program Expenses	$ 700,000	$ 700,000	$ 153,118	$ 546,882	21.9%
Program Expenses - City appropriated	1,546,700	1,546,700	-	1,546,700	0.0%
Program Expenses- Concrete Program	60,000	60,000	6,199	53,801	10.3%
Total Expenses	2,306,700	2,306,700	159,317	2,147,383	6.9%
Budget Balance - Working Capital	36,200	36,200	-	36,200	0.0%
Total Budget Balances & Expenses	**$ 2,342,900**	**$ 2,342,900**	**$ 159,317**	**$ 2,183,583**	6.8%

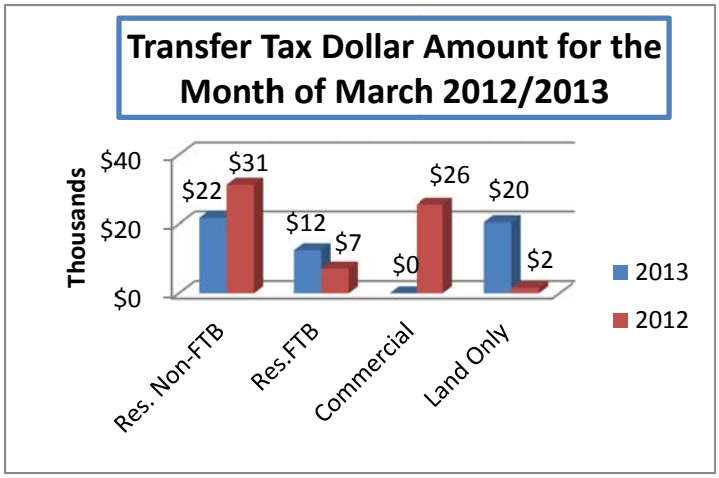
CITY OF DOVER
SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN UNRESERVED FUND
PERIOD ENDED MARCH 31, 2013

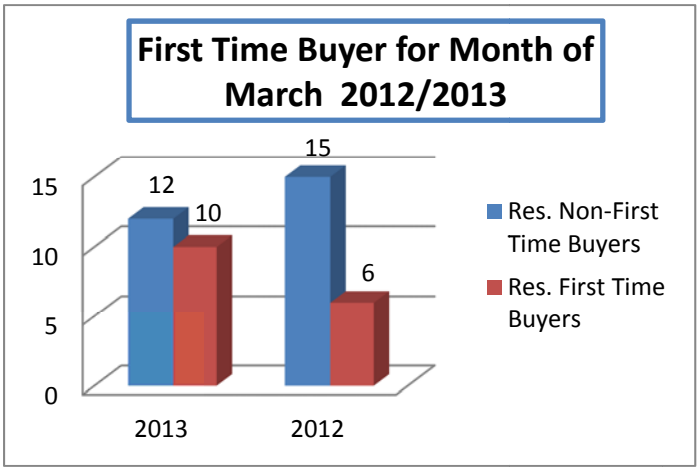
	POLICE GRANTS	LIBRARY GRANTS	CDBG/NSP HOUSING GRANTS	SUBSTANCE ABUSE PREV. GRANT	TOTALS
REVENUES:					
State Grants received	$ 122,266	$ 270,044	$ -	$ 33,567	$ 425,877
Federal Grants received	266,770	1,275	477,875	-	745,920
Recreation revenue	-	-	-	8,885	8,885
Investment income (loss)	139	65	96	7	307
TOTAL REVENUES	$ 389,175	$ 271,384	$ 477,971	$ 42,459	$ 1,180,989
EXPENDITURES:					
Program expenditures	$ 293,962	$ 167,036	$ -	$ 51,223	$ 512,221
Program expenditures - NSP	-	-	247,670	-	247,670
Program expenditures - CDBG	-	-	177,640	-	177,640
TOTAL EXPENDITURES	$ 293,962	$ 167,036	$ 425,310	$ 51,223	$ 937,531
Excess (deficiency) of revenues over expenditures	$ 95,213	$ 104,348	$ 52,661	$ (8,764)	$ 243,458
Other financing sources (uses):					
Operating transfers-out	(107,950)	-	-	-	(107,950)
Excess (deficiency) of revenues and other financing sources over expenditures & other uses	$ (12,737)	$ 104,348	$ 52,661	$ (8,764)	$ 135,508
FUND BALANCE AT BEGINNING OF YEAR	$ 178,432	$ 30,008	$ 16,197	$ 21,620	$ 246,257
FUND BALANCE AT END OF PERIOD	$ 165,695	$ 134,356	$ 68,858	$ 12,856	$ 381,765

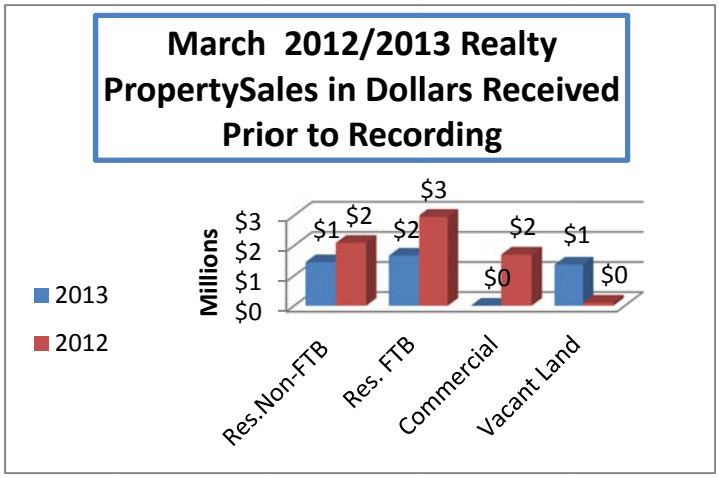
Monthly Report
March 2013

Office of City Assessor









Major Updates

	January - 13	February - 13	March - 13
Assessment Change	**$2,141,400**	**$2,413,000**	**$2,220,600**

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
13	**$2,143,700**	**$1,885,000**	**1.13**	**1.06**

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

Points of Interest

Scanning & Filing

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

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

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

2015 Revaluation

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

Assessor's Office

Clerical Error:

Deleted Parcel ED05-076.07-01-39.001 – 31 Saulsbury Road STE 2, from tax roll due to clerical error made during the 2010 Revaluation.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-066.02-01-15.00	24A	R10	122 HOBBYHORSE CT		14	2012	1	1671	B+	VG	235,900	06-MAR-13	230,000	
ED05-067.16-01-32.00	10	R10	523 ROSS ST	1	16	1963	1	1657	C+	AV	140,300	01-MAR-13	109,000	
ED05-067.16-02-74.00	11B	R10	720 N BRADFORD ST	1	5	1930	2	1504	B-	AV	167,800	21-MAR-13	170,000	
ED05-067.20-03-77.00	11B	R10	350 N BRADFORD ST	1	1	1900	2	1334	C+	AV	149,800	11-MAR-13	94,000	
ED05-068.10-02-36.00	13	R10	943 BUCK DR	1	14	1964	1	1162	C	AV	149,000	15-MAR-13	118,500	
ED05-068.14-05-86.00-	50	R50	1001 WHITE OAK RD	1	20	1973	1	824	D+	AV	42,200	21-MAR-13	40,000	

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
060														
ED05-068.15-04-05.00	25A	R10	202 TEA PARTY TRL	1	13	2009	2	1800	B-	AV	187,500	08-MAR-13	160,000	
ED05-068.19-01-22.07	7	R10	52 WILLIS RD	1	13	1984	2	1116	C	AV	121,700	15-MAR-13	62,500	
ED05-068.20-01-17.00	25B	R10	16 NICHOLAS DR	1	8	2006	1	1648	B-	VG	199,400	08-MAR-13	152,000	
ED05-076.03-01-73.00	25	R10	128 W SHELDRAKE CIR	1	5	2007	2	1891	C+	AV	175,100	14-MAR-13	190,000	
ED05-076.06-05-11.00	17	R10	142 CONTINENTAL DR	1	5	1984	2	2332	B	GD	206,900	21-MAR-13	177,000	
ED05-076.20-04-16.00	5	R10	955 SHANK RD	1	14	1995	1	1732	C	AV	189,300	15-MAR-13	182,000	
ED05-077.06-01-39.00	8	R10	516 GREENHILL RD	1	3	1940	1.5	1897	C+	GD	178,800	18-MAR-13	200,000	

CITY MANAGER'S MONTHLY REPORT



MARCH 2013

Monthly Highlights

Customer Services

- As of March 31, 2013, we processed 1,883 payments for the month.
- City of Dover property taxes were due July 31, 2012. As of March 31, 2013, the delinquent property taxes total $422,810.39 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 with DOE bargaining unit

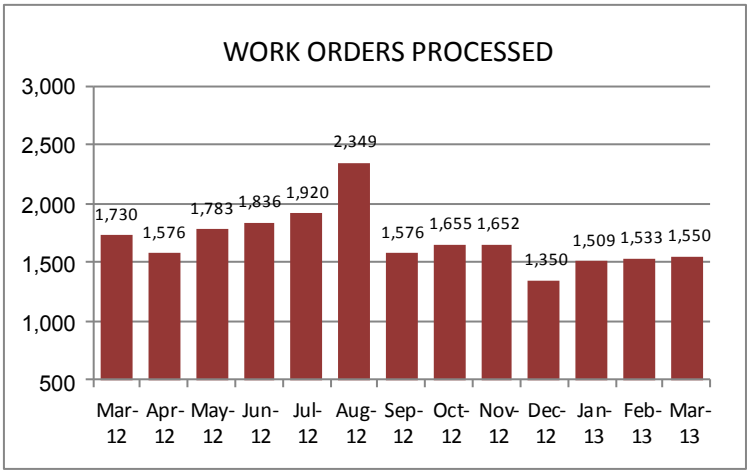
Library

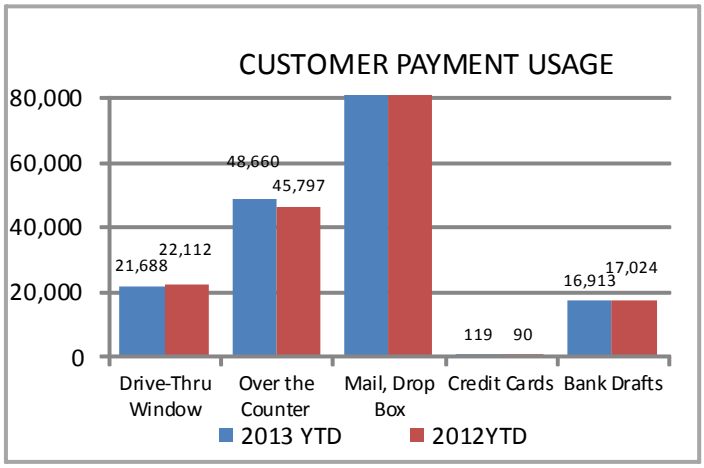
- 391 attended 31 programs for adults.
- 105 attended 15 programs for teens.
- 689 attended 24 programs for children.
- 136 attended 21 programs/classes coordinated through the Job Center.

Public Works

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

CUSTOMER SERVICES





Write-Offs / Electric & Trash Bills

The electric write-off for outstanding electric bills with dates ranging mainly from October 2010 until December 2010 . The proposed write-off of $68,479.46 includes $8,394.39 from accounts that filed for bankruptcy. The $68,479.46 is the first write-off for Fiscal 2013 and is .27 percent of the revenue ($24,964,900.) for the write-off period. In other words, the City collected 99.73% of all bills for the write-off period. For every $100 dollars of revenue the City billed in the write-off period, $0.27 was not collected.

The trash write-off for outstanding trash bills with dates ranging mainly from July2010 until September2010. The proposed write-off of $2,396.86 includes $252.84 from accounts that filed bankruptcy. The $2,396.86 is the first write-off for Fiscal 2013 and is $0.47 percent of the revenue ($507,757) for the write-off period. In other words, the City collected 99.53% of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $0.47 was not collected.

According to the APPA, the industry standard for collections among publicly held utilities of similar size is 99.74% of total electric revenue. The accounts are currently assigned to our collection agency and will remain there even when they have been written off. A complete list of accounts is available upon request.

Major Program Updates	Mar 2013	Mar 2012	Difference	FY 2013 Year-to-Date	FY 2012 Year-to-Date
Number of Customers Served	19,700	21,653	(1,953)	208,100	209,934
Final Bills	570	637	(67)	5,492	5,956
Estimated Bills	169	137	32	1,429	1,379
Penalties Posted	$ 19,533	$ 19,353	180	$ 175,992	$ 168,561
Extensions of Credit - Amount Extended	$ 57,942	$ 62,781	(4,839)	$ 717,277	$ 1,429,614
Balance Transfers	$ 5,013	$ 328	4,685	$ 27,386	$ 12,453
Utility Collections	$ 15,847	$ 22,838	(6,991)	$ 197,876	$ 249,409
Special Assessments	$ -	$ 110	(110)	$ 659	$ 330
Miscellaneous Billings	$ 102,270	$ 93,634	8,636	$ 1,102,278	$ 1,216,719
CNP through Disconnect Collars	$ 26	$ 28	(2)	280	149
Court Cases	-	-	-	-	-
Tamperings	-	5	(5)	18	44
Taxes Levied (includes carry forward)	$ 10,901,726	$ 629,131	10,272,595	$ 65,410,357	$ 5,508,774
Billing Adjustments	$ 10,837	$ 4,008	6,829	$ 54,922	$ 28,084
Total Taxes Collected	$ 10,253,053	$ 128,415	10,124,638	$ -	$ 10,415,455
Taxes Outstanding	$ 364,347	$ 504,723	(140,377)	$ -	$ 504,723
Payments in Lieu	$ 10,000	$ -	10,000	$ 58,450	$ -
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	Mar 12	Apr 12	May 12	June 12	July 2012**	Aug 2012	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Total
Caucasian*	291	289	290	285	286	282	286	285	283	287	288	291	287	N/A
Minorities*	57	56	57	58	59	58	58	58	57	57	56	56	54	N/A
Hired	0	0	2	6	0	1	5	0	1	6	3	4	0	28
Terminated/ Resigned/ Retired/Other	5	3	2	5	0	5	1	0	4	2	3	1	7	38
Transferred/ Promoted	0	0	1	1	0	0	0	2	2	1	1	4	2	14
Jobs Posted	3	4	2	2	0	4	1	2	4	0	4	1	5	32
Workers Comp. Injuries	6	2	2	1	4	2	2	5	0	4	3	1	2	34
Workers Comp. Hours	55	195	112	139	164	192	160	66	138	341	363	315	259	2499
Insurance Claims	4	3	6	2	3	1	3	3	4	2	5	2	2	40

Full-time Employees: 327 Part-time Employees: 14 (2 Pitts Center, 1 Recreation, 11 Library)

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

***** Correction to February 2012; **Correction to July 2012

Position Transferred: Civil Engineer l to Water/Wastewater Manager; Laborer II to Utility Construction Worker

Positions Posted: Office Assistant ll, Records Unit Supervisor, Inspector I Fire Marshal, Building Craftsperson I & II

Resigned/Terminated: Service Center Clerk (Part-time), Communication Officer, Utility Maintenance Mechanic II, Motor Equipment Operator II, Motor Equipment Operator III

Retirement: Motor Equipment Operator II, grounds; Motor Equipment Operator III, streets

Recruitment Information (Job posting closed in March)

Position	Total	Female	Male	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Do-ver
Librarian I	39	22	9	3	25	0	0	3	8	4	35
Office Assistant II	147	125	18	38	102	3	0	0	4	89	58
Records Unit Su-pervisor	58	42	10	7	42	1	2	0	6	16	42

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Mar 12	Apr 12	May 12	June 12	July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13
Electric	5	5	3	3	1	2	2	3	3	3	4	4	4
Public Works	13	13	15	16	9	12	13	12	12	14	11	13	17
Police	2	3	2	4	3	4	5	5	5	4	1	1	2
All Other Departments	13	15	14	15	8	9	6	6	7	7	5.5	6.5	7
Totals	33	36	34	38	21	27	26	26	27	26	21.5	24.5	30

**Not used for Budgeting Purposes* ***Organization Change*

***The following has been updated to reflected the Fiscal 2012-13 Budget**

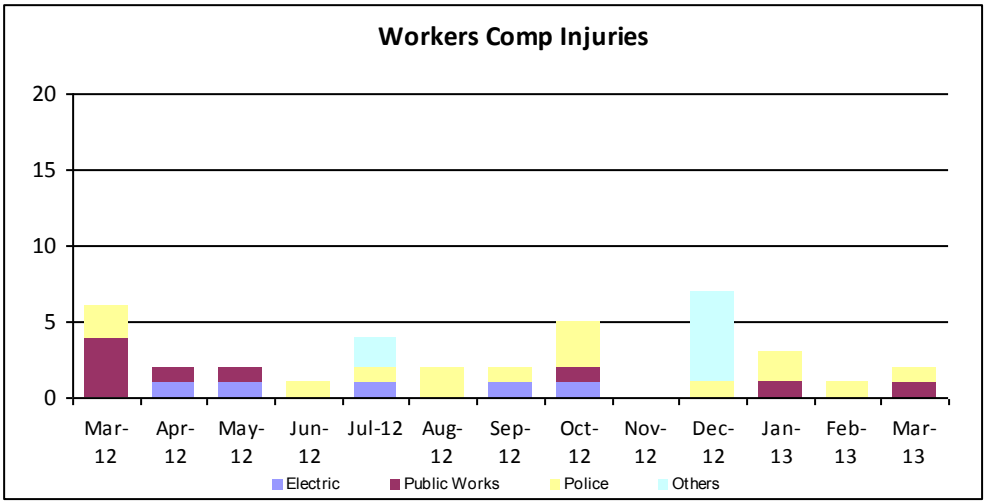
Electric: Electric Director, Electrical Engineer, Senior Lineman, Line Crew Superintendent

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 l

Police: Records Unit Supervisor, Communications Operator

All Other Departments: Library Clerk II**,** Librarian I, Administrative Assistant (Inspections), Inspector I (Fire Marshal), Building Supervisor (part-time), Account Clerk II, Account Clerk III, Service Center Clerk (part-time)

HUMAN RESOURCES
continued



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

Turnover Statistics

	2010	2011	2012*	2013 * (CYD)
Total Turnover %	5.57	6.75	11.00	3.79
Termination Turnover %	0.27	1.08	0.29	0.87
Resignation Turnover %	2.12	4.05	5.21	1.17
Retirement Turnover %	3.18	1.62	5.50	1.75

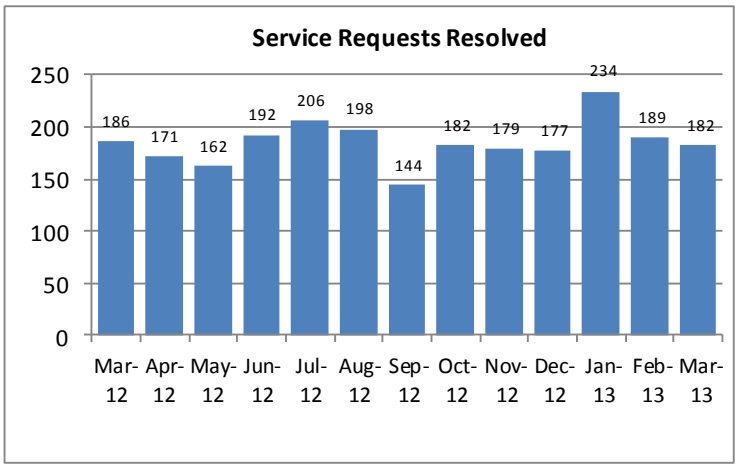
* Healthcare cost sharing implemented

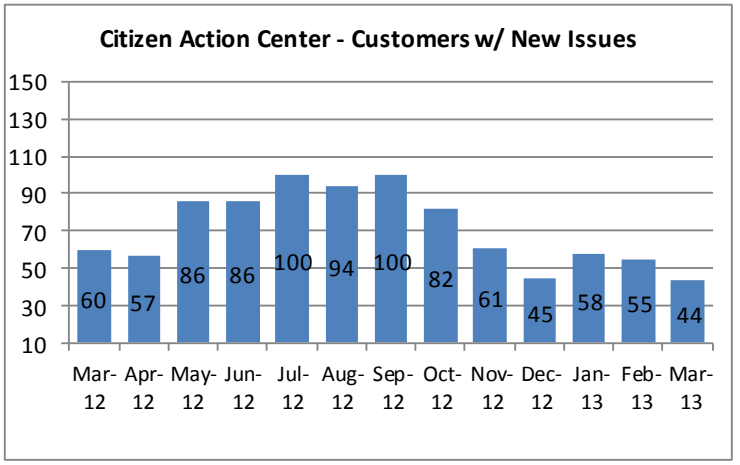
Average Employees

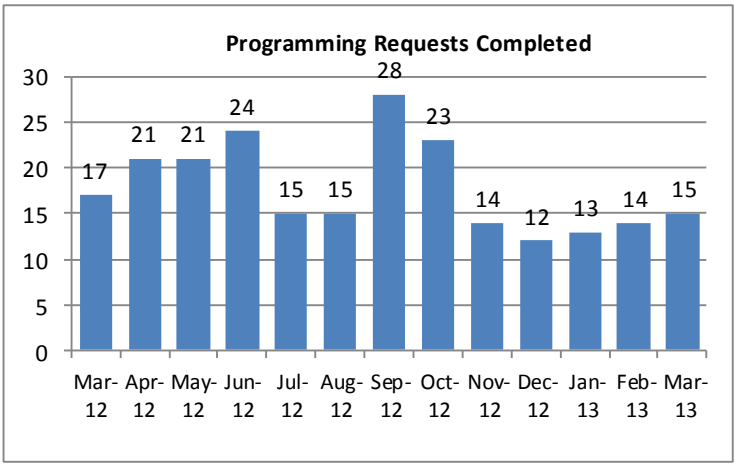
	2010	2011	2012*	2013(YTD)
Total Number of Employees Separating from Service	21	25	38	13
Average Number of Full-time Employees	362	356	333	329
Average Number of Part-time Employees	16	15	12	15

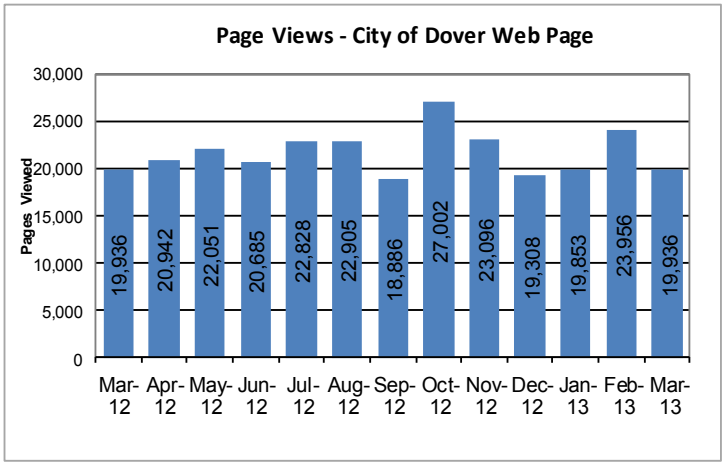
* Healthcare cost sharing implemented

INFORMATION TECHNOLOGY





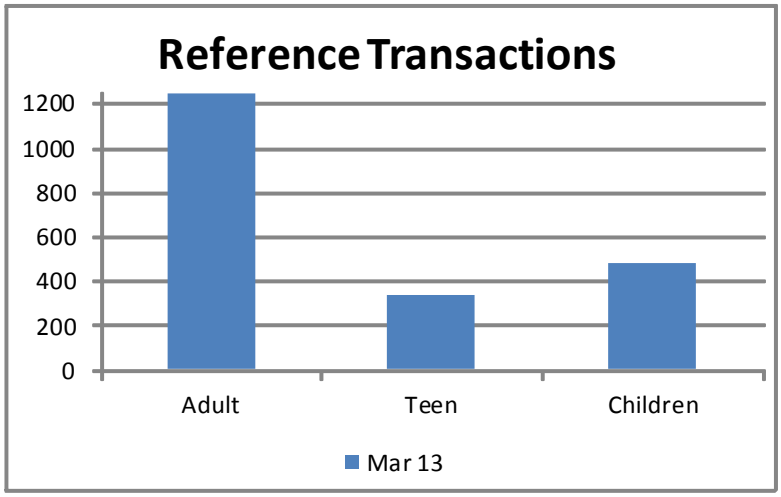




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	352	351	342
Scheduled PCs Replaced	-	-	-
Servers Supported	15	14	16
People Trained	1	12	20

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

LIBRARY



Adults – 1241 Teens – 335 Children – 477

Circulation	Mar 13		FYTD 13		Mar 12		FYTD 12
Dover residents	21,133		169,113		17,536		147,275
Ebooks	1,129		8,387		704		2,438
Kent residents*	16,976		145,417		14,737		128,802
Non-county residents	2,127		18,532		2,175		16,551
Registrations							
Dover residents	333		3,245		211		1,761
Kent residents*	165		1,105		62		694
Non-county residents	7		98		9		87
Other							
Visiting Patrons	28,501		241,791		31,364		275,473
Meeting Room Usage	1,588		8,388		120		620
Photocopier Usage	1,272		11,355		2,071		13,029
Dial-A-Story	N/A		1,911		670		7,766
Computer Usage	4,795		35,358		3,949		36,647
Holds (Total)	6,842		51,601		7,442		63,048

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 199	Harrington: 1
Milford: 211	Milford: 6
Smyrna: 1,352	Smyrna: 19
Outside City Limits: 15,214	Outside City Limits: 140

Total Registered Users: (Card Holders)

City: 19,961 Kent County: 12,912 Outside Kent County: 950

Other Points of Interest:

Inter/Interlibrary***: 64 items loaned out
53 items borrowed

Technical services: 1,544 items added
672 items deleted

Volunteers: 289 hours of service completed

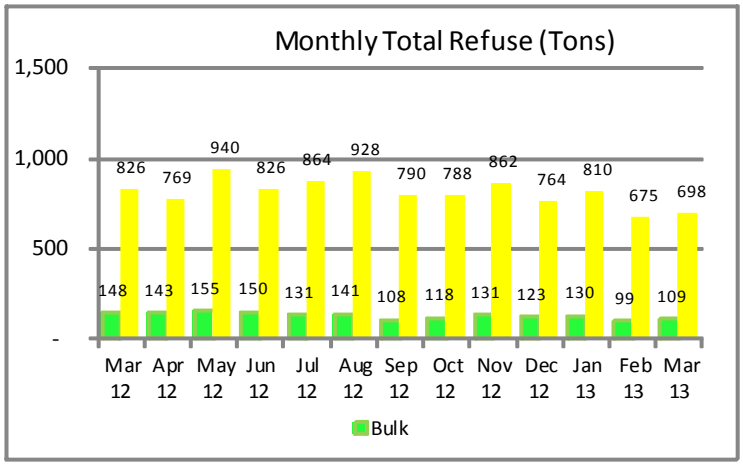
PUBLIC WORKS

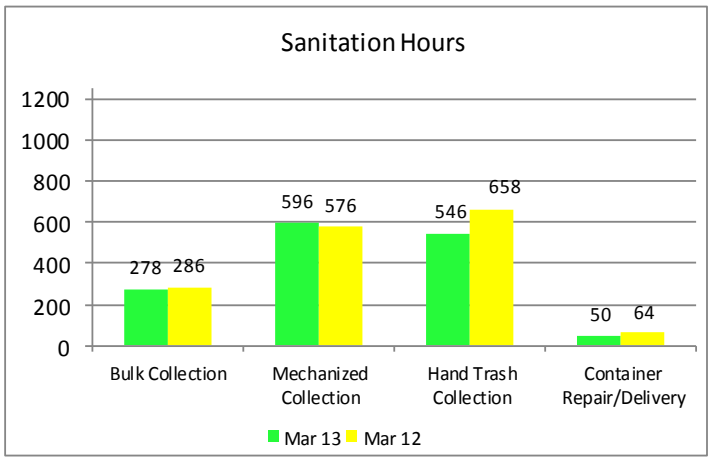
Administration

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





	MARCH 13	FYTD 13	MARCH 12	FYTD 12
Trips to DSWA Sandtown Landfill	161	1,528	187	1,622
Total Tonnage to DSWA	806.46	8,258.71	973.82	8,999.62
90-Gallon Containers Delivered	19	222	25	178
300-Gallon Containers Delivered	3	27	0	29
Total Man Hours-containers Delivered	50	387	64.0	246

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
March 2013	18,418	8,705	251,680	13.66

PUBLIC WORKS
continued

Streets	MARCH 13	FYTD 13	MARCH 12	FYTD 12
Signed Installed	19	207	26	241
Signs Repaired	5	81	16	153
Curbs Painted Yellow (feet)	351	5,878	0	942
New Post Installed	6	35	2	51
Storm Catch Basins Repaired	0	1	1	44
Storm Catch Basin Repairing (Hrs.)	0	1	16	123
Storm Catch Basins Cleaned	4,430	6,229	0	1,961
Storm Catch Basins Cleaning (Hrs.)	360	1,058	0	893
Hot Mix Patching (Tons)	0	236	0	63
Hot Mix Patching (Hrs.)	0	283	0	420
Cold Mix Patching Hrs.)	40	499	53	484
Concrete Work (Hrs)	0	435	57	607
Concrete Patching (Cubic Yards)	0	4	0	1
Ditch Work (Hrs).	16	118	0	70
Street Sweeping (Miles)	1,534	7,682	1,047	7,952
Street Sweeping (Cubic Yards)	216	1,748	144	1,725

Grounds

Arborist Crew	MARCH 2013	MARCH 2012
Trees Trimmed	156*	38
Trees Removed	17	13
Stumps Removed*	14	4

*100 of these were trees in Silver Lake Park.

- Continued removing dead/hazardous trees in Dover Park.

Beautification Crew

- Greenhouse maintenance including potting up seedlings and plugs as they are shipped.
- Potting up hundreds of perennials saved including Canas, Caladiums and Elephant Ears.
- Applied four (4) truckloads of good mulch under trees in the downtown business district.

Mowing Crew

- Assisted with tree work and stump removals.
- Snow/ice removal from sidewalks after a couple of light snows.
- Landscape repair work for Water Department at several locations.

Geographic Information Systems (GIS)

- Created alley abandonment map for 235 Bayard Avenue.
- Location and species tree map for The Green.
- Printed Neighborhood Stabilization Program posters.
- Created Street dedication maps for Cannon Mills and the Village of Westover.
- Modified 2013 Trash Collection Holiday calendar.
- Printed St Patrick's Day Parade posters.
- Recreated forms for the Sanitation Daily Reports.

Fleet and Facilities Management

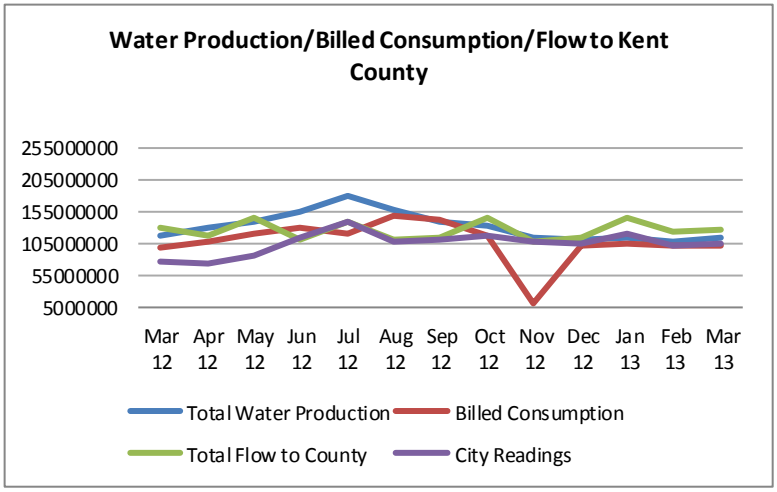
Fleet Maintenance
Work Orders: 61

Major Program Updates

Measure	March 2013	March 2012	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	*31 out of 32 96.88% 6 Unscheduled PM's 4 Couldn't get to shop needed on job or couldn't get in shop 5 vehicles no longer have	17 out of 25 68.00%	+ 28.88 %
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	23 out of 23 100%	22 out of 22 100 %	0 %
Emergency work orders completed within 2 days *(Quantity and Percentage)*	7 out of 7 100%	7 out of 7 100 %	0 %

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

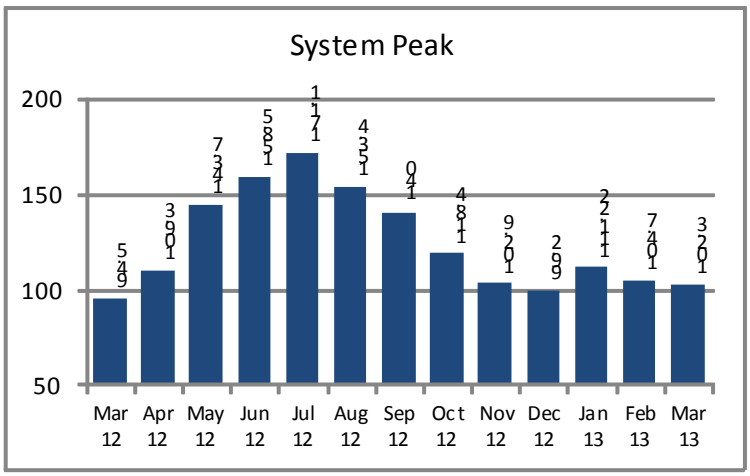
Major Program Updates	MARCH 2013	MARCH 2012	DIFF	FY13 YTD	FY12
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	11	5	+6	60	77
Plan Review Completed Within 30 days of Submission	10 plan 100%	7 plan 100%	+3	72	64
Field Inspection Response within 48 hours of Request	23	16	+7	223	236

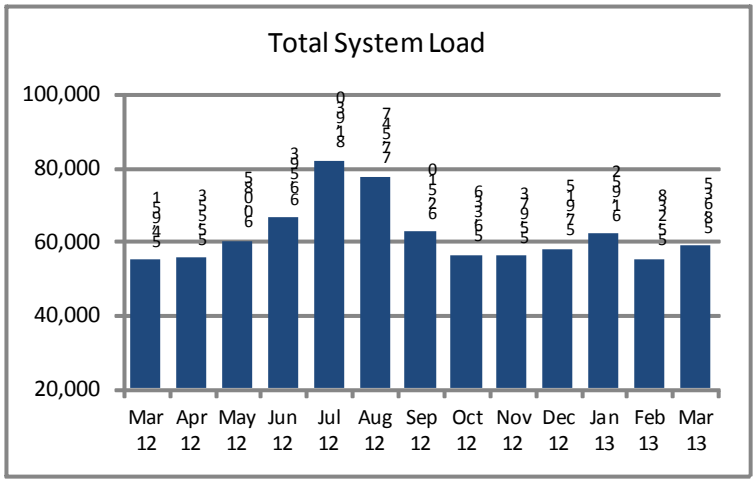
OPERATIONAL SUMMARY

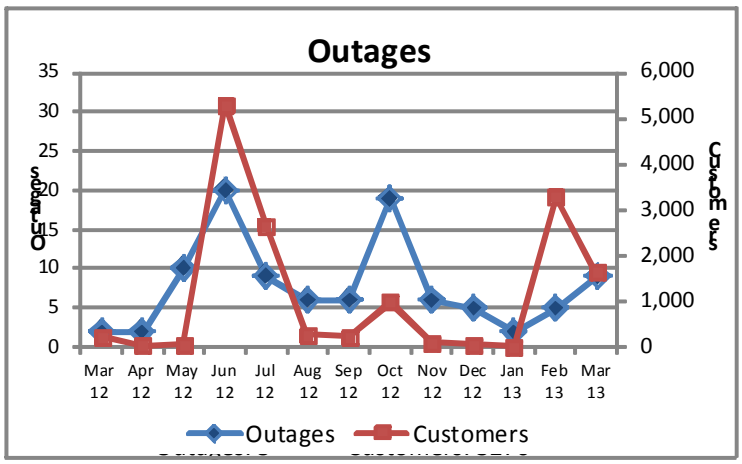
Task	MARCH 13	MARCH 12	CURRENT FY
Water Production - Daily Average	3,692,194	3,768,581	1,167,025,000
Average Field Response Time (goal is <30 minutes)	13	21.37	17.46
Water Mains Repaired	1	0	25
Water Service Lines Repaired	1	3	15
Wastewater Mains Repaired	0	0	4
Wastewater Service Lines Repaired	2	5	6
Sewer Lines Flushed - linear feet	113,199	59,763	668,503
Sewer Mains Videoed -linear feet	1,297	7,241	51,206
Total Fire Hydrants in Service	1,803	1,783	1,803
Total Water Meters in City Distribution System	14,102	14,013	14,102

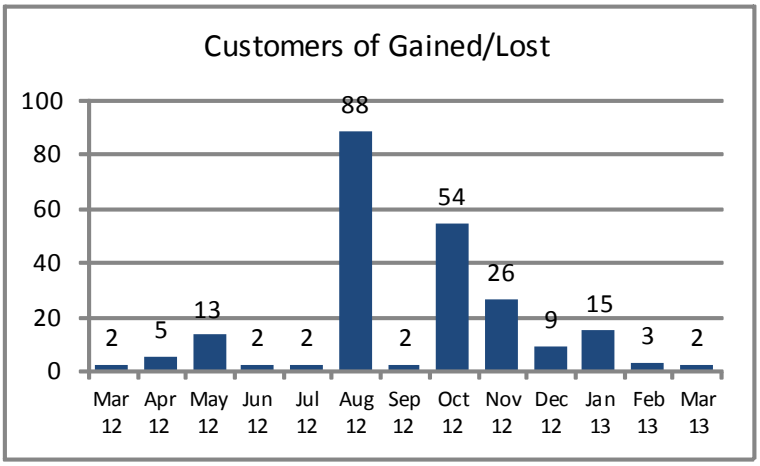
PUBLIC UTILITIES

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
50.82	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**
5	30	32.8 Minutes	27.61 Minutes

PROGRAM UPDATES	MAR 13	MAR 12	FY13 YTD
Tree Trimming	234	130	1719
Number of Oil Releases	1	0	2
Lost Time Accidents – All Electric Utility Divisions	0	0	2
New Services	2	13	186
Major Goals Completed in the Past Two Months			
Energized New Frazier Substation			

City Planner's Monthly Report

Planning, Inspections & Recreation

March 2013

Planning, Inspections & Recreation Highlights

- **Easter Egg Hunt** - Our annual Easter Egg Hunt was hosted at Schutte Park this year with approximately 450 youngsters gathering eggs and meeting the recreation bunny!
- **National Monument Designation for The Green**—On March 25, 2013 **The Green in Dover** was designated as a National Monument by action of President Barack Obama under the provisions of the Antiquities Act of 1906. The Green is one of several sites in Delaware designated as part of the **First State National Monument** which consists of the Woodlawn Property along the Brandywine Creek and the New Castle Courthouse Complex of the New Castle Green and the Old Sheriff's House. It is the 400th unit of the National Park Service. Visit www.nps.gov/frst
- **Dick's Sporting Goods**—A building permit was issued for Dick's Sporting Goods at Dover Mall





Personnel and Training Updates

Sherwanda Speaks and Ann Marie Townshend attended the 5th Annual Coalition for Healthy Eating & Active Living on March 7th.

On March 15, 2013 Kristen Mullaney attended the Delaware Planning Education Program: Planning 103 Workshop held at the University of Delaware Paradee Center in Dover, Delaware. Ann Marie Townshend was a trainer at the workshop.

On March 20, 2013 Maretta Purnell and Kristen Mullaney attended the Indispensable Assistant Seminar held at the Holiday Inn in Dover, Delaware.

On March 20, 2013, Sherwanda Speaks staffed a Dover Parks and Recreation vendor display at a Delaware State University Health Fair.

Ann Marie Townshend, Dawn Melson-Williams, and Janelle Cornwell viewed the "Ethics Skit" Webinar on March 22, 2013. The Webinar was prepared by Delaware APA and presented nationwide as part of the continuing education requirements of the American Institute of Certified Planners (AICP). Janelle also participated in the development of the skit.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '13 Budget	FY '13 Actual	
Business License	$1,455,000	100%	99%
Trailer License	$23,000	94%	94%
Building Permits	$400,000	65%	48%
Cert. of Occupancy	$9,000	56%	52%
Public Occupancy	$9,000	101%	98%
Lodging House	$12,000	122%	122%
Plumbing/Heating/Air	$70,000	78%	72%
Sprinkler	$25,000	74%	62%
Rental Inspection Fee	$325,000	102%	93%
Miscellaneous	$25,000	55%	49%
Fire Protection Fees	$30,300	83%	76%
Vacant Building Reg.	$15,000	308%	273%
Total P&I Revenue	**$2,398,300**	94%	89%
Recreation	$130,000	$86,978	67%

Looking Forward….

The following activities are planned for April and will be reported in the April Monthly Report:

- Open Gym Fee Update!
- Three adult softball leagues start their season in April.
- Safe Communities Ordinance approved by City Council.
- Safe Communities training held for landlords on April 13, 2013.
- Building Permit activity increases.

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 March 2013, Planning Staff was involved with review of 65 Permits and 8 Certificates of Occupancy permits (2013 Year to Date total of 181 Permits and COs compared to 196 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.

- The text amendment and Zoning Map amendment to update the **Airport Environs Overlay Zone (AEOZ)** as a result of the recent AICUZ Study for Dover Air Force Base was approved by City Council on March 11, 2013. The text amendments updated the provisions of the AEOZ found in *Zoning Ordinance,* Article 3 Section 22. Also approved was the Comprehensive Rezoning: AEOZ Zoning (Zoning Map amendment) which updated the zoning of 685 properties by changing the boundary of the Noise Zones of the AEOZ. (Application MI-12-24)
- Other 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, training on 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. As directed, the Planning Staff continues to work the Capital School District and DelDOT regarding this matter.

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 is progressing 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. A Pre-Construction meeting was held by City Staff with Kvaerner, the site construction manager/contractor and Calpine on March 22, 2013 in anticipation of the start of mobilization for construction activity. The review of Administrative Building Permit #13-286 was begun and is anticipated to be issued in early April. 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.

BOARD AND COMMISSION ACTIVITY

Board of Adjustment

The Board of Adjustment did not meet in March. The next regular scheduled meeting of the Board of Adjustment was rescheduled for April 3, 2013.

Historic District Commission

The Historic District Commission met on March 21, 2013. The next Historic District Commission meeting is scheduled for April 17, 2013. The following applications were considered.

HI-13-04 Building Permit #13-260 for John Bell House at The Green – Approved the Architectural Review Certification for construction of an accessory structure (historic replica outhouse) and fence as shown on the Permit plans. This Building Permit was referred by the City Planner to the Commission for consultation.

HI-13-02 Family Dollar at 300 West Loockerman Street - Recommended Approval of the Architectural Review Certification to demolish the existing structure to include the conditions specified in Staff Recommendations #3 and #4 regarding demolition and recordation of the building and Recommended Approval of the proposed site redevelopment for a one story commercial building subject to the following conditions: possibly planting street trees in the sidewalk area on South New Street to provide some screening of parking; adding a low brick wall to screen the parking from Loockerman Street; and to provide upright curbing between the parking lot and sidewalk.

Planning Commission

The Planning Commission met on March 18, 2013 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for April15, 2013.

- **S-12-12 Delaware State University Applied Optics Research Building—**Site Development Master Plan application approval was amended to remove the condition of the parcel consolidation.
- **AX-13-01 Lands of Sipples's Used Cars at 1174 S. Governors Avenue**—Recommendation of Approval to City Council for rezoning of the property from BG (General Business District) to C-2A (Limited Central Commercial Zone) upon annexation of the property into the City.
- **C-13-02 Offices of E-ZPass at 22-24 West Loockerman Street**—Conditional Approval to establish of an office use on the first floor of the existing building subject to the DAC Comments and Staff Recommendations.

- **S-13-03 Lands of Boyles at 527-529 South State Street**—Conditional Approval of the Site Plan and Architectural Review Certification for construction of a parking lot including approval of the waiver requests for a reduction in parking and the elimination of upright curbing and subject to the DAC comments and Staff recommendations.
- **MI-13-04 Clearview Meadow PND: Revised Active Recreation Plan and Minor Subdivision**—Denied a request to Revise the Revised Active Recreation Plan #2 to eliminate the swimming pool facility and add a community building and Denied the associated Minor Subdivision Plan to relocate one lot and to create two additional lots based on the public testimony received which reflected that the community was willing to wait until they reach the critical mass necessary to support a pool.

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Monthly statistics for the month of March 2013.

CDBG FY12 Projects

- ***Homeownership Assistance Program***

Four (4) families were provided settlement assistance to purchase properties in the City of Dover. All funds have been expended. Additional funding for this program has been reallocated.

- ***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 March 8th 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 2 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 10 properties. The remaining balance of $176,703 will be utilized for renovations, acquisition and down payment assis-

tance for eligible NSP properties. Eight properties have been sold, one is a lease purchase and one is a rental that serves persons with disabilities. Habitat has purchased the 11th NSP property in the City of Dover and they already have a buyer.

218 Ann Avenue (sold)

343 Mimosa Avenue (sold)

907 Woodcrest Avenue (sold)

1430 S. Hancock (group home rental)

1415 S. Hancock (sold)

4 Bennington Street (under renovation)

337 N. Governors Avenue (sold)

254 Green Blade Drive (sold)

302 Stone Brook Place (lease purchase)

11 Westover Drive (sold)

110 Thames Drive (sold)

Dangerous Buildings, Vacant Buildings & Demolitions

- *416 W Division Street*—Asbestos survey was scheduled for early April 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 is scheduled for April 8, 2013
- *316 & 320 West Divis*ion *Street* - Owner is making progress on the homes.
- *423 Cecil Street*—15 day notice issued to owner to repair the structure or have it demolished or it would be presented to City Council in April.
- *427 W Division Street*—15 day notice issued to the owner to repair the structure or have it demolished or it would be presented to City Council in April.
- *Vacant Buildings*—During March, 14 additional buildings were registered as vacant, and $4,500 in vacant building registration fees were collected.





Ron Coburn and Dave Truax posting dangerous buildings for Firefighter safety.

Code Enforcement Activity

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid rental permit	9	22	100%	91%
No valid building permit	6	18	100%	89%
Tall grass and weeds	1	1	100%	100%
Unregistered vehicle	8	21	100%	90%
Abandoned vehicle	5	46	100%	98%
Annual Housing Inspection	35	126	80%	90%
Property Maintenance – Exterior	65	194	77%	78%
Electric Termination	22	41	95%	88%
Dover Code of Ordinances	27	125	85%	86%
Zoning	9	26	67%	73%
Total Cases	**187**	**621**		
Total # of Inspections				
For Month	**255**			

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**MAR13**	**FYTD 13**	**MAR 12**	**FYTD 12**
Fire Protection Inspections (New & Existing)	60	238	15	384
Fire Code Inspections	118	218	20	313
Inspection Deficiencies	41	119	5	372
Certificate of Occupancy	3	43	5	23
Accidental	$90,000	$96,450.00	$80,000.00	$227,110.00
Incendiary	$0	$1100.00	$0	$262,000.00
Undetermined	$1,000	$1000	$0	$20,000.00
PERMITTING AND LICENSING				
Permits Issued	**MAR 13**	**FYTD 13**	**MAR 12**	**FYTD 12**
Administrative Permit	3	21	0	14
Building Addition/Renovation Permits	24	217	19	271
Building Permits	14	99	27	122
Demolition Permits	4	38	1	16
Fence Permits	7	61	13	85
Fire Prevention Permits	6	85	7	57
Mechanical Permits	22	227	15	210
Plumbing Permits	30	254	19	303
Sign Permits	31	175	23	205
Swimming Pool Permits	0	11	1	7
Business Licenses	32	1020	28	1,384
Merchant Licenses	2	266	1	275
Contractor Licenses	34	699	30	762
Lodging House Licenses	0	51	2	15
Mobile Homes	0	225	5	305
Public Occupancy	4	333	24	124
Rental Dwelling	58	2882	170	2664
BUILDING INSPECTIONS				
Inspections	**FEB 13**	**FYTD 13**	**FEB 12**	**FYTD 12**
Building	246	2,656	230	2,626
Plumbing/Mechanical	251	2,764	343	3,139
Certificate of Occupancy	8	72	7	96

Fire Marshal's Office—At a Glance

of Fires Requiring FM Response for March - 6

- 4 Accidental
- 2 Incendiary
- 46 hours of investigation time

# of Active Fire Investigations

- 39 N New ST.
- 972 Boggs Dr.
- 224 Bradley Road 2/13
- Super Lodge Motel 2/13

Enforcement Activity

- 200 Banning St. Pull Station Pull Station (Active Warrant for person involved) 2/13
- 852 South Little Creek Road East Dover Elem. Incendiary fire. Juvenile sent to Intervention program in lue of arrest.
- Central Middle School. Intentionally activated pull station. Juvenile sent to intervention program in lue of arrest.

# of Complaints- 7



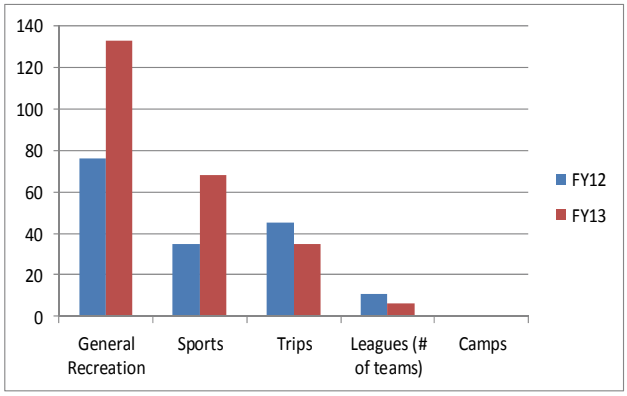
Fire Damage at 39 N New Street



972 Boggs Drive

Recreation Division

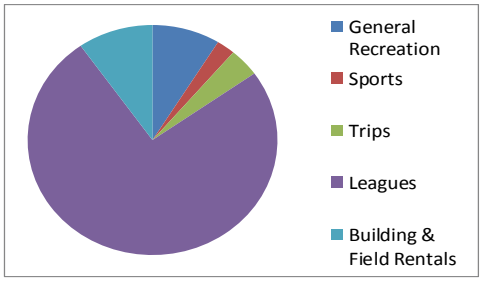
Enrollment Summary: March 2012 vs. March 2013

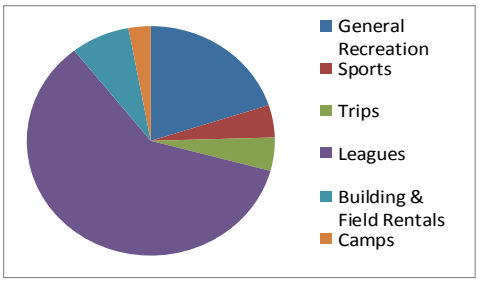


Category	FY12	FY13
General Recreation	76	133
Sports	44	68
Trips	45	35
Leagues	11	6
Camps	0	0



Recreation Revenue Breakdown: March 2012 vs. March 2013



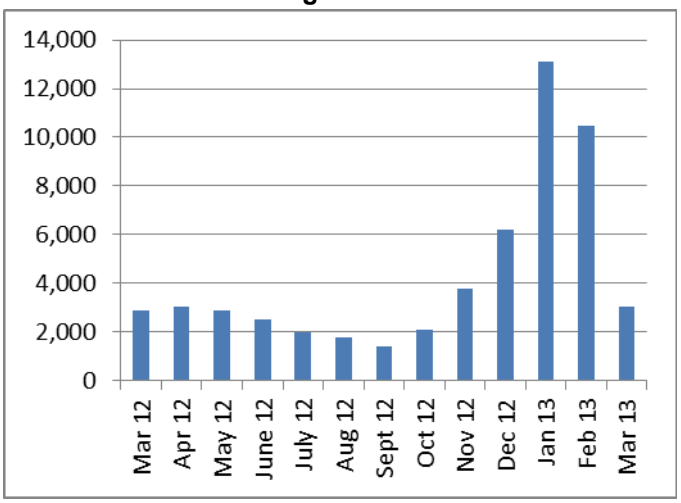


General Recreation	$1,457
Sports	$400
Trips	$660
Leagues	$12,44
Building & Field Rentals	$1,615

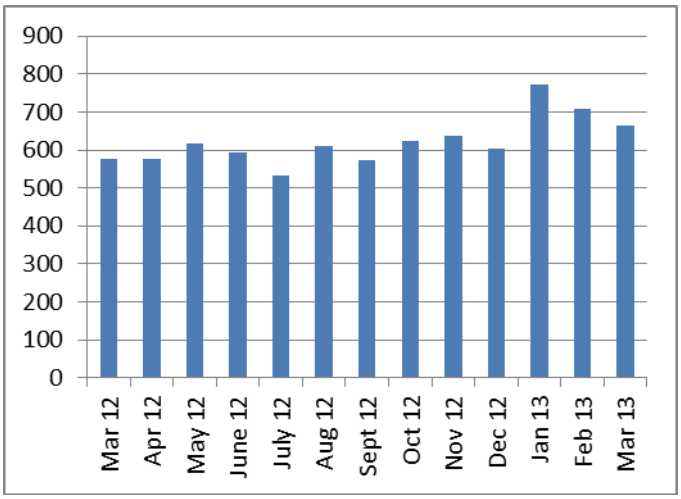
General Recreation	$2,754
Sports	$630
Trips	$647
Leagues	$8,300
Building & Field Rentals	$1,060
Camps	$400

John W. Pitts Recreation Center – March 2013

Total Program Attendance



Facility Usage By The Hour



Facility Usage By The Hour	MAR 13		FYTD 13		MAR 12		FYTD 12
Open Gym	529.25		4,105		472.5		3,818
Fitness Classes	57.5		420.25		47		335
Leagues	45		712		14		379.5
Camps	0		49		0		44
Sports Classes	18.5		152		17.5		152.5
Meetings & Rentals	11.5		242.5		11		244.75
Enrichment Classes	2		50		13		73
Total Facility Usage Hours	663.75		5,730.75		575		5,046.75

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

Program Attendance**	MAR 13		FYTD 13		MAR 12		FYTD 12
Total	3,013		43,801		2,860		44,314
Open Gym	1,280		7,725		1,026		6,368
Fitness Classes	393		3,058		312		2,741
Leagues	1,085		26,128		930		26,430
Camps	0		254		0		348
Sports Classes	180		1,288		224		1,667
Meetings & Rentals	65		5,237		314		6,543
Enrichment Classes	10		111		54		217

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%)

DOVER
FIRE DEPARTMENT



MARCH
2013

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 03/01/2013 to 03/31/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
100 Fire, other		1	1.27%	$0	0.00%
111 Building fire		2	2.53%	$0	0.00%
113 Cooking fire, confined to container		9	11.39%	$0	0.00%
140 Natural vegetation fire, other		1	1.27%	$0	0.00%
142 Brush or brush-and-grass mixture fire		1	1.27%	$0	0.00%
150 Outside rubbish fire, other		3	3.80%	$0	0.00%
154 Dumpster or other outside trash receptacle fire		1	1.27%	$0	0.00%
	Totals	**18**	**22.78%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
322 Motor vehicle accident with injuries		2	2.53%	$0	0.00%
352 Extrication of victim(s) from vehicle		1	1.27%	$0	0.00%
	Totals	**3**	**3.80%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		1	1.27%	$0	0.00%
412 Gas leak (natural gas or LPG)		5	6.33%	$0	0.00%
440 Electrical wiring/equipment problem, other		2	2.53%	$0	0.00%
445 Arcing, shorted electrical equipment		1	1.27%	$0	0.00%
461 Building or structure weakened or collapsed		1	1.27%	$0	0.00%
	Totals	**10**	**12.66%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		1	1.27%	$0	0.00%
553 Public service		1	1.27%	$0	0.00%
571 Cover assignment, standby, moveup		1	1.27%	$0	0.00%
	Totals	**3**	**3.80%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		8	10.13%	$0	0.00%
611 Dispatched & canceled en route		3	3.80%	$0	0.00%
650 Steam, other gas mistaken for smoke, other		2	2.53%	$0	0.00%
	Totals	**13**	**16.46%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		8	10.13%	$0	0.00%
710 Malicious, mischievous false call, other		4	5.06%	$0	0.00%
711 Municipal alarm system, malicious false alarm		2	2.53%	$0	0.00%
715 Local alarm system, malicious false alarm		1	1.27%	$0	0.00%
730 System malfunction, other		5	6.33%	$0	0.00%
735 Alarm system sounded due to malfunction		1	1.27%	$0	0.00%
742 Extinguishing system activation		1	1.27%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		8	10.13%	$0	0.00%
746 Carbon monoxide detector activation, no CO		2	2.53%	$0	0.00%
	Totals	**32**	**40.51%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					

Incident Type Report (Summary)

Dover Fire Department

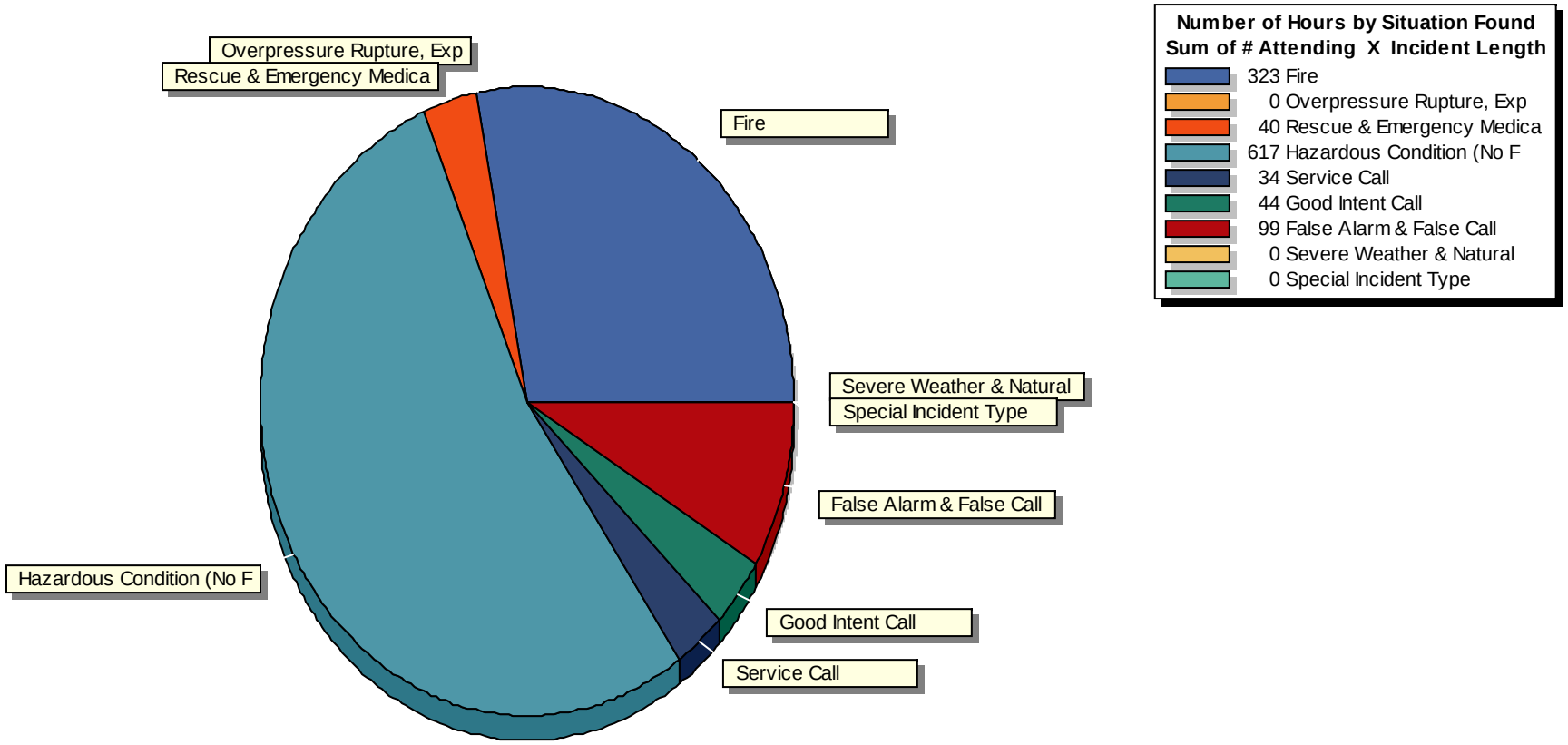
Date Range: From 03/01/2013 to 03/31/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
	Totals	**0**	**0.00%**	**$0**	**0.00%**
9 Special Incident Type					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
	Totals	**79**		**$0**	

Manpower Hours by Sitation Found

Date Range: From 03/01/2013 to 03/31/2013

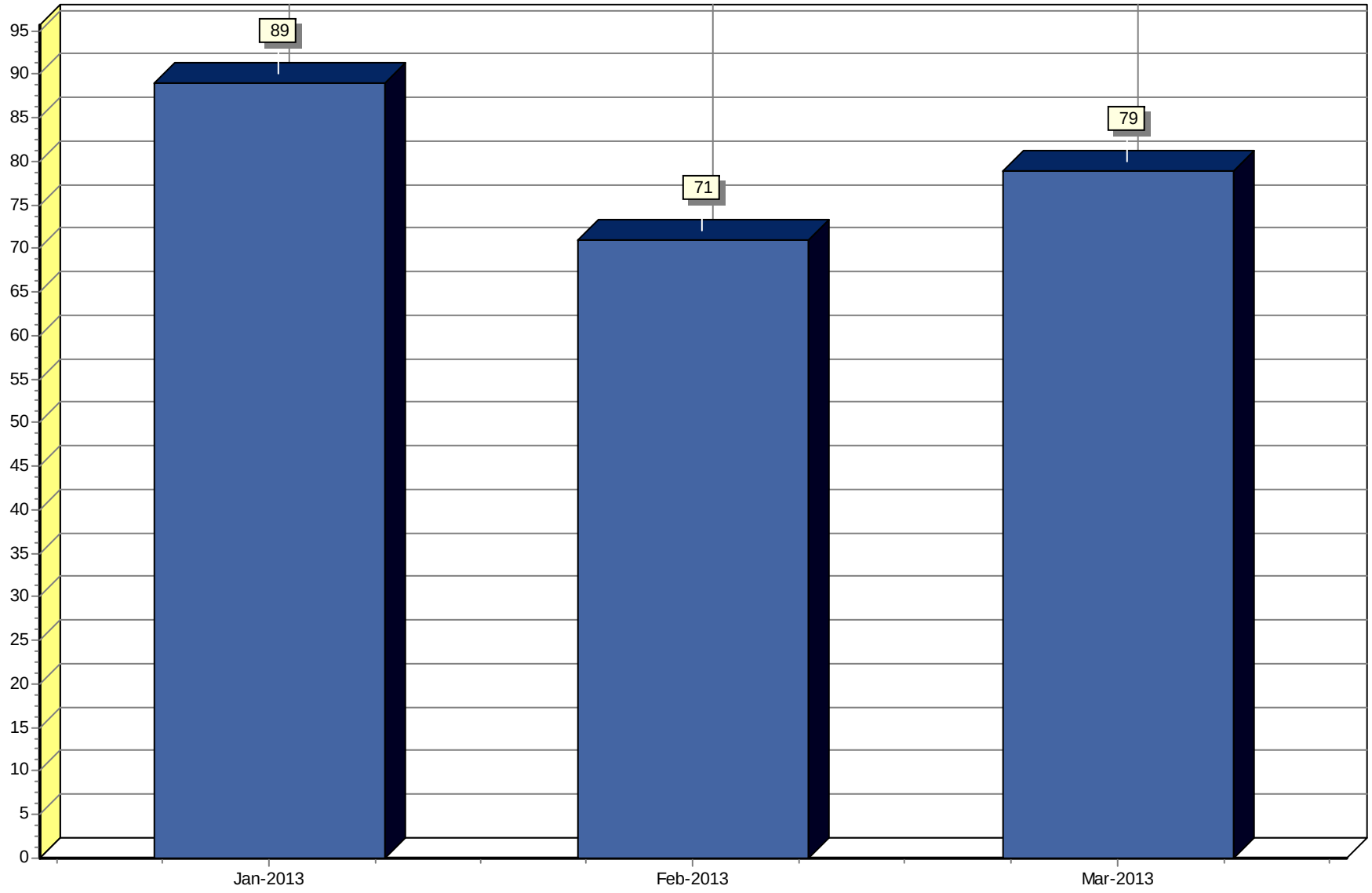
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2013 to 03/31/2013



Incident Run Log

Dover Fire Department

Date Range: From 03/01/2013 to 03/31/2013
Company: All Companies
Sorted by: Incident Number

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
03/01/2013	30046	2013-000161	00:41	772	WALKER RD 772 WALKER ROAD S C		Fire, other

E-3 went on location and passing command to Dover 21. E-3's crew found a dryer on fire with extension into the false wall. E-6's crew assisted E-3's crew with extinguishment of a small dryer fire. Power was secured at electric panel box. Mechanical ventilation was preformed and building was cleared.

Water used 25 gallons

FM 1 contacted and responded and scene turned over to FM 1.

03/01/2013	30046	2013-000162	16:08	51	WEBBS LN	R	Gas leak (natural gas or LPG)

Maintenance was performing work on an oven and could not secure the gas. Upon arrival, maintenace advised they had secured the gas and we were not needed. Crews completed a walk through and cleared.

03/01/2013	30046	2013-000163	20:19	529	N AMERICAN AVE EXT		Carbon monoxide detector activation, no CO

Writer completed a walk through of the house with negative results. Writer adivsed home owner to get a new CO detector and cleared.

03/02/2013	30046	2013-000164	15:45	128	PARKWAY DR		Carbon monoxide detector activation, no CO

Homeowner was testing hte system and the house was checked with negative results.

03/03/2013	30046	2013-000165	10:10	211	S DUPONT HWY		False alarm or false call, other

AFA call from alarm smoke detector activation. Alarm called back and wished to cancel. Dover 21 responded to find a light smoke condition inside. This was due to not turning on there hood system before cooking burger's on the broiler. Alarm was rest before Dover 21 was on scene.

03/03/2013	30046	2013-000166	12:08	655	BAY RD		Smoke detector activation, no fire - unintentional

E-6 responded to above address. E-6's crew used Knox box key to gain entry into building. E-6's advised that a worker was burnishing the floor and caused the smoke detector to activate. Two building respondents were on location and reset the system. Building was placed on fire watch until they floor crew was completed with burnishing the floor.

03/03/2013	30046	2013-000167	15:22	200	BEECHWOOD AVE		Natural vegetation fire, other

Brush 9 (Dover 21) on scene with a 20' by 40' small woods fire. Brush 9 started with the booster line to wet the area. Brush 9 used 200 gallons.

03/03/2013	30046	2013-000168	16:18	326	N BRADFORD ST		System malfunction, other

Dover 15 on location to above address. Alarm was reset before 15 was on scene by a resident. Dover PD was contaced for a disorderld resident that reset the alarm.

03/03/2013	30046	2013-000169	16:45	1188	FORREST AVE		System malfunction, other

Dover E-6 on scene to above address. E-6's crew did a walk through with no results.

03/05/2013	30046	2013-000170	20:49	67	SLOAN CAMP RD		Malicious, mischievous false call, other

OUTSIDE FIRE - HANDLED BY STA 51

03/06/2013	30046	2013-000171	01:17	133	MADISON CT		Arcing, shorted electrical equipment

Crews located an extension cord that was on fire and entingushed prior to our arrival. The cord was located in the downstairs bed room and was secured by E6's crew. L2 provided positive pressure and units cleared.

03/06/2013	30046	2013-000172	14:16	1245	HARRISON DR		Public service

18 responded to above to assist the resident with a battery change in her upstairs hallway smoke detector. Assistance was provided.

03/06/2013	30046	2013-000173	14:28	430	COLLEGE RD	700	Cooking fire, confined to container

18, L2, and E6 responded to above for report of automatic fire alarm. 18 arrived and was advised by DSU PD that an apartment on the second floor was full of smoke and water and that a fire started on the stove. All occuppants were accounted for. E6 arrived as well as L2 , crews secured the utilities including power and water to the first and second floor. Fire was contained to the stovetop with no extension. Scene was turned over to FM-2 and DSU PD.

03/06/2013	30046	2013-000174	15:12	130	HAMAN DR		Steam, other gas mistaken for smoke, other

E6 responded to above for report of smoke on the first floor. Second report advised it was steam from a dryer vent. E6 arrived and advised same.

03/07/2013	30046	2013-000175	21:42	1200	N DUPONT HWY		Malicious, mischievous false call, other

Writer responded to above for report of auto fire alarm. Upon arrival writer located a pull station activated on the third floor. Scene turned over to DSU PD.

03/08/2013	30046	2013-000176	19:15	98	ROSE DALE LANE		Cover assignment, standby, moveup

E4 and L2 were alerted and responded for a ladder company assist. Upon responding both units were re directed to Station 43 for standby.

03/09/2013	30046	2013-000177	16:18	34	S BRADFORD ST		Smoke detector activation, no fire - unintentional

Unattended cooking of Hamburgers. Resident locked door after E-4's crew investigated the resident. E-4's could not ventilate the resident

03/09/2013	30046	2013-000178	19:33	34	S BRADFORD ST		False alarm or false call, other

ALARM WAS NEVER RESET FROM INCIDENT 177.

03/10/2013	30046	2013-000179	12:32	19	S STATE ST		False alarm or false call, other

CREWSW COMPLETED A WALK THROUGH OF THE BUILDING WITH NEGATIVE RESULTS. ALARM WAS NOT SOUNDING UPON OUR ARRIVAL.

Date	FDID	Incident#	Alarm	### Address	Suite	Type
03/11/2013	30046	2013-000180	22:30	365 N DUPONT HWY		Dispatched & canceled en route
		Accidental trip of HUD system.Chief West cancelled all units.				
03/13/2013	30046	2013-000181	15:31	16 MERION CT		Gas leak (natural gas or LPG)
		EMS requested our response due to a strange odor in the house.Crews found BBQ style propane tanks hooked up to space heaters in the living room/bed rooms that were pumping fumes into the house. A63 transported a 56 y/o female to KGH for seizures. Per FM2 the injury to the female was not related to the propane level in the house. Writer requested the FMO and city inspections due to the injury and living conditions of the house. Crews provided positive pressure and turned the scene over to FM2.				
03/13/2013	30046	2013-000182	17:00	32 W LOOCKERMAN ST		Alarm system sounded due to malfunction
		On arrival fire alarm panel showed a a smoke detecor activation on the second floor living area. Crews checked the building with negetive results.				
03/13/2013	30046	2013-000183	19:04	32 W LOOCKERMAN ST		Dispatched & canceled en route
		FIRE WATCH, NO RESPONSE PER 15. ZONE 1 ACTIVATION				
03/14/2013	30046	2013-000184	09:15	255 WEBBS LN	D	Cooking fire, confined to container
		E4 AND E7 RESPONDED TO PINE GROVE APTS. TO INVESTIGATE A CALL FOR UNATTENDED COOKING IN D-14. THE CALLER REPORTED THAT SHE BURNT A PAN ON THE STOVE WHICH FILLED HER APT. WITH SMOKE AND SET OFF THE FIRE ALARM. E4 CREW INVESTIGATED AND PLACED THE SCENE UNDER CONTROL IN A TIMELY MANNER. THE SCENE WAS TURNED OVER TO MAINT. AND ALL UNITS RETURNED. User: SHEPHERD, JAKE 3/14/2013 09:57:58				
03/14/2013	30046	2013-000185	10:00	400 S QUEEN ST		Electrical wiring/equipment problem, other
		2ND ASSISTANT CHIEF MARK HALL CALLED FROM DOVER PD AND ADVISED THAT THEY NEEDED A THERMAL IMAGING CAMERA TO INVESTIGATE A POSSIBLE HAZARD. DOVER PD PICKED UP THE CAMERA, RETURNED TO THE POLICE STATION, AND INVESTIGATED. THEY DISCOVERED A MALFUNCTIONING SPACE HEATER IN THE RECORDS DIVISION. THE SITUATION WAS PLACED UNDER CONTROL AND ALL EQUIPMENT WAS RETURNED. User: SHEPHERD, JAKE 3/14/2013 10:15:58				
03/15/2013	30046	2013-000186	16:12	337 N NEW ST		Outside rubbish fire, other
		CREWS USED 200 GALLONS OF WATER TO EXTINGUSH A FIELD FIRE NEXT TO THE ABOVE ADDRESS.				
03/15/2013	30046	2013-000187	17:47	255 WEBBS LN	F	Cooking fire, confined to container
		E4, E7, AND L1 RESPONDED TO PINE GROVE APTS. FOR UNATTENDED COOKING IN APT. F21. E4 ARRIVED ON LOCATION UNDER THE COMMAND OF T. TRADER AND PROCEEDED TO INVESTIGATE. THE CREW FOUND THE SITUATION WAS AS REPORTED WITH A NEED FOR MECHANICAL VENTILATION. E4 COMMAND PLACED THE SCENE UNDER CONTROL AND ALL UNITS RETURNED. E4 REMAINED ON SCENE UNTIL MAINT. ARRIVED. User: SHEPHERD, JAKE 3/15/2013 18:19:28				
03/15/2013	30046	2013-000188	18:57	820 CARVEL DR	F	Steam, other gas mistaken for smoke, other
		E4 AND E7 RESPONDED TO TOWNE POINT APTS. BLDG. F FOR AN AFA WITH AN UNKNOWN CAUSE. BOTH CREWS INVESTIGATED AND LOCATED A PIPE LEAKING STEAM IN THE BASEMENT WHICH SET OFF THE SMOKE DETECTOR. MAINT. WAS NOTIFIED AND RESPONDED. COMMAND WENT UNDER CONTROL AND ALL UNITS RETURNED. User: SHEPHERD, JAKE 3/15/2013 19:43:00				
03/15/2013	30046	2013-000189	22:59	1699 N DUPONT HWY		Building or structure weakened or collapsed
		E-4 responded to a propane leak due to a MVC into a building due to Dover Police Department in a vehicle pursuit. E-4 went on location to find a vehicle underneath of a 15 X 50 trailer. The vehicle also hit 2 150 gallon propane tanks and the trailer electric service connection and water line connected to the hot water heater. City electric was contacted to disconnect the electric meter. Sharp energy was contacted to secure and upright the propane tanks. American red cross was contacted to 2 adults and 1 teen. Red Mustang with delaware reg # 687157 with exp# 07/19/14				
03/16/2013	30046	2013-000190	04:40	617 E LOOCKERMAN ST		Dumpster or other outside trash receptacle fire
		E-4 on location with a 5 yard trash dumpster with contents on fire. E-4's crew extinguished the dumpster with the booster line. There was some melting of plastic conduit. Dumpster was located of the rear of the edge hill shopping center. used 250 gallons of water				
03/16/2013	30046	2013-000191	15:23	167 SAXTON RD		Smoke detector activation, no fire - unintentional
		E-4's crew invested to find that the resident had burnt popcorn in the microwave.				
03/16/2013	30046	2013-000192	15:33	706 N DUPONT HWY	A	System malfunction, other
		E-4's Crew investigated to find the restaurant preparing for dinner and steam from the grill set off smoke detector.				
03/16/2013	30046	2013-000193	19:57	2030 PINE CABIN RD BLDG D		Smoke detector activation, no fire - unintentional
		E-4's investigated an AFA. E-4's crew determined that apartment D 204 had burnt something on the stove and smoke set off the detector outside apartment 204				
03/16/2013	30046	2013-000194	21:38	1121 FORREST AVE		Brush or brush-and-grass mixture fire
		Brush 9 and E-7 responded to a brush and light wooded area. Brush 9 on location with Dover 21 with a 20 x 20 area with active fire. Brush 9 extinguished the fire. E-7's crew finished with a light overhaul. Water used 300 gallons				
03/17/2013	30046	2013-000195	01:29	255 WEBBS LN	B	Electrical wiring/equipment problem, other
		E-4 location of a report of a dryer fire. Dover Police was on scene reporting the fire was out. E-4's investigated and found the electric wiring had shorted out. The dryer's were disconnected from the power. E-4 returned with alarm still sounding waiting for maintenance to reset				

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
03/17/2013	30046	2013-000196	09:54	790	OAK DR		Extrication of victim(s) from vehicle
		E-4 responded to a rescue of a subject with arm caught under the car hood. E-4 was informed the subject had been freed. E-4 continued in to assist A-63. E-4 cleared before A-63 arrived per the subject saying he was ok.					
03/17/2013	30046	2013-000197	12:29	1217	HARRISON DR		False alarm or false call, other
		HOMEOWNERS WERE DOING CONSTRUCTION IN THE HOUSE AND ACCIDENTALLY SET THE ALARM OFF.					
03/17/2013	30046	2013-000198	17:01	136	BURNING TREE RD		Good intent call, other
		Responded to the above address for a report of a hot water heater sparking. Crew investigated to find water which appeared to be from the washing machine. Scene was placed under control and the resident was advised to contact the landlord.					
03/17/2013	30046	2013-000199	17:53	11	FAIRWAY LAKE DRIVE		Good intent call, other
		Received called from Kentcenter advising of a white cloud in Laundry room of building D. Dover 15 which was in station made response and found that juveniles had use a dry chemical extinguisher in laundry room. Dover 15 advised same and cleared. Dispatcher made attempts to make contact with Building Maintenance but was unable to.					
03/17/2013	30046	2013-000200	19:23	100	HAMAN DR		Cooking fire, confined to container
		Cooking fire contained.					
03/19/2013	30046	2013-000201	16:17	2161	FORREST AVE		Motor vehicle accident with injuries
		Dover FD was dispatched to a car fire from the result of an MVC. On arrival found an MVC with two patients and no ALS or BLS on scene. There were also no vehicles on fire. Crews from Engine 2 and Engine 4 provided BLS care until BLS and ALS arrived. Crews secured the vehicles and all units cleared. B-43 and B-41 both transported 1 ALS patient each to Kent General.					
03/20/2013	30046	2013-000202	08:56	209	S STATE ST		Smoke detector activation, no fire - unintentional
		Dover 21 responded to afa. Dover 21 on location to meet maintenance who was cleaning the cafeteria grill which set off the smoke detector.					
03/20/2013	30046	2013-000203	18:27	222	W LOOCKERMAN ST		Outside rubbish fire, other
		Mulch up against a tree in front of Dover Army/Navy					
03/20/2013	30046	2013-000204	20:29	211	DELAWARE AVE		Municipal alarm system, malicious false alarm
		Pull station main entrance. Nothing found.					
03/21/2013	30046	2013-000205	08:09	655	BAY RD		Good intent call, other
		On arrival found a vehicle was over heating. No action by FD. Units cleared.					
03/21/2013	30046	2013-000206	10:09	303	TRANSPORTATION CIRCLE		Good intent call, other
		On arrival occupants advised they had burned popcorn in the microwave. All units cleared.					
03/22/2013	30046	2013-000207	02:34	1200	N DUPONT HWY		Smoke detector activation, no fire - unintentional
		UNIV VILLAGE, BLDG 2, 4TH FLOOR CENTER SMOKE AND HEAT E-4 - 18, E-7 - 20, L-1 - 15 SUBJECTS SMOKING TITLE 16 IN APT 2412 FIRE EXTINGUISHER WAS DISCHARGED IN HALLWAY					
03/22/2013	30046	2013-000208	18:50	9	E LOOCKERMAN ST		Outside rubbish fire, other
		FM 1 on scene of a pile of leaves next to the building.					
03/22/2013	30046	2013-000209	21:17	365	N DUPONT HWY		Extinguishing system activation
		Ansul system activated. No fire. FM contacted					
03/22/2013	30046	2013-000210	21:21	986	WHATCOAT DR		False alarm or false call, other
		Subjects smoking in the basement set off the fire alarm.					
03/23/2013	30046	2013-000211	14:14	64	HARMONY LA		Cooking fire, confined to container
		On arrival crew checked the residence found unattended cooking no extension all units cleared.					
03/23/2013	30046	2013-000212	19:06	101	BABB DR		Smoke detector activation, no fire - unintentional
		E-4 on location to above address. E-4's crew investigated and found unattended cooking on the second floor. Maintenance was notified and reset the system after we completed our investigation					
03/24/2013	30046	2013-000213	02:44	1334	WYOMING MILL RD		Good intent call, other
		E-4 on location to find a small fire from a transformer from a PD MVC.					
03/24/2013	30046	2013-000214	04:39	1478	WYOMING MILL RD		System malfunction, other
		Dover 21 responded to above address. Power was out due to a PD MVC which after power was restored the alarm had activated.					
03/24/2013	30046	2013-000215	14:54	600	N STATE ST		Dispatched & canceled en route
		Proper pass ode per resident. Changing batteries					
03/24/2013	30046	2013-000216	15:06	302	BROADSTAIRS PLACE		Municipal alarm system, malicious false alarm
		Pull station activation 2nd floor					
03/24/2013	30046	2013-000217	16:31	51	WEBBS LN	M	Cooking fire, confined to container
		E4, E6, E7, AND L1 RESPONDED TO AN EXTINGUISHED KITCHEN FIRE IN APT. M-7. E4 CREW INVESTIGATED AND FOUND AS REPORTED WITH NO NEED FOR MECHANICAL VENTILATION AND NO DAMAGE TO THE APT. MAINT. RESPONDED TO SECURE THE ALARM SYSTEM. THE INCIDENT WAS PLACED UNDER CONTROL AND ALL UNITS RETURNED WITH THE ALARM STILL SOUNDING. User: SHEPHERD, JAKE 3/24/2013 17:06:16					
03/25/2013	30046	2013-000218	10:13	1180	WALKER RD		System malfunction, other
		RP was Advantech reporting a general fire alarm. Advantech advised us that they had called DSU and they requested that the FD respond. Upon arrival, found that the system had been reset. Did a walk through with negative results. Believe there was a miscommunication with DSU security. Pull station activation, unknown reason. Scene turned over to FM4.					

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
03/25/2013	30046	2013-000219	15:59	165	MAPLE GLEN DR		False alarm or false call, other
		On the above date and time writer responded to above for report of fire alarm from the keypad. Writer rang door bell and the residents mother answered , Rebecca Robinson, who accidentally set the alarm off and forgot the code.					
03/25/2013	30046	2013-000220	16:38	255	WEBBS LN	H	Cooking fire, confined to container
		Writer responded to above for report of fire alarm activated in the H building for approx 15 mins. Writer was able to determine that apt H34 was using their oven as a heater for the apartment. Scene was placed under control and turned over to maintenance.					
03/25/2013	30046	2013-000221	16:47	1365	N DUPONT HWY	3054	Gas leak (natural gas or LPG)
		On the above date and time the Dover Fire Department was alerted for a gas leak inside the Carmike Cinemas 14 at the Dover Mall. E4 responded under the direction of Past Chief Fortney. E4 arrived and PC Fortney assumed command. It was learned that Chesapeake Utilities was already on location and getting a high LEL of gas inside the entire theatre complex. The decision was made to evacuate at this time. L1 arrived and positioned at the rear of E4. E6 and E7 arrived and staged on the JC Penney corner of the mall. Dover 18 went on location and gathered all information then assumed Dover Mall command. Crews investigated along with employees from Chesapeake Utilities and found that air handler number 3 on the roof above theater 13 had failed. The pressure relief valve had malfunctioned and it was blowing gas thru the heating ducts into the complex. Crews from E6 and Chesapeake secured the power and gas to that unit. Remaining crews set up positive pressure fans throughout the theater complex and disapated the gas using same. Writer made the decision to secure the gas to the movie theater until Carmike Cinemas had their maintenance inspect the rest of the handlers on the roof. FM-1 agreed with the decision and the theaters will remained closed until the gas is turned back on and FM-1 deems it safe to reopen. Scene was placed under control and it was turned over to Chesapeake and Dover Mall Security. Units responding were E4, E6, E7, L1, Dover 18, Chespeake Utilites, and Dover Mall Security.					
03/26/2013	30046	2013-000222	13:55	793	S QUEEN ST		False alarm or false call, other
		CONSTRUCTION WORKERS ON SCENE SET OFF THE FIRE ALARM DURING RENOVATION OF THE BUILDING. BUILDING WAS PLACED ON FIRE WATCH AND UNITS CLEARED.					
03/26/2013	30046	2013-000223	15:38	329	N NEW ST		Service Call, other
		ASSIST FMO WITH PLACARDING VACANT HOMES.					
03/26/2013	30046	2013-000224	16:47	300	N STATE ST		Good intent call, other
		E4, L1, E7, E6 RESPONDED TO ABOVE FOR REPORT OF A GAS LEAK IN APARTMENT 3. CREWS INVESTIGATED AND FOUND THAT THE RESIDENT HAD A LITTER OF KITTIES IN THE APARTMENT PREVIOUS TO THE FD RESPONDING, THAT WAS CAUSING THE SMELL. CHESAPEAKE CHECKED AS WELL AND FOUND NO GAS IN ENTIRE BUILDING.					
03/26/2013	30046	2013-000225	22:19		LEIPSIC RD		Motor vehicle accident with injuries
		Crews from Engine 4, Rescue 1 and Engines 2 and 7 extricated a female passenger from a sedan. Stabilization and door removal of passenger side front door.					
03/27/2013	30046	2013-000226	11:10	202	N GOVERNORS BLVD		Hazardous condition, other
		On arrival occupant advised she had an odor in the house that she thought was CO. I checked the residence found no CO, however there was a fuel oil smell when her furnance was running. Occupant was advised to call her heater maintenance company.					
03/27/2013	30046	2013-000227	14:46	820	CARVEL DR	H	Local alarm system, malicious false alarm
		FM-1 & FM-2 RESPONDED TO THE ABOVE ADDRESS AT THE REQUEST OF BUILDING MAINT. THEY WITNESSED CHILDREN ACTIVATED THE FIRE PULL STATION IN BUILDING H.					
03/27/2013	30046	2013-000228	16:23	556	GREENHILL RD		Good intent call, other
		On arrival Occupant stated her smoke detector went off and they thought they smelled smoke. Residence was checked with negetive results.					
03/28/2013	30046	2013-000229	13:44	211	S DUPONT HWY		Smoke detector activation, no fire - unintentional
		NO FD RESPONSE, CANCELLED BEFORE DISPATCH					
03/29/2013	30046	2013-000230	07:16	26	OLD RUDNICK LA		Gas leak (natural gas or LPG)
		Employees repoted a odor of gas. Crews returned negative results					
03/29/2013	30046	2013-000231	09:52	2030	PINE CABIN RD BLDG G		Malicious, mischievous false call, other
		Subjects smoking title 16 on the 3rd floor set off detectors					
03/29/2013	30046	2013-000232	20:15	445	PHOENIX DR		Cooking fire, confined to container
		Oven fire contained to stove.					
03/30/2013	30046	2013-000233	01:09	317	S GOVERNORS AVE		Good intent call, other
		Writer completed a walk through of the home and found 20.1% oxygen level and zero levels of any hazardous air. Writer believes there was a skunk in the basement that was the cause of the odor.					
03/30/2013	30046	2013-000234	11:35	26	OLD RUDNICK LA		Gas leak (natural gas or LPG)
		54-5, Q40, AND 40-18 COMMAND RESPONDED TO THE DE EZ-PASS FOR A POSSIBLE GAS LEAK INSIDE THE BUILDING. CREWS INVESTIGATED AND FOUND NO READINGS INSIDE. THEY EVENTUALLY LOCATED PROPANE TANKS OUTSIDE THAT WERE POSSIBLY LEAKING YET COMPLETELY EMPTY. CARL KING RESPONDED AND SECURED THE TANKS. THE SITUATION WAS PLACED UNDER CONTROL AND ALL UNITS RETURNED. User: SHEPHERD, JAKE 3/30/2013 12:53:05					
03/30/2013	30046	2013-000235	15:39	211	S DUPONT HWY		False alarm or false call, other
		54-5, Q40, AND COMMAND 40-18 RESPONDED TO BURGER KING FOR A GENERAL FIRE ALARM ACTIVATION. WHILE EN ROUTE THE ALARM COMPANY CALLED BACK WISHING TO CANCEL THE ALARM. ALL UNITS CONTINUED IN AND DISCOVERED A FALSE ALARM WITH AN UNKNOWN CAUSE. THE CALL WAS PLACED UNDER CONTROL AND ALL UNITS RETURNED TO THEIR STATIONS. User: SHEPHERD, JAKE 3/30/2013 16:01:33					
03/30/2013	30046	2013-000236	20:51	972	BOGGS DR		Building fire
		Dispatched to a reported house fire. Upon arrival Dover 15 found a single story single family residence with heavy smoke, and confirmed a working fire in the basement. Engine 4 arrived and laid a 5 inch supply line from the hydrant in front of the 950 residence. Crews from E4					

Date	FDID	Incident#	Alarm	###	Address	Suite	Type

placed an 1 3/4 attack line in service for suppression. Crews encountered heavy fire conditions in the basement of the occupied structure.

Ladder 1 arrived and preformed horizontal ventilation and primary and secondary searches. All searches later proved negative.

Engine 7 laddered the structure and crews preformed vertical ventilation and cut an approx 5x5 vent hole on the alpha bravo side of the residence.

Engine 6 and Ladder 2 arrived and secured utilites and removed windows and doors from the exterior.

Crews remained on scene for approx 2 hours with extensive overhaul.

FM1,2,3
ALS/BLS

Quint 45
Engine 51

03/31/2013	30046	2013-000237	06:43	39	N NEW ST		Building fire

Dover Fire units dispatched to a reported house fire. Upon arrival Dover 15 found a two story single family with smoke showing from the Charlie side of the structure. Engine 4 arrived and placed a 1 3/4 line in service. Ladder 1 arrived and laddered the structure and preformed horizontal ventilation. Engine 7 assisted E4 with a small fire located in the rear of the vacant structure and crawl space. Salvage and overhaul preformed by both engine crews. Negative extention found. Fire was contained to room and area of origin.

Scene turned over to FM1
Dover PD

ALS/BLS
Quint 45
Engine 51

03/31/2013	30046	2013-000238	15:55	421	E WIND DR		Cooking fire, confined to container

Oven fire contained to stove.

03/31/2013	30046	2013-000239	19:39	930	WHATCOAT DR		Malicious, mischievous false call, other

DOVER PD TRANSFERRED A CALL FROM KARA VALDEZ AT WHATCOAT APTS. WHICH WAS ANSWERED BY CHIEF WEST. SHE ADVISED 15 THAT SHE WITNESSED FOUR ADULTS ACTIVATE A PULL STATION IN BLDG. 930 THEN RUN AWAY IN AN UNKNOWN DIRECTION AT 0930. PER 15 NO RESPONSE WAS NEEDED. THE FIRE MARSHAL WILL BE NOTIFIED OF THE SITUATION.
User: SHEPHERD, JAKE 3/31/2013 20:27:43

Total Incidents: 79

FY 12-13 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 67,000.00	$ 48,621.67	$ 18,378.33
Building Maintenace Supplies	$ 1,650.00	$ 75.57	$ 1,574.43
Contractual Services	$ 16,587.00	$ -	$ 16,587.00
Electricity	$ 51,820.00	$ 36,265.20	$ 15,554.80
Gasoline	$ 19,050.00	$ 9,262.15	$ 9,787.85
Heating Expenses- Gas	$ 20,000.00	$ 10,015.51	$ 9,984.49
Medical Supplies	$ 700.00	$ -	$ 700.00
Office Supplies	$ 2,500.00	$ 867.75	$ 1,632.25
Other Equipment Repairs	$ 4,000.00	$ -	$ 4,000.00
Program Expenses	$ 36,630.00	$ 14,429.84	$ 22,200.16
Radio Repairs	$ 2,000.00	$ 1,085.07	$ 914.93
Safety & Security	$ 2,150.00	$ -	$ 2,150.00
Small Tools	$ 4,800.00	$ 1,265.00	$ 3,535.00
Telephone	$ 13,340.00	$ 3,719.14	$ 9,620.86
Training & Travel	$ 8,815.00	$ 4,830.50	$ 3,984.50
Uniforms & Firefighting Gear	$ 27,100.00	$ 6,200.35	$ 20,899.65
Water/ Sewer	$ 3,150.00	$ 906.40	$ 2,243.60

Balance as of: 03/31/13

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

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Expense									
Apparatus Repairs & Maintenance									
	Check	03/09/2013	828	Kunkel Auto Supply	Invoice # 056406272- Truck Wash		City Fund Account	14.94	14.94
	Check	03/23/2013	830	Atlantic Emergency Solutions	Invoice # MOR2984MOP-Eng 3		City Fund Account	93.50	108.44
	Check	03/23/2013	830	Atlantic Emergency Solutions	Invoice # MOR3045MOP-Res 1		City Fund Account	327.25	435.69
	Check	03/23/2013	830	Atlantic Emergency Solutions	Invoice # MOR2938MOP-Eng 2		City Fund Account	374.87	810.56
	Check	03/23/2013	834	Delaware Tire	Command Vehicle- Oil Change		City Fund Account	34.95	845.51
	Check	03/23/2013	836	DP Fire	Tool Fuel		City Fund Account	295.72	1,141.23
	Check	03/23/2013	838	Kunkel Auto Supply	Invoice # 056411151		City Fund Account	33.54	1,174.77
	Check	03/23/2013	838	Kunkel Auto Supply	Invoice # 056411724		City Fund Account	15.48	1,190.25
Total Apparatus Repairs & Maintenance								1,190.25	1,190.25
Building Maintenance Supplies									
	Check	03/31/2013	840	City of Dover	Station1 flag		City Fund Account	29.89	29.89
Total Building Maintenance Supplies								29.89	29.89
Electricity									
	Check	03/09/2013	826	City of Dover Utility	Acct # 44343-32052		City Fund Account	3,018.56	3,018.56
	Check	03/23/2013	833	City of Dover Utility	Acct # 44255-31966		City Fund Account	607.74	3,626.30
Total Electricity								3,626.30	3,626.30
Heating Expenses- Gas									
	Check	03/09/2013	825	Chesapeake Utilities	Station2 from 01/28 to 02/25		City Fund Account	520.25	520.25
	Check	03/23/2013	832	Chesapeake Utilities	Station 1 from 02/05 to 03/05		City Fund Account	1,759.29	2,279.54
Total Heating Expenses- Gas								2,279.54	2,279.54
Program Expenses									
	Deposit	03/18/2013	10520		Reimbursement from Cheswold for Foam		City Fund Account	-1,268.00	-1,268.00
	Check	03/23/2013	831	Airpower International	Invoice # 31162		City Fund Account	1,977.00	709.00
Total Program Expenses								709.00	709.00
Telephone									
	Check	03/09/2013	829	Verizon Wireless	Wireless Charges for 01/21 to 02/20		City Fund Account	207.26	207.26
	Deposit	03/19/2013			Patrick West reimbursement for phone purchase		City Fund Account	-330.49	-123.23
	Check	03/23/2013	839	Patrick West	Reimbursement for Feb Phone overages		City Fund Account	86.75	-36.48
Total Telephone								-36.48	-36.48
Training & Travel Expenses									
	Check	03/09/2013	827	Delaware State Fire School	Invoice # 13-2096- Driver/Operator		City Fund Account	800.00	800.00
	Check	03/09/2013	827	Delaware State Fire School	Invoice # 13-2043		City Fund Account	80.00	880.00
	Check	03/23/2013	837	Delaware State Fire School	Blue Card Training-small & Troubetaris		City Fund Account	770.00	1,650.00
Total Training & Travel Expenses								1,650.00	1,650.00
Uniforms									
	Check	03/23/2013	835	Dover Army-Navy Store	Whitt Alterations		City Fund Account	72.60	72.60
Total Uniforms								72.60	72.60

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

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Water/Sewer									
	Check	03/09/2013	826	City of Dover Utility	Acct # 44345-32054		City Fund Account	64.15	64.15
	Check	03/09/2013	826	City of Dover Utility	Acct # 44341-32050		City Fund Account	11.54	75.69
	Check	03/23/2013	833	City of Dover Utility	Acct # 44253-31964		City Fund Account	29.62	105.31
Total Water/Sewer								105.31	105.31
Total Expense								9,626.41	9,626.41
Net Ordinary Income								-9,626.41	-9,626.41
Net Income								**-9,626.41**	**-9,626.41**

Monthly Report
March 2013

Economic Development Office

2013_03 Economic Development Monthly Report

- Conference call with Joe Zilcosky – provided technical information regarding Garrison Tract for potential German company tenant. Site visit scheduled for April 9th.
- Approved the customer cost recovery package for DNREC at the former Chesapeake Supply Site.
- Attended Kent County's "Open for Business" First Thursday of the Month.
- Attended the first Bayard Pharmacy ribbon-cutting.
- Attended Delawareans for Environmental & Economic Development (DEEDS) meeting at which the Governor presented an Economic Overview.
- Conference call with Joe Zilcosky – provided technical information regarding Garrison Tract for potential German company tenant. Site visit scheduled for April 9th.
- Approved the customer cost recovery package for DNREC at the former Chesapeake Supply Site.
- Presented Garrison Proposal to the entire Greater Dover Committee.
- Attended the first Bayard Pharmacy ribbon-cutting organized by DDP and second ribbon-cutting organized by DEDO.
- Attended state Chamber of Commerce Economic Development overview meeting at the Dover Sheraton.
- Met with Executive Director of the Delaware Sports Commission to discuss economic impact of the sports commission and the importance of bringing tournaments to Central Delaware.
- Attended the Kent County Tourism Board Meeting and gave an economic development overview of all projects.
- Attended the pre-construction meeting with Kvaerner and Calpine prior to the April 1st groundbreaking at the Garrison Tract.
- Provided an economic roundtable briefing to Senator Bushweller specifically discussing Dover's ask for infrastructure improvements at the Garrison Tract.
- Hosted a meeting with Todd Thornton, Executive VP of Calpine, and Greg Adams, Calpine's natural gas coordinator.
- Provided additional information to Jeff Stone with regards to a California company interested in the Garrison Tract.
- Provided a packet of information on the Garrison Tract to Patti Cannon (DEDO).
- Teleconference with Joe Zilcosky to discuss the visit of the German Company and their site selection advisor for the Garrison Tract.
- Attended the ceremonies in New Castle for Delaware's National Monument dedication.
- Provided call center information to Dana Haymond, site selection coordinator, for Site Selection Group, LLC.
- Met with Alan Levin to discuss infrastructure funding to cover the additional infrastructure needs at the Garrison Tract.
- Participated in a conference call with the Delaware Health Facilities Authority.
- Met with Congressman Carney and staff, presented an overview of Downtown projects and an overview of the Garrison Tract.
- Took Congressman Carney on a walking tour of the Downtown.
- Met with the State Chamber of Commerce Environmental Committee, discussed environmental issues with regard to economic development in Central Delaware.
- Hosted a tour of The Green with First State Heritage Park Historic Interpreter for the State Chamber Committee Members.

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 7.6% - U.S. Rate 7.3% - DE Rate 9% - City of Dover Rate March 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; **11 Contacts YTD** 11 contacts with out-of-town companies interested in locating in Dover **5 Contacts YTD**

2013-03 Downtown Dover Partnership

- Provided technical assistance to six (6) prospective small business individuals on overall business development within the Downtown Dover Business District.
- Provided technical assistance (orientation) to one (1) existing small business owners in preparing and submitting small business loan application for loan consideration.
- Continued providing technical assistance to five (5) prospective small business individuals on locating available space within the downtown district to lease.
- Coordinated and implemented logistics for the St. Patrick's Day Parade activities held on March 9th.
- Coordinated media (newspaper announcement), website and social media press releases of series of Special Events which occurred during March '13 in downtown Dover.
- In collaboration with the YWCA Delaware conducted one (1) small business development training on Business Basics for five (5) participants.
- Completed the Parking Committee Annual Downtown Dover Safety & Security Survey with the participation of fifty-four merchants.
- Completed first phase of Memorandum of Understanding with Celtic Bank of Florida to assist us with Small Business Development Loans.
- Continued working with the Capital Holiday Celebration Committee on the development of the Capital Holiday Celebration' 13 event.
- Attended and participated as a network partner in the monthly Kent County Open for Business workshop.
- Continued providing technical assistance to the Delaware Technical Community College Planning Committee on the development of the Business Development Summit' 13.
- Continued working with the Promotion/Marketing Committee the development of the Farmer's Market Project scheduled for June' 13.
- Continue working with the SCORE on the development of a series of small business development workshops to be conduct in the Downtown Corridor commencing in June' 13.
- Coordinated and conducted Grand Opening/Ribbon Cutting Ceremony for the Bayard Pharmacy on March 7th.

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

City of Dover

2013/14 STAFF APPOINTMENTS - COUNCIL

A. City Assessor. . . . . Cheryl A. Russell

B. Building Inspector. . . . . Ann Marie Townshend

C. City Clerk. . . . . Traci A. McDowell

D. Assistant City Clerk. . . . . Denise L. Devine

E. Controller/Treasurer. . . . . Donna S. Mitchell

F. Assistant Finance Director. . . . . Margaret Teal

G. Assistant Treasurers. . . . . Traci A. McDowell and Denise L. Devine

H. Fire Marshal. . . . . David J. Truax

I. City Planner. . . . . Ann Marie Townshend

J. City Solicitor. . . . . Nicholas H. Rodriguez

K. Deputy City Solicitor. . . . . William W. Pepper, Sr.

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Prepared by: City Clerk's Office/tm

City of Dover, Delaware

2013 ACTION PLAN

Prepared by:

City of Dover Planning and Community Development Office
Community Development Block Grant Program

May 13, 2013

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INTRODUCTION

The *2013 Action Plan* is submitted to continue the goals and objectives determined in the five-year *Consolidated Plan (2010-2014).* The Goals and Objectives focusing on developing and sustaining viable communities and improving low and moderate income persons are addressed in the *Consolidated Plan* as part of the strategy for addressing the needs of low and moderate income people. The specific goals and objectives are presented in this *Action Plan.*

Each year the U.S. Department of Housing and Urban Development upon congressional approval allocates to the City of Dover Delaware Community Development Block Grant Program.

Application for Federal Assistance

The following section contains the Application for Federal Assistance from the City of Dover Delaware for the 2013 fiscal year.

CITY OF DOVER FISCAL YEAR 2013 CDBG FEDERAL RESOURCES

City of Dover
Federal Resources
CDBG Action Plan

7/01/13 – 6/30/14
Dover, DE 19901

CDBG FEDERAL RESOURCES AVAILABLE FOR USE:

CDBG Funds Allocation:	$ 215,009
Anticipated Program Income	8,554
Total:	$ 223,563

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

*1. Type of Submission:	*2. Type of Application	* If Revision, select appropriate letter(s)
☐ Preapplication	☐ New	
☒ Application	☒ Continuation	*Other (Specify)
☐ Changed/Corrected Application	☐ Revision	

3. Date Received:

4. Applicant Identifier: B-13-MC-10-0002

5a. Federal Entity Identifier:

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: City of Dover

*b. Employer/Taxpayer Identification Number (EIN/TIN): 51-6000092

*c. Organizational DUNS: 077093664

d. Address:

*Street 1: 15 Loockerman Plaza
Street 2:
*City: Dover
County: Kent
*State: DE
Province:
*Country: USA
*Zip / Postal Code 19901

e. Organizational Unit:

Department Name: Planning Department

Division Name: Planning and Community Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: Mrs. *First Name: Tracey
Middle Name: N
*Last Name: Harvey
Suffix:

Title: Planner

Organizational Affiliation:

*Telephone Number: (302) 736-7175 Fax Number: (302) 736-4217

*Email: tharvey@dover.de.us

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

***9. Type of Applicant 1: Select Applicant Type:**

C. City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

U. S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.218

CFDA Title:

Community Development Block Grant

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Cities

***15. Descriptive Title of Applicant's Project:**

2013 Action Plan for the City of Dover

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: DE-001 *b. Program/Project: At- Large

17. Proposed Project:

*a. Start Date: 07/01/2013 *b. End Date: 06/30/2014

18. Estimated Funding ($):

*a. Federal	$215,009
*b. Applicant	
*c. State	
*d. Local	
*e. Other	
*f. Program Income	$8,554
*g. TOTAL	$223,563

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

☐ a. This application was made available to the State under the Executive Order 12372 Process for review on _____

☐ b. Program is subject to E.O. 12372 but has not been selected by the State for review.

☒ c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

☐ Yes ☒ No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

☒ ** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: Mr. *First Name: Carleton

Middle Name: E.

*Last Name: Carey

Suffix: Sr.

*Title: Mayor

*Telephone Number: (302) 736-7005 Fax Number: (302) 736-7002

* Email: ccarey@dover.de.us

*Signature of Authorized Representative: Carleton E. Carey Sr. Mayor City of Dover *Date Signed: 4-12-13

Authorized for Local Reproduction

Standard Form 424 (Revised 10/2005)
Prescribed by OMB Circular A-102

OMB Number: 4040-0004
Expiration Date: 01/31/2009

Application for Federal Assistance SF-424 Version 02

***Applicant Federal Debt Delinquency Explanation**

The following should contain an explanation if the Applicant organization is delinquent of any Federal Debt.

I ACTION PLAN

I.1 BACKGROUND

The Congress of the United States, through the enactment of the "Housing and Community Development Act of 1992", has authorized that Federal funds be allocated to the entitlement community, the City of Dover, Delaware, to support Community Development activities within the boundaries of the City.

I.2 ADMINISTRATION RESPONSIBILITY AND CERTIFICATION

The Mayor and Council has duly adopted as an official act a resolution authorizing Tracey N. Harvey as the official representative of the City of Dover to submit certifications to the Federal Department of Housing and Urban Development that are required by Section 106(d) (2) (c) (iv) of the Housing and Community Development Act of 1974, as amended by the Housing and Community Development Act of 1992. A copy of the certifications can be found in section III titled "Certifications" found on page III-32 in this document.

I.3 AMOUNT OF AVAILABLE FUNDS

The City of Dover is in receipt of fiscal year 2013 CDBG fund assignment. The total fiscal year 2013 fund assignment for Dover has been allocated at $215,009.

I.4 PROGRAM DESIGN

The City of Dover CDBG Program has been designed so as:

- To give maximum feasible priority to activities which will benefit low and moderate income persons; or
- To aid in the prevention of slums or neighborhood blight; and to meet other Community Development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community where other financial resources are not available to meet such needs.
- The funds shall principally benefit persons of low and moderate income in a manner that ensures that not less than 70 percent of such funds are used for activities that benefit low and moderate income persons.

I.5 EXECUTIVE SUMMARY (91.200 (c))

The Consolidated Annual Action Plan (FY 2013) is a one year plan mandated by the United States Department of Housing and Urban Development (HUD). The new local regulatory provisions for the five year Consolidated Plan Amendments have been included in this plan. This plan identifies the specific needs concerning affordable housing, homeownership, housing rehabilitation and economic development needs. The 2013 goals in order of priority are: 1. Provide aid to special needs persons. 2. Preserve the existing housing stock in the City of Dover. 3. Encourage owner occupied housing in low to moderate income areas. 4. Provide safe and livable neighborhoods.

During the 2012 program year, the following activities were accomplished.

- Six (6) low to moderate income families purchased homes through the City's Homeownership Program and five (5) through the NSP Homeownership Assistance Program.

- Emergency home repairs were completed on two (2) homes eliminating health and safety hazards.

- CDBG funds were utilized to cover the operations cost for Dover Interfaith Mission for Housing.

- CDBG funds were provided to rebuild a treatment facility that services men who suffer from substance abuse.

- Ten (10) first time homebuyers received housing counseling through NCALL Research.

- CDBG funds were provided to the Elizabeth Murphey School that services "At Risk Youth" for a geothermal heating system.

I.6 CONSULTATION WITH LOCAL HOUSING PROVIDERS AND CITIZEN PARTICIPANTS

The National Council on Agricultural Life and labor Research Fund, Inc. (NCALL) provides comprehensive homeownership counseling services and technical assistance to non-profits involved with the HOME program, Central Delaware Habitat for Humanity and the City of Dover Homeownership Assistance Program.

There is a network of service providers presently operating in Dover that serve the City's poor. These providers include the State of Delaware Division of Health and Social Services, the State Service Centers, People's Place II and the Dover Interfaith Mission for Housing that shelter up to 150 homeless men annually.

Connections Community Support Program is the only permanent supportive housing program for chronically homeless adults located in the City of Dover. This program provides permanent housing and supportive services to ten chronically homeless persons with substance use disorders, offering them immediate access to housing and wrap around services. It is the City's intention to support programs to eliminate significant barriers to affordable housing.

The Elizabeth W. Murphey School services children that are considered homeless under the protection of the McKinney – Vento Act. This agency services 38 teens and young adults for housing and long term care, and services 90 teens and young adults in their day programming annually.

I.7 MARKET ANALYSIS

Vacant, Abandoned Buildings (91.210 (a))

Currently, there are 366 residential and non-residential vacant buildings located in the City of Dover, where 346 are suitable for rehabilitation and 20 are beyond repairs and need to be demolished as reported from the City of Dover Inspections Department.

Chronic Homelessness (91.210 (c))

Connections Community Support Program is the only agency in the City of Dover that exclusively services the chronically homeless. Their facility has ten (10) beds in addition to supportive services programs for their clients.

Strategic Plan

Allocation of Investments (91.215(a)(1)

In preparation of the *Five-Year Consolidated Plan (2010-2014)*, two workshops were conducted for the citizens to determine the needs of the community. The top priorities that were determined in the workshops were homelessness and housing needs which the City will continue to support activities city-wide that will service this need.

Specific Objectives (91.215 (a)(4))

Increase the availability of affordable housing

The City will continue to support the Homeownership Assistance Program by providing down payment or settlement assistance to at least six first time homebuyers within the program year to increase affordable housing opportunities for low to moderate income persons on an annual basis. Through the City's Neighborhood Stabilization Program initiative, down payment or settlement assistance up to $20,000 will also be available for qualifying families.

Improve the quality of owner housing

The City will continue to support the Housing Rehabilitation Program by rehabilitating housing found in violation of the City's code and support the emergency home repair projects to decrease the number of substandard houses in the City of Dover on an annual basis.

End Chronic Homelessness

The City will support agencies that provide facilities and supportive services for the chronically homeless to assist in eliminating barriers to affordable housing during the program year and will continue to the support these agencies when possible.

Improve quality of affordable rental housing

The City will support affordable rental housing projects when possible that will provide affordable housing to low to moderate income persons to assist in increasing affordable housing opportunities for low to moderate income persons. The City will also continue to conduct code enforcement inspections on rental units throughout the City to bring the units up to the City's Housing Code.

Public housing (91.215(c))

The City has partnered with Dover Housing Authority as part Senator Carper's Homeownership Initiative to provide affordable housing to low to moderate income persons by purchasing substandard properties in the Downtown Target Area and rehabilitating the properties to be sold to low to moderate income persons. The City has assisted in this project by providing grants to Dover Housing Authority in 2005 and 2006 to renovate two properties in the Target Area to be sold to low to moderate income persons. The City has also provided settlement assistance to families in this program to purchase affordable housing that has been renovated in the Target Area.

Homeless (91.215(d) (4)

The City of Dover is involved in several efforts to promote homeownership throughout the City particularly in the Downtown Target Area. The City will review alternatives for zoning amendments that promote the construction or general availability of affordable homeownership opportunities. The City will also support those agencies that provide housing and supportive services for the chronically homeless that will help with the transition to permanent and independent living when possible.

Special Needs (91.215(g))

Handicapped Disabled – Kent Crest Inc. offers residential services for persons with disabilities throughout Delaware. There are three housing options available depending on the needs of the client. Community homes that services up to five people with 24 hour support staff, supported living if the client chooses to live independently, and supportive services available through Kent Crest such as transportation needs and apartment living is also available if the client wants fewer roommates than a group home which also has 24 hour support staff available depending on the needs of the client.

Connections Community Support Program also offers affordable rental housing that services up to five persons in Dover with 24 hour support staff that was funded through the City's Neighborhood Stabilization Program.

Persons with AIDS – Since 1999, Delaware State Housing Authority has awarded Housing Opportunities for Persons with AIDS (HOPWA) funding to the HIV consortium to provide tenant based rental assistance to people with HIV/AIDS. The program anticipates to provide rental assistance to 30 families with 22 clients on the waiting list in Kent County. Presently, the waiting time for rental assistance is approximately four years.

Substance Abuse – Connections Community Support Program has a facility in the City that services adults that have substance use disorders that receive treatment through their Alcohol and Drug Day Treatment Program. Serenity Place also has a facility that offers a structured alcohol and drug free treatment setting for persons recovering from addiction. Serenity Place offers several individualized treatment plans depending on the needs of the client.

Neighborhood Revitalization (91.215(g))

Currently underway are various projects to continue with the efforts of the revitalization of the Downtown Target Area and surrounding areas around the City. Specific objectives the City has for carrying out these projects include providing a suitable living environment and decent housing. In 2009, the City was awarded $1.5 million in Neighborhood Stabilization funding to purchase foreclosed and abandoned properties in the highest concentration areas, renovating these properties and selling them at a discount to qualified homebuyers. The City through its NSP partners has purchased eleven properties; has sold eight, one is a lease purchase, one is a group home that provides affordable rental housing for persons with disabilities, and one is presently under renovation.

Milford Housing's Emergency Home Repair Program completes emergency repairs on owner occupied homes to eliminate severe safety hazards. With the homes repaired for this project, the number of substandard housing has been decreased, and the neighborhoods have become more desirable to live in.

Coordination (91.215(l))

Community Development staff has been identified as a stakeholder and serves as a member of the Interagency Homeless Council to oversee the implementation of the Ten Year Plan to end Chronic Homelessness and educate the community about the need and for advantages of ending chronic homelessness.

The City has developed the following goals to end chronic homelessness over the next few years:

- Revise zoning and subdivision ordinances and procedures to encourage low-cost quality projects.
- Continue to utilize programs to eliminate significant barriers to affordable housing.
- Continue working with the two housing authorities and other housing providers to provide assistance to very low and extremely low income residents.
- Continue working with the Delaware Fair Housing Task Force to ensure fair treatment and fair housing practices are being administered to the City of Dover residents.

I.8 RESOURCES

(A) FEDERAL PROGRAMS

The City of Dover anticipates that it will be pursuing funding opportunities in conjunction with the following federal programs to support the activities specified in this Consolidated Plan:

Affordable Housing Program: Provides subsidy funds for low-income and moderate-income households through number of institutions of the Federal Home Loan Bank Board (FHLBB) for the purchase, construction or rehabilitation of affordable rental or owner occupied housing. Responsible agency: FHLBB.

Community Investment Program: Provides funds through a number of institutions of the Federal Home Loan Bank (FHLBB) for community – oriented mortgage lending, including home purchase and rehabilitation for both renter and owner occupants, and to finance commercial and economic development activities. Responsible agency: FHLBB.

Lead Based Paint Abatement Program: Provides grants to abate lead-based paint and lead dust in low and moderate-income owner occupied units, and in low-income privately owned rental units. Responsible agency: Department of Housing and Urban Development.

(B) NON-FEDERAL PUBLIC PROGRAMS

1. STATE PROGRAMS

Housing Rehabilitation Loan Program (HRLP): Provides home improvement loans to owner-occupants or landlords interested in moderately rehabilitating existing properties. These loans, up to a maximum amount of $15,000 per unit, are made at 3% interest rate for a term up to ten years. Program is available statewide.

2. LOCAL PROGRAMS

City of Dover Community Development Block Grant (CDBG) Program: This program has been designed to expand housing opportunities and housing choices for low and moderate income persons living in targeted areas of Dover, to protect the public health and welfare of Dover citizens, especially low and moderate income persons by:

1) Preventing or eliminating slums or neighborhood blight.

2) Rehabilitation of substandard owner occupied housing.

3) Funding special needs facilities.

The following is a brief list of the projects previously funded through the City of Dover's CDBG program demonstrating the range of activities covered by the program:

- ADA improvements have been made to several City-owned buildings making them handicap accessible.

- NCALL Research provided housing counseling to ten first time homebuyers year to date.

- Down payment and settlement assistance was provided to 6 first time homebuyers who were low to moderate income persons during the program year.

- In 2012, there were two owner occupied houses that received emergency repairs eliminating health and safety hazards.

Target Block Program The purpose of the target block approach is to concentrate resources available to the public, private, and non-profit sector's for housing programs in a specific area (known as the Target Block). The Target Block consists of one of Dover's

oldest working class neighborhoods located in west central Downtown. This concentrated approach is to insure the likelihood of an immediate visual impact and long-term stabilizing effect of each area.

The major element of the Target Block Program will be concentrated home-to-home internal inspections to determine deficiencies which need to be corrected. Substandard housing requiring plumbing and electrical updates to meet Dover's building code, but which is basically sound and suitable for rehabilitation has been targeted. A sufficient number of low and moderate income families must reside in the area.

Inclusionary Zoning: Unlike many communities, Dover has not practiced "exclusionary zoning" where most of the undeveloped land is designated for large lot single family detached homes. To the contrary, The Dover Plan (Dover's Comprehensive Plan) designates a large portion of undeveloped lands for medium density housing, and a smaller but significant portion for high density housing. The land is subsequently zoned accordingly, permitting a range of residential densities and housing types. The most recent *2008 Comprehensive Plan Update* was adopted in February 2009 with amendments in November 2009, March 2011, April 2011 and March 2012. The Land Development Plan specifically identifies a range of residential land uses from low density to high density throughout the City. The plan continues to recommend a range of residential densities and focuses specifically on housing in one chapter.

Traditional Neighborhood Design Zone: The ordinance establishing the Traditional Neighborhood Design (TND) was adopted in 2004 allows for the creation of a walkable pedestrian friendly mixed-use neighborhood with residential, commercial, and professional office areas. In the Eden Hill Farm TND Phase I and Phase 2A of the residential area was under construction 2008-summer 2012. Phase I of the residential district consists of a total of 71 townhouses and six duplexes and Phase 2A consists of six townhouses. As of Fall 2012, construction has ceased in Eden Farm TND. In 2008, the first office building in the office district was completed housing a variety of medical offices, a pharmacy, café and walk in care center. The general overall master plan for the Eden Hill Farm TND development incorporates a mix of residential types from single family homes to townhouses and the potential for apartments over commercial uses.

Planned Neighborhood Design Option: The Planned Neighborhood Design (PND) encourages superior site design by relaxing bulk standards, requiring more open space and recreational areas, permitting various housing styles in all zones, and providing incentives to mix housing types to encourage less homogeneous development patterns. Accessory apartment associated with single family residences are permitted if certain design criteria are met. Density bonuses for community features (such as neighborhood commercial uses or day care centers) are offered. Although there are no direct requirements for affordable housing or subsidized units, clearly these types of units could easily be accommodated within these style developments. The four PND developments of Lexington Glen (8 Single Family, 48 Duplexes, and 50 Townhouses completed) Clearview Meadows (2 Single Family, 26 Duplexes, and 34 Townhouses completed), Village of Cannon Mills (24 Single Family, 68 Duplexes, 35 Townhouses and 120 Apartment Units completed) and Patriot

Village (2 Single Family and 10 Townhouses completed), offer over 800 housing units including single family detached, townhouses, duplexes, and apartment units. Stonebrook West and Stonebrook East are PND projects with a mix of unit types yet to start construction. Completed under the provisions of the Senior Citizen Housing Option of the PND, the Luther Village PND (Phase I and Phase II) provides 100 style units for low & very low income persons. The Village of Maple Dale PND Senior Citizen Housing Option is a townhouse and apartment style condo project adjacent to the golf course; to date four townhouse units have been completed.

Other Housing Projects: Several housing projects are also under review including Leander Lakes Apartments (240 units), and The Arbors (48 units). The Grande (formerly known as Dove View) is an apartment complex with 144 units. At The Grande two of the three buildings have been completed for 96 units. They will provide housing adjacent to other residential types and near commercial areas. The Blue Hen Apartments Complex completed construction of 162 apartments in October of 2011. Just completed in early 2012, the Bayard Plaza project located in Downtown Dover is a mixed use building with a pharmacy and other retail tenant space on the first floor with 48 apartments above.

Proactive Code Enforcement: The City of Dover has adopted the *2009 ICC International Property Maintenance Code* (IPMC) as its Housing Code and has four full time Code Enforcement Officers dedicated to enforcing the provisions of the IPMC and other provisions of the Dover Code. The Officers work throughout the City, but has concentrated efforts on the older neighborhoods in west central Dover. Code Enforcement Staff routinely inspect rental dwelling units to ensure that they meet the requirements of the IPMC. Inspections typically include all exterior and interior structural members as may be visible, heating, plumbing, and venting systems, space requirements, sanitary facilities and exterior property maintenance.

(C) PRIVATE RESOURCES

For-profit Resources

In the for-profit area the major resources for housing will be local lending institutions that are looking for quality housing projects (ownership and rental) to support in conjunction with their requirement to comply with the Community Reinvestment Act (CRA). Several local banking institutions in response to CRA requirements have joined together to form the Delaware Community Investment Council. The Council will provide low-interest loans to non-profits for developing affordable housing. Favorable mortgage lending terms for projects not typically financed that are in areas under-served by local financial institutions will be the primary resource expected.

Non-Profit Resources

There are several non-profit foundations that serve the Dover area and have established housing and housing related services as priorities for their annual or semi-annual grants. Among them are the following:

Delaware Community Foundation
Crystal Trust
Milton and Hattie Kutz Foundation
Gannett Communities Funds

In addition to non-profit foundations there are several non-profit organizations that provide housing or housing related services. For example the National Council on Agricultural Life and Labor Research Fund, Inc. (NCALL) provides comprehensive home ownership counseling services and technical assistance to non-profits involved with the HOME program, Central Delaware Habitat for Humanity and Dover's First Start Home Ownership Down Payment and Settlement Program.

2013 ACTION PLAN GOALS

1. Provide aid to special needs persons

2. Preserve the existing housing stock in the City of Dover

3. Encourage owner occupied housing in low to moderate income areas

4. Provide safe and livable neighborhoods

The following projects provide a recommended funding strategy for the achievement of these goals and objectives in accordance with the purpose and intent of the *City of Dover 2010 -2014 Consolidated Plan.*

I.9 Proposed Activities to be undertaken

The total grant allotment for Fiscal Year 2013 is $223,563 including program income. Twenty Percent (20%) of the grant will be used for Program Administration to manage the Community Development Block Grant Program.

The following activities are projects that are proposed to be funded by the City of Dover's Community Development Office Community Development Block Grant

Project 13-1: Homeownership Assistance Program

The City will provide settlement assistance to assist low to moderate income persons that are first time homebuyers purchase homes in the City of Dover.

Total Funding $40,000.00

Project 13-2: CDBG Program Administration

CDBG Funds will be used to oversee management, monitoring and coordination of the CDBG program in the City of Dover.

Total Funding $44,713.00

Project 13-3: Dover Interfaith Mission for Housing

CDBG funds will be used for operations costs for the building that will include utility, maintenance, and lease cost.

Total Funding $27,500.00

Project 13-4: NCALL Research Inc.

CDBG Funds will be used for foreclosure prevention and pre-purchase homeownership counseling services relevant to Dover residents.

Total Funding $6,034.00

Project 13-5: Milford Housing Development Corporation (MHDC) Home Repair Project

CDBG funds will be used to assist very low income homeowners with emergency repairs to eliminate severe housing conditions that constitute health and safety hazards in the City of Dover.

Total Funding $40,000.00

Project 13-6: Milford Housing Development Corporation (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.

Total Funding $32,658.00

Project 13-7: Elizabeth W. Murphey School

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

Total Funding $32,658.00

Total Funding $223,563.00

I.10 Maps of Dover

The following maps depict the City of Dover, Delaware.

- Map II-1 City of Dover Census Tracts and Block Groups

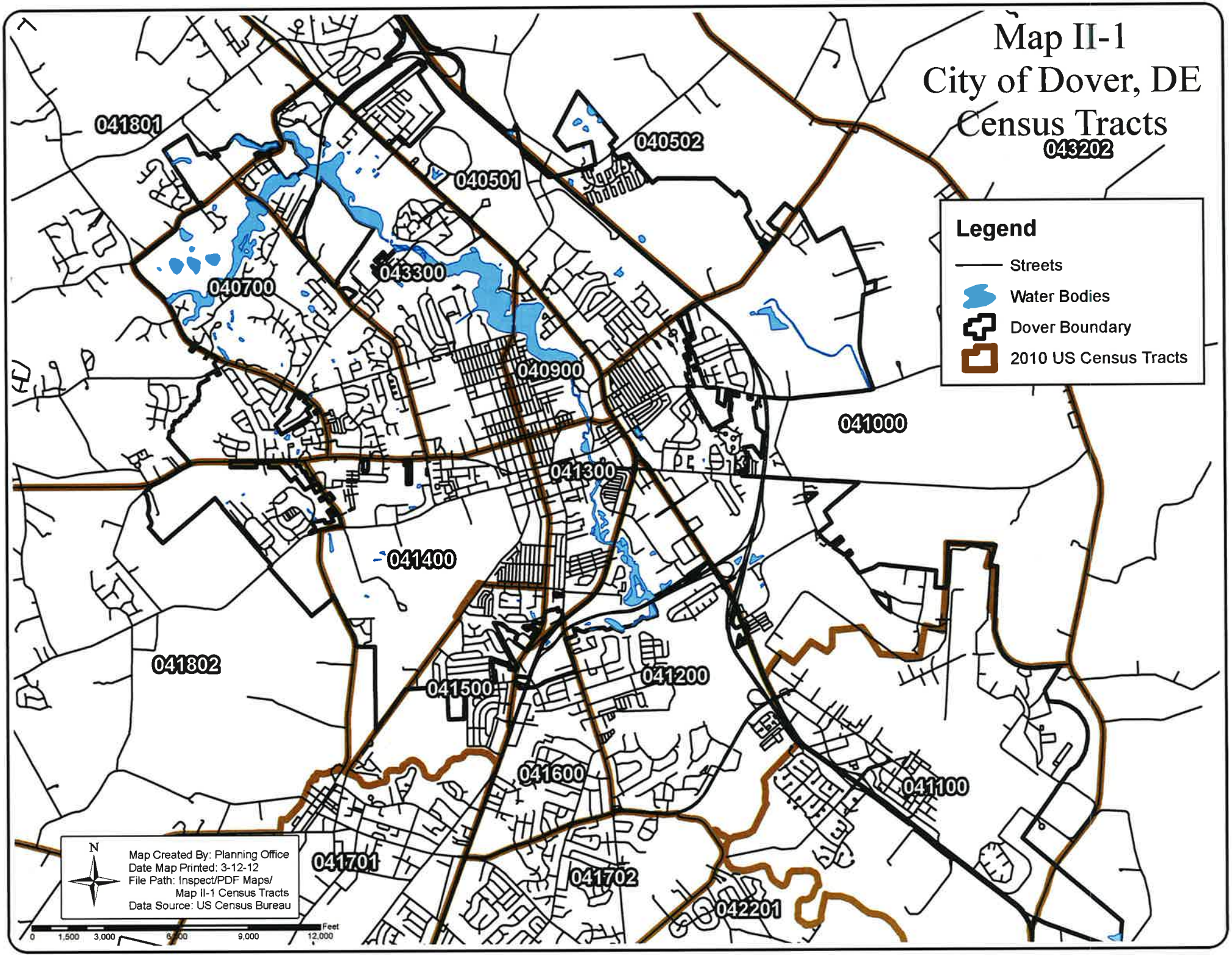
This map shows the various Census Tracts of the 2010 Census in the City of Dover area. Since the 2000 Census, a number of Census Tracts have been combined into one Census Tract and several have been eliminated.

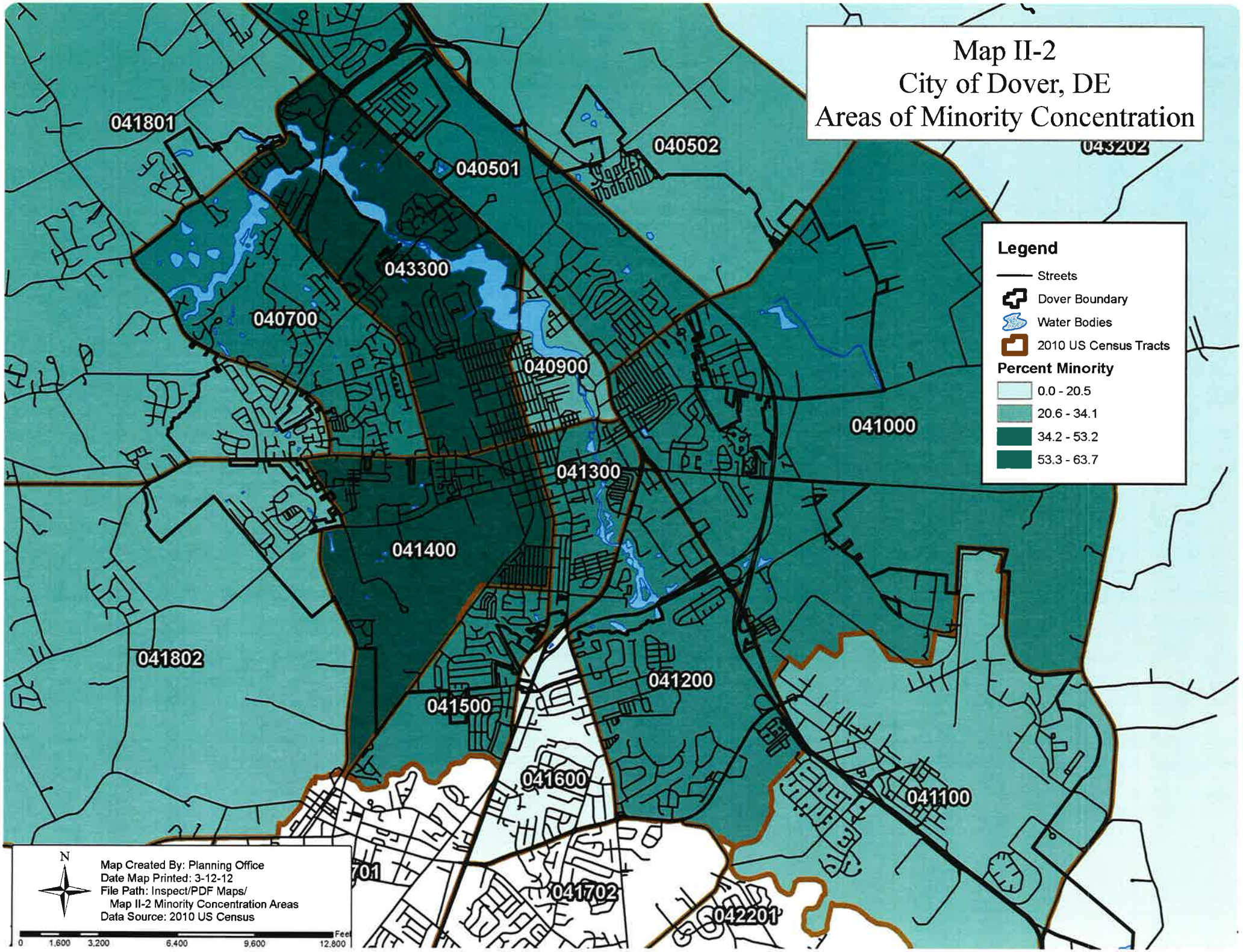
- Map II-2 City of Dover Areas of Minority Concentration

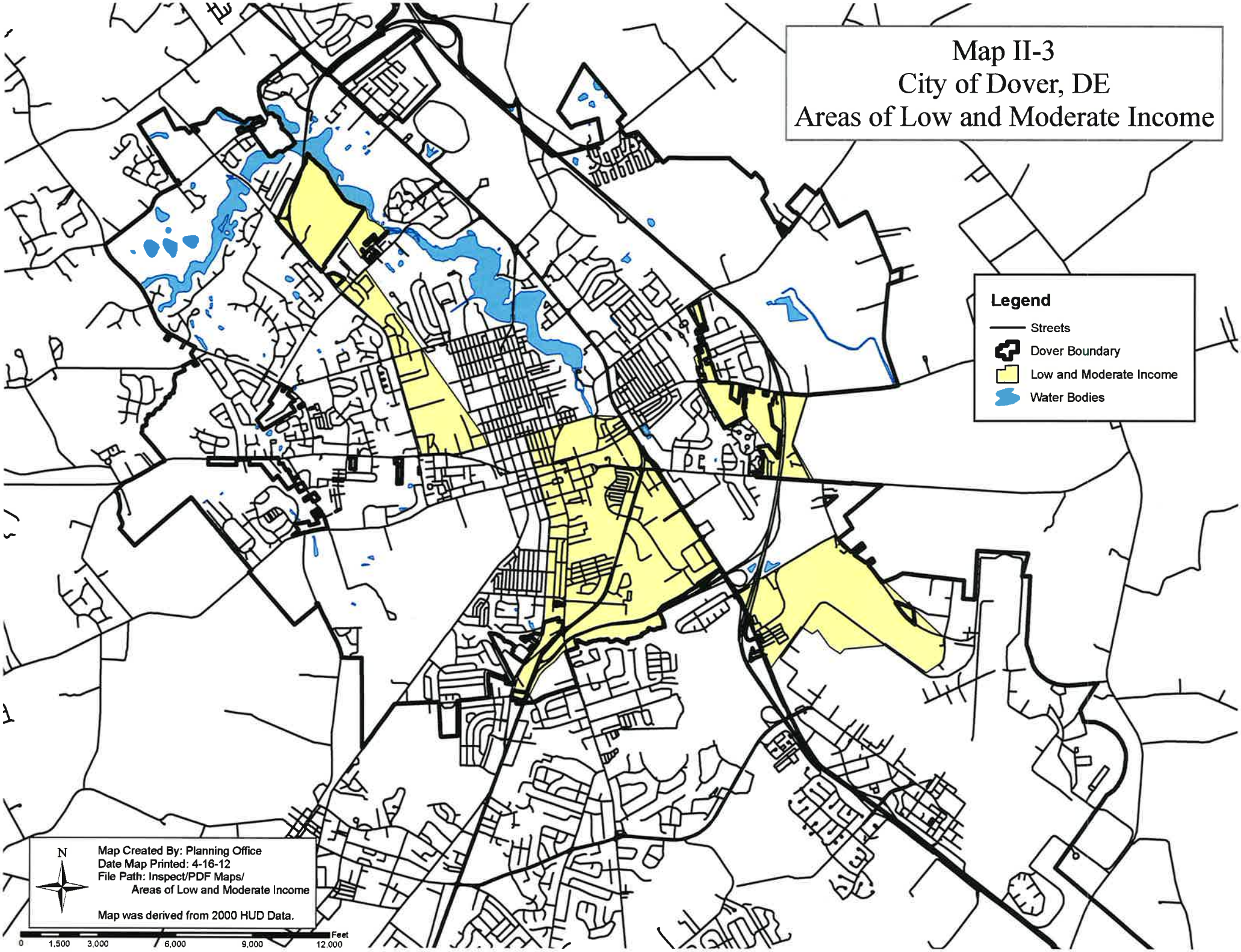
This map shows the areas where minorities are concentrated in the City of Dover based on 2010 Census data. For more information see the City of Dover 2010-2014 Consolidated Plan.

- Map II-3 City of Dover Low to Moderate Income Areas

This map shows Dover's low to moderate income areas, based on the 2000 U.S. Census Block Groups. HUD has designated that for Dover, areas with more than a 51% population of low to moderate income persons qualify for area benefit activities. For more information see the City of Dover 2010-2014 Consolidated Plan. The 2010 Census data for low to moderate income areas will not available to late 2013.


Map II-1
City of Dover, DE
Census Tracts
041801
040502
043202
040501
Legend
Streets
Water Bodies
Dover Boundary
2010 US Census Tracts
043300
040700
040900
041000
041300
041400
041802
041500
041200
041600
041100
041701
041702
042201
N
Map Created By: Planning Office
Date Map Printed: 3-12-12
File Path: Inspect/PDF Maps/
Map II-1 Census Tracts
Data Source: US Census Bureau
0
1,500
3,000
6,000
9,000
12,000
Feet


Map II-2
City of Dover, DE
Areas of Minority Concentration
041801
040501
040502
043202
043300
040700
040900
041000
041300
041400
041802
041200
041500
041600
041100
041702
042201
Legend
Streets
Dover Boundary
Water Bodies
2010 US Census Tracts
Percent Minority
0.0 - 20.5
20.6 - 34.1
34.2 - 53.2
53.3 - 63.7
N
Map Created By: Planning Office
Date Map Printed: 3-12-12
File Path: Inspect/PDF Maps/
Map II-2 Minority Concentration Areas
Data Source: 2010 US Census
0
1,600
3,200
6,400
9,600
12,800
Feet


Map II-3
City of Dover, DE
Areas of Low and Moderate Income
Legend
Streets
Dover Boundary
Low and Moderate Income
Water Bodies
N
Map Created By: Planning Office
Date Map Printed: 4-16-12
File Path: Inspect/PDF Maps/
Areas of Low and Moderate Income
Map was derived from 2000 HUD Data.
0
1,500
3,000
6,000
9,000
12,000
Feet

II GEOGRAPHIC DISTRIBUTION

The proposed 2013 projects will service all its clients citywide including public facilities that service special needs clients.

Project 13-1 Homeownership Assistance Program City Wide

Project 13-2 CDBG Program Administration City Wide

Project 13-3 Dover Interfaith Mission to the Homeless City Wide

Project 13-4 NCALL Research Inc. City Wide

Project 13-5 Milford Housing Development Corp (MHDC) Home Repair Project

City of Dover residents City Wide

Project 13-6 Milford Housing Development Corp (MHDC) Homeowner Rehabilitation Program: City of Dover residents City Wide

Project 13-7 Elizabeth W. Murphey School 42 Kings Highway, Dover, DE
City of Dover residents City Wide

SERVICE DELIVERY AND MANAGEMENT

The City of Dover Department of Planning and Community Development will assume overall responsibility for the implementation of the Action Plan. In addition, the Planning Office will directly manage and administer the City of Dover Homeownership Assistance Program.

II.1 HOMELESS AND OTHER SPECIAL NEEDS ACTIVITIES

At the present time, there are six scattered site neighborhood homes in the City of Dover that have been developed by the Alliance for the Mentally Ill in Delaware. These homes provide housing for persons who are chronically mentally ill. The homes have been funded through the HUD Section 202 Program so that the residents pay 30% of their adjusted gross income for rent and utilities. The homes have project based rent subsidies.

The Delaware HIV Consortium's HOPWA (Housing Opportunities for People with AIDS) program is a Consortium that entered into a contract with the Delaware State Housing Authority to provide tenant based rental assistance to people with HIV/AIDS in the State of Delaware. This program is now fully operational statewide. Clients are referred to the program by staff from agencies that provide HIV case management services such as Kent County Counseling Services and the Division of Public Health located in the City of Dover. In Kent County, the program currently provides rental assistance to 30 families within the State and a four year waiting list of families needing rental housing. Because the demand for the program is greater than can be met, staff encourages all program participants and potential program participants to apply for alternate forms of subsidized housing through such avenues as Dover Housing Authority and the Delaware State Housing Authority.

II.2 LEAD BASED PAINT HAZARD REDUCTION *(91.215 (i))*

Currently, the State of Delaware Department of Public Health enforces lead based paint abatement within the City of Dover. Under the State's program, families with children who have been diagnosed by the Public Health centers with lead poisoning are referred to a State Lead Based Paint Inspector. The inspector then performs the relevant technical analysis of the family's residence. If lead based paint is discovered, abatement is required. The City of Dover Department of Planning and Community Development acts in partnership with the State in assuring that lead paint hazards are reduced or eliminated, and that affected housing units are brought up to code.

The City currently requires lead-based paint testing and interim controls in conjunction with its CDBG rehabilitation program. The City of Dover Department of Planning and Community Development does not have the equipment necessary to accurately identify lead-based paint during housing inspections.

In addition to the activities of the City of Dover and the State of Delaware Department of Public Health, the Dover Housing Authority has been active in lead based paint abatement in the City. The Dover Housing Authority has tested and abated lead-based paint in all its public housing units. The Dover Housing Authority also deals with the lead paint hazards in private rental units through the enforcement of the Housing Quality Standards in conjunction with its Section 8 Rental Certificate/ Rental Voucher Program.

II.3 ANTI-POVERTY STRATEGY *(24 CFR 91.215 (f))*

From 2006 to 2010, the U.S. Census found that approximately 17.2% of Dover's population lived below the poverty level based on 2010 Census data. This percentage was somewhat higher than surrounding areas in Kent County (which had 12.5% of the population below poverty level) and higher than the average for the State of Delaware (11%). Clearly, there is a concentration of persons living below the poverty level in Dover.

To address poverty within the City of Dover, a multi-faceted anti-poverty strategy will be described below. This strategy stresses partnership with and the support of other agencies and organizations. Within the City of Dover there are two full service housing authorities, and various social service agencies which need and deserve the City's support. In addition to these service providers, the City of Dover will direct revitalization, economic development, and code enforcement efforts at low to moderate income neighborhoods. This will provide quality places for people in these neighborhoods to live and work, and provide them with new and better opportunities to earn a living.

The following are the three main elements of the City of Dover's Anti-Poverty Strategy:

- Highest Priority Given to Funding Proposals which Address or Fight Poverty: The City of Dover Parks, Recreation and Community Enhancement Committee will give the highest priority in the Five Year Plan to proposals which are targeted towards those living in poverty. These proposals must be consistent with one or more of the following Priorities identified in this plan:

  -Economic Development
  -Improve Quality of Housing Stock and Infrastructure
  -Aid to Special Needs Persons

- Support Family Self-Sufficiency Programs and other Resident Initiatives/Counseling Programs at Dover's Housing Authorities: Both the Delaware State Housing Authority and the Dover Housing Authority provide their residents with support and assistance in job training, parenting, counseling, financial management, and other skills. These programs are integrated in the housing programs through the Family Self-Sufficiency Program and/or other Resident Initiatives. It is the position of the City of Dover that these programs provide excellent opportunities for those in public housing to become economically and socially self-sufficient. The City of Dover will provide assistance and support as requested to encourage the continuance of these programs.

- Economic Development: The only way to solve the problem of poverty is to help families earn more money. To do so, there must be an abundant supply of jobs available to low and moderate income persons. It is the strategy of the City to use multiple approaches to job creation.

The City of Dover Economic Development Office encourages the development and expansion of businesses in the Downtown area. A special focus should be firms which provide jobs for low to moderate-income persons. Job creation in the Downtown area will serve the dual goals of maintaining and enhancing the older buildings in this historic area, and providing employment in close proximity to a low to moderate income neighborhood.

The Central Delaware Chamber of Commerce encourages the development of new businesses in the Dover area. The attraction and retention of new corporations and manufacturing firms to Dover will provide additional jobs for low to moderate-income persons. One opportunity for new business is the Garrison Oak Technology Park.

II.4 FAIR HOUSING

As a condition to receiving federal funds from the Department of Housing and Urban Development, entitlement jurisdictions such as the City of Dover are required to affirmatively further fair housing. As a result, in 2011, the City collaborated with Delaware State Housing Authority, New Castle County and the City of Wilmington to complete an "Analysis of Impediments to Fair Housing Choice in Delaware". Included in the study is a Fair Housing Action Plan for the City of Dover which identifies impediments to fair housing choice and recommended strategies for the City to undertake to affirmatively further fair housing. The following is a summary of the progress that the City has achieved during FY 2012.

City of Dover Fair Housing Action Plan Strategies

- **Strengthen partnerships with local lenders that will offer homebuyer education and other incentives to purchase a home in the City –** The City has partnered with 14 lenders that participate in the City's Homeownership Assistance and Neighborhood Stabilization Homeownership Assistance Programs which provides down payment and settlement assistance to qualifying families. The City also continues its working relationship with NCALL who continues to provide housing counseling and foreclosure prevention to Dover residents.

- **Increase homeownership among minorities and low to moderate income persons** Central Delaware Habitat for Humanity recently purchased a foreclosed property and will renovate it to provide affordable housing to a family that is 50% below the area median income. During the program year, through the Homeownership Assistance Program, 6 low to moderate incomes families have purchased affordable housing, where 4 applicants were minorities. There were 5 families that purchased affordable housing through the NSP Homeownership Assistance Program and 4 families were minorities.

- **Members of protected classes could be more fully represented on City boards and commissions dealing with housing issues –** The Planning Commission has a total of 9 members that serve on the board. There were 2 females appointed during the program year where 1 is a minority and 2 are African American males that serve on this board.

- **Encourage Elected Officials, Boards and Commissions to attend fair housing training** – The City collaborated with the other jurisdictions involved with the development of the Analysis of Impediments to facilitate fair housing training through the State of Delaware Division of Human Relations. The Division of Human Relations has developed a schedule of trainings that will be offered

throughout the year statewide for fair housing that will also be available for elected officials and elected boards and commissions. The planning office is presently working on facilitating a scheduled time for registered landlords to attend training in the fall of 2013. In April 2013, Code Enforcement Staff attended the Annual Fair Housing Conference that was sponsored by the State of Delaware Human Relations Commission. In August of 2012, the City's Planning Staff and Planning Commission members received Fair Housing training also offered by the Commission. The Commission also provided training to elected officials and boards and commissions throughout Kent County in February 2013 at the Dover Public Library.

- **Map the location (Impacted Areas vs. Non Impacted Areas) of all new CDBG and NSP assisted housing projects -** Map II-4 provides an overview of the City's CDBG and NSP affordable housing properties and investments during program year 2012. The housing provisions through the Homeownership Assistance Program and the acquisition and resale of the NSP properties are not primarily located in impacted areas but located throughout the City. There were two2 emergency home repair projects completed in 2012 where one is located in an impacted area.

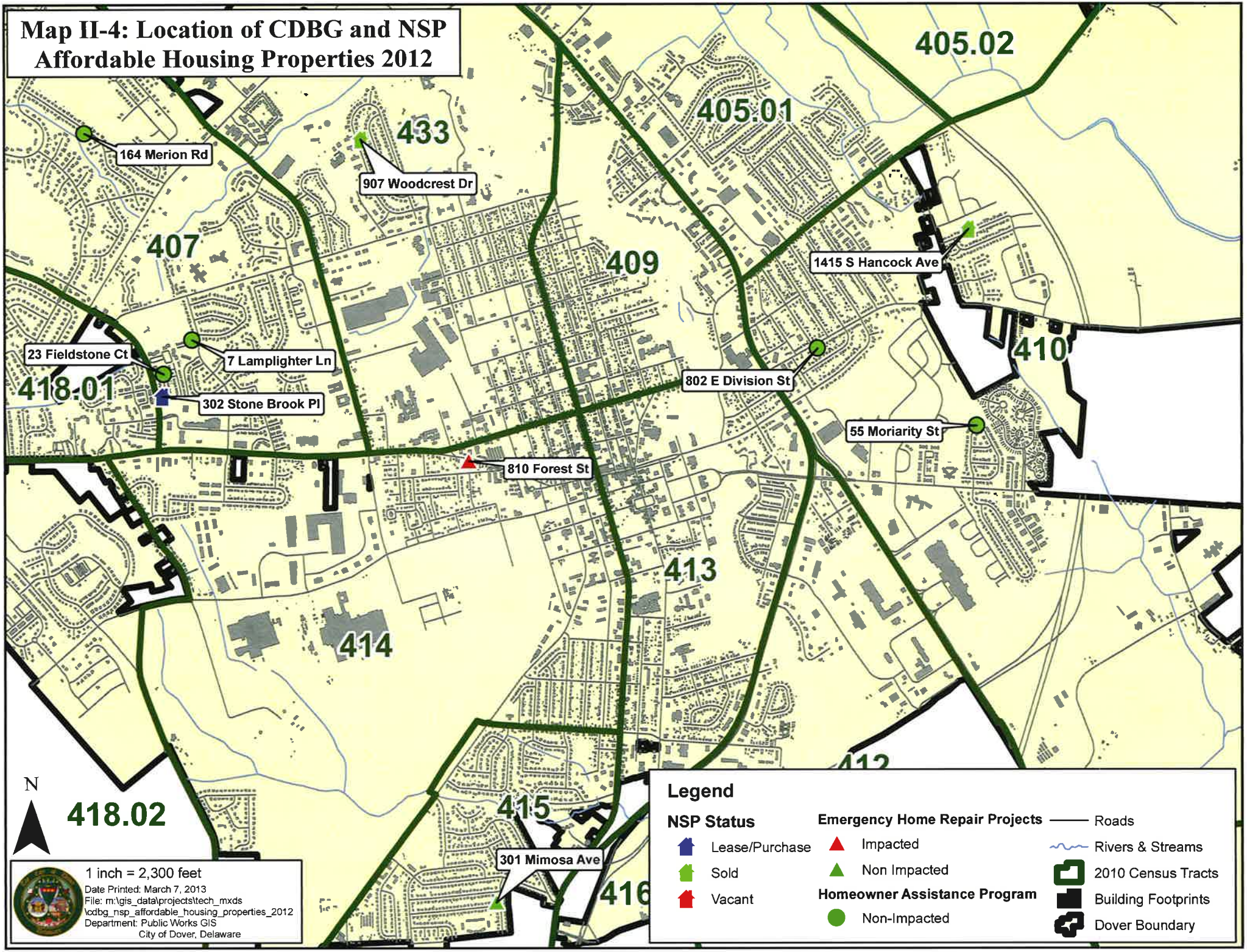
- **Expand incentives for property owners and investors to build new affordable rental and owner units in non-concentrated areas of the City** – Forty-eight (48) affordable housing tax credit units have been constructed that are centrally located in the Downtown Business District that will provide affordable rental housing to low income residents.

- **Identify effective ways to increase home ownership among minorities, residents of LMI census tracts, and LMI residents –** The City of Dover through the NSP Program has developed the NSP Homeownership Down Payment and Settlement Assistance Program that offers a 0% interest loan forgiven after 10 years, with assistance up to $20,000 to qualifying families who purchase foreclosed, vacant or abandoned properties in the city.

The Dover Housing Authority (DHA) has adopted the Analysis of Impediments for the City of Dover in which strategies and goals were formulated to eliminate the impediments identified for DHA. The following is a summary of goals completed during the program year.

- Increased access to City programs for persons with Limited English Proficiency (LED)
- Provided other language services (i.e. translators, interpreters, etc.) on an as needed basis
- Provided homeownership opportunities to minority households throughout the City through increased employment opportunities, homeownership counseling, and homebuyer education.

- Enforced the City's Section 3 policy to ensure that employment opportunities generated by HUD assistance are directed towards public housing residents and LMI residents
- Increased the supply of accessible affordable housing in the City.
- Applied the minimum set-aside for accessible units and require accessible units in all housing projects.
- Collaborated with advocacy groups to assists persons with disabilities threatened with evictions.
- Amended DHA policy documents to be in compliance with all applicable federal laws and authorities.
- Amended the Admissions and Continued Occupancy (ACOP) to provide applicants with the opportunity to refuse three units before moving to the bottom of the waiting list.
- Amended the ACOP to include detailed policies for providing access to services for persons with Limited English Proficiency (LED) and a detailed amended pet policy which permits service and/or companion animals for persons with disabilities.
- Amended the Section 8 Administrative Plan to include detailed policies for providing access to services for persons with disabilities.


Map II-4: Location of CDBG and NSP Affordable Housing Properties 2012
405.02
405.01
433
407
409
410
418.01
414
413
415
416
418.02
164 Merion Rd
907 Woodcrest Dr
1415 S Hancock Ave
23 Fieldstone Ct
7 Lamplighter Ln
302 Stone Brook Pl
802 E Division St
55 Moriarity St
810 Forest St
301 Mimosa Ave
N
1 inch = 2,300 feet
Date Printed: March 7, 2013
File: m:\gis_data\projects\tech_mxds
\cdbg_nsp_affordable_housing_properties_2012
Department: Public Works GIS
City of Dover, Delaware
Legend
NSP Status
Lease/Purchase
Sold
Vacant
Emergency Home Repair Projects
Impacted
Non Impacted
Homeowner Assistance Program
Non-Impacted
Roads
Rivers & Streams
2010 Census Tracts
Building Footprints
Dover Boundary

II.6

HOUSING, HOMELESS AND SPECIAL NEEDS ASSEESSMENT
GENERAL *(24 CFR 91.205 (b))*

The following tables list the housing needs of families that are on the waiting list for subsidized housing based on income, racial composition and the elderly for Dover Housing Authority.

Dover Housing Authority Housing Needs of Families on the Section 8 Waiting List

	# of Families	% of total families
Waiting list total	222	
Extremely low income <=30% AMI	6	3%
Very low income >30% but <=50% AMI	3	2%
Low income >50% but <=80%	0	0%
Families with children	103	47%
Elderly families	1	<1%
Families with Disabilities	16	4%
Race/ethnicity White	9	4%
Race/ethnicity Black	203	92%
Race/ethnicity American Indian	1	<1%
Race/ethnicity (Hispanic)	11	5%
Race/ethnicity Asian	0	0
Race/ethnicity Pacific Islander	1	<1%
Characteristics by Bedroom Size Public Housing only	N/A	N/A

Source: Dover Housing Authority 2012

Dover Housing Authority Housing Needs of Families on the Public Housing Waiting List

	# of Families	% of total families
Waiting list total	326	
Extremely low income <=30% AMI	229	71%
Very low income >30% but <=50% AMI	46	15%
Low income >50% but <=80%	10	3%
Families with children	36	11%
Elderly families	18	6%
Families with Disabilities	17	6%
Race/ethnicity White	36	11%
Race/ethnicity Black	95	30%
Race/ethnicity American Indian	1	<1%
Race/ethnicity Hispanic	47	15%
Race/ethnicity Asian	4	<1%
Characteristics by Bedroom Size		
0BR	82	26%
1BR	189	58%
2BR	121	38%
3BR	75	23%
4BR	18	6%
5BR	5	2%
5+BR	0	0

Source: Dover Housing Authority 2012

Dover Housing Authority Strategy for Addressing Needs

- Employ effective maintenance and management policies to minimize the number of public housing units off line.
- Reduce turnover time for vacated public housing units.
- Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction.
- Undertake measures to ensure access to affordable housing among families assisted by the Public Housing Authority, regardless of unit size required.
- Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration.
- Maintain or increase Section 8 lease-up rates effectively screening Section 8 applicants to increase the owner acceptance program

II.7 OUTCOMES AND PERFROMANCE MEASUREMENTS

CPMP Version 2.0

Grantee Name: **City of Dover**

Project Name:	Homeownership Assistance Program				
Description:		**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used to provide homeownership assistance to first time homebuyers that are low to moderate income persons.

Location: City wide

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Priority Need Category

Select one: Owner Occupied Housing

Explanation:

The City's goal is to increase homeownership opportunities in low to moderate income areas and service low to moderate income persons.

Expected Completion Date:

(mm/dd/yyyy) 06/30/14

Objective Category

- (●) Decent Housing
- ( ) Suitable Living Environment
- ( ) Economic Opportunity

Outcome Categories

- [ ] Availability/Accessibility
- [x] Affordability
- [ ] Sustainability

Specific Objectives

1. Increase the availability of affordable owner housing
2.
3.

Project-level Accomplishments

Accompl. Type:	**Proposed**			04 Households	**Proposed**	4	
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
04 Households	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	Performance Measure	Actual Outcome
To increase affordable housing opportunities	4 low income residents will purchase their own home.	

13 Direct Homeownership Assistance 570.201(n)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		

Program Year 2	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.	$40,000		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

Grantee Name: **City of Dover**

CPMP Version 2.0

Project Name:	Program Administration				
Description:		**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used to oversee management, monitoring and coordination of the CDBG program in the City of Dover.

Location: City of Dover

Priority Need Category

Select one: Planning/Administration

Explanation:

Expected Completion Date:
(mm/dd/yyyy) 06/30/14

Objective Category
- ○ Decent Housing
- ○ Suitable Living Environment
- ○ Economic Opportunity

Specific Objectives

Outcome Categories
- ☐ Availability/Accessibility
- ☐ Affordability
- ☐ Sustainability

1
2
3

Project-level Accomplishments

Accompl. Type:	**Proposed**			01 People	**Proposed**	1	
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
01 People				Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	**Performance Measure**	**Actual Outcome**

31B Administration - grantee | Matrix Codes

Matrix Codes | Matrix Codes

Matrix Codes | Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.	$44,713		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

Grantee Name: **City of Dover**

CPMP Version 2.0

Project Name:	Dover Interfaith Mission to the Homeless			
Description:		**IDIS Project #:**	**UOG Code:**	UOG Code

CDBG funds will be used for operating funds for the building that will include utility and lease cost.

Location: Dover

684 Forest Street, Dover, DE

Priority Need Category

Select one: Public Facilities

Explanation:

The funding for this project will assist in offsetting additional cost to run the daily operations of the shelter.

Expected Completion Date:

(mm/dd/yyyy) 06/30/14

Objective Category

- ○ Decent Housing
- ◉ Suitable Living Environment
- ○ Economic Opportunity

Outcome Categories

- ☐ Availability/Accessibility
- ☐ Affordability
- ☑ Sustainability

Specific Objectives

1. End chronic homelessness
2.
3.

Project-level Accomplishments

Accompl. Type:	**Proposed**			11 Public Facilities	**Proposed**	150	
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
11 Public Facilities	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	**Performance Measure**	**Actual Outcome**
To assist in decreasing homelessness	To provide shelter for up to 150 individuals within a year	

03T Operating Costs of Homeless/AIDS Patients Programs	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.	$27,500		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

Grantee Name: **City of Dover**

CPMP Version 2.0

Project Name:	NCALL Research Inc.			
Description:	**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used for foreclosure prevention and pre-purchase homeownership counseling services relevant to Dover residents.

Location: city wide

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Expected Completion Date:

(mm/dd/yyyy) 06/30/14

Objective Category

- (●) Decent Housing
- ( ) Suitable Living Environment
- ( ) Economic Opportunity

Outcome Categories

- [ ] Availability/Accessibility
- [ ] Affordability
- [x] Sustainability

Priority Need Category

Select one: Public Services

Explanation:

This project will assist in the reduction of foreclosures and increase homeowneship opportunities in the City of Dover.

Specific Objectives

1. Improve the services for low/mod income persons
2.
3.

Project-level Accomplishments

Accompl. Type:	**Proposed**			04 Households	**Proposed**	15	
	Underway				**Underway**		
	Complete				**Complete**		
Accompl. Type:	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		
04 Households	**Proposed**			Accompl. Type:	**Proposed**		
	Underway				**Underway**		
	Complete				**Complete**		

Proposed Outcome	**Performance Measure**	**Actual Outcome**
To sustain a suitable living environment	To decrease the number of foreclosures	

05 Public Services (General) 570.201(e)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Fund Source:	**Proposed Amt.**			Fund Source:	**Proposed Amt.**		
	Actual Amount				**Actual Amount**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		
Accompl. Type:	**Proposed Units**			Accompl. Type:	**Proposed Units**		
	Actual Units				**Actual Units**		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.	$6,034		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

Grantee Name: **City of Dover**

CPMP Version 2.0

Project Name:	Milford Housing Home Repair Project			
Description:	**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used to assist very low income homeowners with emergency repairs to eliminate severe housing conditions that constitute health and safety hazards in the City of Dover.

Location: City wide

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Priority Need Category

Select one: Owner Occupied Housing

Explanation:

Emergency home repairs will be completed on up to 10 very low income owner occupied homes to eliminate health and saftey hazards.

Expected Completion Date:

(mm/dd/yyyy) 06/30/14

Objective Category

- ○ Decent Housing
- ◉ Suitable Living Environment
- ○ Economic Opportunity

Specific Objectives

1. Improve the quality of owner housing
2.
3.

Outcome Categories

- ☐ Availability/Accessibility
- ☐ Affordability
- ☑ Sustainability

Project-level Accomplishments

Accompl. Type:	Proposed			10 Housing Units	Proposed	10	
	Underway				Underway		
	Complete				Complete		
Accompl. Type:	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		
10 Housing Units	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		

Proposed Outcome	Performance Measure	Actual Outcome
To improve the existing housing stock.	To repair up to 10 owner occupied homes	

14A Rehab; Single-Unit Residential 570.202	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.	$40,000		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

Grantee Name: **City of Dover**

CPMP Version 2.0

Project Name:	Milford Housing Homeowner Rehabilitation Program			
Description:	**IDIS Project #:**		**UOG Code:**	UOG Code

CDBG funds will be used to rehabilitate owner-occupied homes found in violation of the city's housing code to properties in the City of Dover.

Location: City wide

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Priority Need Category

Select one: Owner Occupied Housing

Explanation:

Based on a needs assessment workshop in preparing for the Consolidated Plan, housing rehabilitation needs was ranked as a top priority.

Expected Completion Date:

(mm/dd/yyyy) 06/30/14

Objective Category

- (●) Decent Housing
- ( ) Suitable Living Environment
- ( ) Economic Opportunity

Outcome Categories

- [ ] Availability/Accessibility
- [ ] Affordability
- [x] Sustainability

Specific Objectives

1. Improve the quality of owner housing
2.
3.

Project-level Accomplishments

Accompl. Type:	proposed			10 Housing Units	Proposed	4	
	Underway				Underway		
	Complete				Complete		
Accompl. Type:	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		
10 Housing Units	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		

Proposed Outcome	Performance Measure	Actual Outcome
Decrease number of substandard housing.	To Rehabilitate 4 owner occupied homes	

14A Rehab; Single-Unit Residential 570.202	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.	$32,658		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

Grantee Name: **City of Dover**

CPMP Version 2.0

Project Name:	Elizabeth W. Murphey School			
Description:	**IDIS Project #:**		**UOG Code:**	UOG Code

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

Location: historic area

Enter location, address, zip codes, census tracks, or other elements that will help to identify the location of the project.

Priority Need Category

Select one: Public Facilities

Explanation:

This project will improve the quality of housing for low to moderate income persons.

Expected Completion Date:

(mm/dd/yyyy) 06/30/14

Objective Category

- ○ Decent Housing
- ◉ Suitable Living Environment
- ○ Economic Opportunity

Specific Objectives

Outcome Categories

- ☐ Availability/Accessibility
- ☐ Affordability
- ☑ Sustainability

1. Improve quality / increase quantity of public improvements for lower income persons
2.
3.

Project-level Accomplishments

Accompl. Type:	Proposed			11 Public Facilities	Proposed	1	
	Underway				Underway		
	Complete				Complete		
Accompl. Type:	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		
11 Public Facilities	Proposed			Accompl. Type:	Proposed		
	Underway				Underway		
	Complete				Complete		

Proposed Outcome	Performance Measure	Actual Outcome
to sustain a suitable living environment	To vastly improve the appearance of the facility	

03Q Abused and Neglected Children Facilities 570.201(c)	Matrix Codes
Matrix Codes	Matrix Codes
Matrix Codes	Matrix Codes

Program Year 1

Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.		
	Actual Amount				Actual Amount		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		
Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units		
	Actual Units				Actual Units		

Program Year 2	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 3	CDBG	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 4	CDBG	Proposed Amt.	$32,658		Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
Program Year 5	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Fund Source:	Proposed Amt.			Fund Source:	Proposed Amt.	
		Actual Amount				Actual Amount	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	
	Accompl. Type:	Proposed Units			Accompl. Type:	Proposed Units	
		Actual Units				Actual Units	

III CERTIFICATIONS

III.1 General Certification

In accordance with the applicable statutes and the regulations governing the Consolidated Plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing - The City of Dover collaborated with Delaware State Housing Authority, New Castle County and the City of Wilmington to complete a statewide "Analysis of Impediments (AI) to Fair Housing Choice in Delaware." This study was finalized in the summer of July 2011 and includes a breakdown of the impediments specifically for Dover in which the City has taken measures to eliminate on an annual basis.

Anti-Discrimination - The grants will be conducted and administered in compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d), the Fair Housing Act (42 U.S.C. 3601-3620), the Age Discrimination Act of 1975, Executive Orders 11063, 11625, 12138, 12432 and 12892, Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Americans with Disabilities Act (Title II) and implementing regulations.

Anti-displacement and Relocation Plan - It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, as required under §570.606(b) and Federal implementing regulations; and that it has in effect and is following a residential and displacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, and the relocation requirements of §570.606(c) governing optional relocation assistance under section 105(a)(11) of the Housing and Community Development Act of 1974, as amended.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

2. Establishing an ongoing drug-free awareness program to inform employees about

   (a) The dangers of drug abuse in the workplace;

   (b) The grantee's policy of maintaining a drug-free workplace;

   (c) Any available drug counseling, rehabilitation, and employee assistance programs; and

(d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.

4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -

(a) Abide by the terms of the statement; and

(b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant.

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -

(a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by Federal, State, or local health, law enforcement, or other appropriate agency.

7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

8. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)
Dover City Hall
15 Loockerman Plaza
Dover, DE 19901

Check ___ if there are workplaces on file that are not identified here; the certification with regard to the drug-free workplace required by 24 CFR part 24, subpart F.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3. It will require that the language of paragraph (n) of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. The jurisdiction is in compliance with restrictions on lobbying required by 24 CFR part 87, together with disclosure forms, if required by that part.

Legal Authority -- It possesses legal authority under State and local law to make grant submissions and to execute a community development and housing programs and the jurisdiction's governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the person identified as the official representative of the grantee to submit the housing and community development plan and amendments thereto and all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the grantee to act in connection with the submission of the housing and community development plan and to provide such additional information as may be required.

Applicable Laws -- The jurisdiction will comply with the other provisions of the Acts covering programs covered by the HCD plan and with other applicable laws.

Section 3 - The jurisdiction will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u), and implementing regulations at 24 CFR part 135.

_____ /

Signature Date

_____

Title

III.2 Specific CDBG Certifications

The Entitlement Community certifies that:

Use of Funds -- It has developed its HCD plan one-year projected use of funds so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight; (the projected use of funds may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available); except that the aggregate use of CDBG funds received under section 106 of the Housing and Community Development Act of 1974, as amended, and if applicable, under section 108 of the same Act, during program year(s) 2010-2014 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that not less than 70 percent of such funds are used for activities that benefit such persons during such period;

Community Development Plan -- It has developed a community development plan, for the period specified in the paragraph above, that identifies community development and housing needs and specifies both short and long-term community development objectives that have been developed in accordance with the primary objective and requirements of the Housing and Community Development Act of 1974, as amended;

Special Assessments -- It will not attempt to recover any capital costs of public improvements assisted in whole or in part with funds provided under section 106 of the Housing and Community Development Act of 1974, as amended, or with amounts resulting from a guarantee under section 108 of the same Act by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:

1. Funds received under section 106 of the Housing and Community Development Act of 1974, as amended, are used to pay the proportion of such fee or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other than under Title I of that Act; or

2. For purposes of assessing any amount against properties owned and occupied by persons of moderate income, the grantee certifies to the Secretary that it lacks sufficient funds received under section 106 of the Housing and Community Development Act of 1974, as amended, to comply with the requirements of subparagraph (1) above;

Lead-Based Paint -- Its notification, inspection, testing and abatement procedures concerning lead-based paint will comply with §570.608;

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

_____ _____

Signature Date

_____

Title

City of Dover

MAYOR AND COUNCIL

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2013-16

A RESOLUTION PROPOSING APPROVAL OF THE 2013 COMMUNITY DEVELOPMENT BLOCK GRANT ACTION PLAN.

WHEREAS, the City of Dover is entitled to $215,009 through the United States Department of Housing and Urban Development Community Development Block Grant program; and

WHEREAS, the City of Dover has prepared the 2013 Action Plan, in accordance with the United States Department of Housing and Urban Development guidelines, that serve as the primary planning document for identifying and meeting the housing and community development needs for the low and moderate-income residents of Dover; and

WHEREAS, the City of Dover is in favor of utilizing the Community Development Block Grant funds for the community development purposes in accordance with the National Community Development objectives of benefiting low and moderate income families, eliminating slums and blight, and meeting other community development objectives; and

WHEREAS, the United States Department of Housing and Urban Development requires the City of Dover to submit a Consolidated Plan and an Action Plan for Application for Federal Assistance including the proposed use of funds and including certain certifications and policies to obtain its $215,009 entitlement; and use of $8,554 in program income for eligible activities; and

NOW, THEREFORE BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF DOVER APPROVE THE 2013 Community Development Block Grant Action Plan and application for Federal Assistance included in the Action Plan, along with certifications and policies attached and authorize its forwarding to the United States Department of Housing and Urban Development for consideration.

ADOPTED: *

MAYOR

COUNCIL PRESIDENT

IV SUMMARY OF CITIZEN COMMENTS

NOTICE OF PUBLIC HEARING

In accordance with Federal Regulations governing the City of Dover Community Development Block Grant Program, the City of Dover will hold a public hearing Thursday, April 18, 2013 at 5:00 PM in the City Hall Caucus Room, 15 Loockerman Plaza, Dover, to afford citizens an opportunity to comment on the proposed 2013 Action Plan and projected use of funds. The City will consider any comments or views of citizens received in writing or orally at the public hearing. A summary of these comments or views and summary of any comments or views not accepted and reasons therefore, shall be attached to the plan. Receipt of written comments will close at 5:00 PM on May 3, 2013. This Federally funded program will provide funds to support Community Development activities in eligible communities within the City of Dover. If you have a vision, hearing or physical impairment that requires accommodation either in the reading of this notice or at the public hearing, the City of Dover will provide appropriate assistance, please call the Planning Office at 736-7175 between the hours of 8:00 AM and 4:30 PM. If you have a hearing impairment, the State TDD Relay Center number is 1-800-855-1155 same hours.

EQUAL HOUSING OPPORTUNITY
City of Dover
Planning Office
P.O. Box 475
Dover, DE 19903

There was no one in attendance at the public hearing.

V APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification set out in paragraph (o).

2. The certification set out in paragraph (o) is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.

3. For grantees other than individuals, Alternate I applies. (This is the information to which entitlement grantees certify).

4. For grantees who are individuals, Alternate II applies. (Not applicable to CDBG Entitlement grantees.)

5. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.

6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit

authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).

7. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).

8. Definitions of terms in the No Procurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C.812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are not on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplace.

VI DEFINITIONS

Certification. A written assertion, based on supporting evidence, that must be kept available for inspection by HUD, by the Inspector General of HUD, and by the public. The assertion shall be deemed to be accurate unless HUD determines otherwise, after inspecting the evidence and providing due notice and opportunity for comment.

Consolidated plan (or "***the plan***"). The document that is submitted to HUD that serves as the planning document (comprehensive housing affordability strategy and community development plan) of the jurisdiction and an application for funding under any of the Community Planning and Development formula grant programs (CDBG, ESG, HOME, or HOPWA), which is prepared in accordance with the process prescribed in this part.

Consortium. An organization of geographically contiguous units of general local government that are acting as a single unit of general local government for purposes of the HOME program (see 24 CFR part 92).

Cost burden. The extent to which gross housing costs, including utility costs, exceed 30 percent of gross income, based on data available from the U.S. Census Bureau.

Emergency shelter. Any facility with overnight sleeping accommodations, the primary purpose of which is to provide temporary shelter for the homeless in general or for specific populations of the homeless.

Extremely low-income family. Family whose income is between 0 and 30 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 30 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

Homeless family with children. A family composed of the following types of homeless persons: at least one parent or guardian and one child under the age of 18; a pregnant woman; or a person in the process of securing legal custody of a person under the age of 18.

Homeless person. A youth (17 years or younger) not accompanied by an adult (18 years or older) or an adult without children, who is homeless (not imprisoned or otherwise detained pursuant to an Act of Congress or a State law), including the following:

(1) An individual who lacks a fixed, regular, and adequate nighttime residence; and

(2) An individual who has a primary nighttime residence that is:

(i) A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);

(ii) An institution that provides a temporary residence for individuals intended to be institutionalized; or

(iii) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

Homeless subpopulations. Include but are not limited to the following categories of homeless persons: severely mentally ill only, alcohol/drug addicted only, severely mentally ill and alcohol/drug addicted, fleeing domestic violence, youth, and persons with HIV/AIDS.

Jurisdiction. A State or unit of general local government.

Large family. Family of five or more persons.

Lead-based paint hazards. Any condition that causes exposure to lead from lead-contaminated dust, lead-contaminated soil, lead-contaminated paint that is deteriorated or present in accessible surfaces, friction surfaces, or impact surfaces that would result in adverse human health effects as established by the appropriate Federal agency.

Low-income families. Low-income families whose incomes do not exceed 50 percent of the median family income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 50 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

Middle-income family. Family whose income is between 80 percent and 95 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 95 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes. (This corresponds to the term *"moderate income family"* under the CHAS statute, 42 U.S.C. 12705.)

Moderate-income family. Family whose income does not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD's findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low family incomes.

Overcrowding. For purposes of describing relative housing needs, a housing unit containing more than one person per room, as defined by the U.S. Census Bureau, for which data are made available by the Census Bureau. (See 24 CFR 791.402(b).)

Person with a disability. A person who is determined to:

(1) Have a physical, mental or emotional impairment that:

(i) Is expected to be of long-continued and indefinite duration;

(ii) Substantially impedes his or her ability to live independently; and

(iii) Is of such a nature that the ability could be improved by more suitable housing conditions; or

(2) Have a developmental disability, as defined in section 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001-6007); or

(3) Be the surviving member or members of any family that had been living in an assisted unit with the deceased member of the family who had a disability at the time of his or her death.

Poverty level family. Family with an income below the poverty line, as defined by the Office of Management and Budget and revised annually.

Severe cost burden. The extent to which gross housing costs, including utility costs, exceed 50 percent of gross income, based on data available from the U.S. Census Bureau.

State. Any State of the United States and the Commonwealth of Puerto Rico.

Transitional housing. A project that is designed to provide housing and appropriate supportive services to homeless persons to facilitate movement to independent living within 24 months, or a longer period approved by HUD. For purposes of the HOME program, there is no HUD- approved time period for moving to independent living.

Unit of general local government. A city, town, township, county, parish, village, or other general purpose political subdivision of a State; an urban county; and a consortium of such political subdivisions recognized by HUD in accordance with the HOME program (24 CFR part 92) or the CDBG program (24 CFR part 570).

VII MONITORING

VII.1 General Procedures

Monitoring is basically a review of programs, projects, and administrative procedures as an on-going process that is implemented. When a sub-recipient receives notification of a grant award, the process continues through invoices, monthly report submittal, and site visits including activity closeout.

The monitoring reports are used to determine the process and identify problems. Staff reviews the reports with the sub-recipient and suggests changes and/or modifications as needed. If issues are identified, staff makes specific recommendations for addressing the problems and identifies action that must be taken with a deadline included in the monitoring letter.

City of Dover

MAYOR AND COUNCIL

May 14, 2013

The Honorable W. Charles Paradee
Representative - State of Delaware
PO Box 1401
Dover, DE 19903

Dear Representative Paradee:

The City of Dover offers its full support of the proposed House Bill to amend Title 29, §10006, of the Delaware Code relating to the Freedom of Information Act. This amendment will allow a member of a city, town or municipal council who is serving in the military or armed forces overseas to attend meetings of such municipal body by video-conferencing.

The City of Dover is keenly aware of the importance of this legislation due to the current deployment of City Councilman David Anderson. Passage of the amendment will make it possible for him to continue to serve his constituents while also serving his country.

As always, we wish to extend our appreciation for the continued support of our legislators.

Sincerely,

CARLETON E. CAREY, SR.
MAYOR

*
COUNCIL PRESIDENT

CEC/*/tam
S:\Correspondence\Council Meeting\2013\05-13-2013 Letter of Support - HB Related to the Freedom of Information Act - Video Conferencing.wpd

cc: City Council

SPONSOR: Rep. Paradee

HOUSE OF REPRESENTATIVES
147th GENERAL ASSEMBLY

HOUSE BILL NO.

AN ACT TO AMEND TITLE 29 RELATING TO THE FREEDOM OF INFORMATION ACT.

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

Section 1. Amend §10006, Title 29 of the Delaware Code by making insertions as shown by underlining and deletions as shown by strike through as follows:

§ 10006. Video-conferencing participation in open meetings.

(a) Unless otherwise prohibited by law, any public body subject to the provisions of this chapter, except for any public body in which members are elected by the public to serve on the public body, may conduct a meeting by means of video-conferencing, provided each attending member's participation occurs at a noticed public location where members of the public may also attend the meeting. The participation of a member of such public body by video-conferencing in compliance with this section shall be deemed attendance for all purposes, including purposes of establishing a quorum. When video conferencing is used, at least 1 of the noticed public locations shall be within the geographic jurisdiction of that public body. Meetings may otherwise be noticed for multiple public locations within the state where video-conferencing is available. During meetings where video-conferencing is used, each member must be identified, all participants shall be able to communicate with each other at the same time, and members of the public attending at the noticed public location or locations of the meeting must be able to hear and view the communication among all members of the public body participating by video-conference. Video-conferencing participation is not permitted when a verbatim transcript of the meeting may be required by law, except for public hearings on proposed rules and regulations, or where the chair or presiding officer determines that physical attendance is required at a single location.

(b) Notwithstanding subsection (a) a person serving as an elected official on a city, town, or municipal council or body may attend a meeting of such council or body by video conferencing if such person is serving in the military or armed forces and is deployed out of the country.

SYNOPSIS

This bill will allow a member of a city, town or municipal council who is serving in the military or armed forces overseas to attend meetings of such municipal body by video-conferencing.

LC : WGB : RAY
1901470716

DRAFT

FIRST READING

CITY OF DOVER PROPOSED ORDINANCE #2013-07

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 by inserting the text indicated in bold, blue, italics and deleting the text indicated in red strikeout as follows:

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

~~**On**~~ ***Effective*** July 27, 2009, ~~**council approved the recommendation of the legislative, finance, and administration committee's recommendation not to provide for Medicare part B premium reimbursement for all nonbargaining employees which applied only to new hires after 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),*** ~~***become a non-bargaining employee after July 27, 2009, whom were not entitled to Medicare Part B premium reimbursement before July 27, 2009,***~~ ***shall not be entitled to the reimbursement.***

The city ~~**currently provides**~~ ***will continue the practice of providing*** Medicare Part B premium reimbursement for ~~**all other**~~ 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),*** ~~**and the legislative, finance, and administration committee recommends that this practice be continued provided that it is clearly stated and understood that the decision of council, if approved by council,**~~ ***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.***

~~**The city shall continue to provide Medicare part B premium reimbursements for all nonbargaining employees other than those new hires after July 27, 2009, as it has done in the past, provided that this is not to be 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, that as required by the Charter, section 3, the fund for payment of the costs of such premium reimbursement shall be continued as in the past.**~~

ADOPTED: *

S:\ORDINANCES\2013\Draft\2013-07 Amending Ch 2 - Administration, Art VI - OPEB Fund, Sec 2-505 - Medicare Pt B Premium Reimb-1st Rdg.wpd

SYNOPSIS

This amendment allows 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.

(SPONSORS: STAFF)

Actions History

May 13, 2013 - Scheduled for First Reading by Council

April 22, 2013 - Introduced at Legislative, Finance, and Administration Committee

DRAFT