REGULAR COUNCIL MEETING
A G E N D A

APRIL 8, 2013 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 p.m.)

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

INVOCATION BY COUNCILMAN DIXON

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN PERZA

AGENDA ADDITIONS/DELETIONS

* **CONSENT AGENDA**

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

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

2. Oaths of Office Administered by The Honorable Henry duPont Ridgely, Justice, Delaware Supreme Court

Council - Second District	**-**	**William F. Hare**
Council - Fourth District	**-**	**David L. Anderson**

3. Proclamation - Arbor Day

4. Presentations

A. Police Department Annual Report
B. Library Six (6) Month Operations Report

5. **Public Hearing - Violation of the Dangerous Building Ordinance - Property Located at 231 North Queen Street, Owned by Jeanette Watson c/o Sandra Dean**

   (Staff Recommends Declaring the Building and all Accessory Structures on this Property Dangerous; Ordering the Property Repaired or Demolished by May 8, 2013 by the Owner or Equity Owner at Their Own Risk; Ordering 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; Ordering 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)

6. **Luther Village Planned Neighborhood Design (PND) Senior Citizen Housing Option - Sketch Plan Review**

   (Staff Recommends That City Council Determine that Luther Village III: Planned Neighborhood Design - Senior Citizen Housing Option is of Such a Design and Type That Warrants Further Review by the Planning Commission. Staff Further Recommends That City Council Refer the Proposal to the Planning Commission for Further Review)

* 7. **Utility Committee Report - March 25, 2013**

   A. **Presentation by Calpine and KVAERNER on Employment and Construction Plans**
      (Committee Action Not Required)

   B. **Proposed Amendments to the Governing Policy for Energy Commodity Risk Management** *(Committee Recommended Approval of the Proposed Amendments)*

8. **Legislative, Finance, and Administration Committee Report - March 25, 2013**

   A. **Evaluation of Bids - Infield Groomer Replacement**
      *(Committee Recommended Awarding a Contract in the Amount of $17,372.12 to Turf Equipment and Supply Company and to Allow for the Usage of Budgetary Savings Realized)**(Staff Will Present a Revised Recommendation to Authorize the Purchase of the Infield Groomer, in the Amount of $17,348.00, from Lawn & Golf Supply Co., Inc., and to Allow for the Usage of Budgetary Savings Realized to Pay for the Unbudgeted but Necessary Purchase)***

* B. **FY 12 Audit - Required Auditor Communications**
      (Committee Recommended Acceptance of the FY 12 Audit - Required Auditor Communications Report, as Presented)

* C. **Proposed Ordinance #2013-06 Amending Chapter 2 - Administration, Article II - City Council, Division 2 - Meetings of the Dover Code - Excused Absences** ***(See Item #13-A)***
      (Committee Recommended Adoption of Proposed Ordinance #2013-06, with LF&A #1, Which Stipulates That, after Three (3) Meetings, If Excused, a Member's Pay Would Be Suspended until the Member Returns)

* D. **City Hall Replacement - Potential RFP (Request for Proposal) for Architectural Services for Conceptual Design**
      (Committee Recommended Authorizing the City Manager to Issue an RFP for Architectural Services to Prepare Concepts to Replace Existing Office Space Related to City Hall and 5 East Reed Street)

* E. **Evening and Weekend Code Enforcement Coverage**
      (Committee Recommended Instructing Staff to Develop a Schedule and Budget for Overtime for FY 14 to Support Evening and Weekend Code Enforcement Coverage, Stipulating That Staff Try to Schedule Without Utilizing Overtime If Possible)

* **9. Monthly Reports - February 2013**

- **A. Budget**
- **B. Chief of Police**
- **C. City Assessor**
- **D. City Manager**
- **E. City Planner**
- **F. Dover Fire Department**
- **G. Economic Development Office**

10. Dedication of Rights-of-Way and Public Infrastructure (Utility Committee)

A. The Village of Cannon Mill - Phase I

*(On February 25, 2013, the Committee Recommended Acceptance of Dedication of Rights-of-Way and Public Infrastructure in Phase I of the Village of Cannon Mill Subdivision, Including All of the Referenced Public Improvements)**(On March 11, 2013 City Council Deferred Action Until March 25, 2013, as Recommended by Staff)***

11. Evaluation of Bids

A. Cannon Mill Paving Improvements Program ***(Tabled by City Council During Their Regular Meeting of February 25, 2013)***

(On February 25, 2013, Staff Recommended Awarding a Unit Price Contract for the Cannon Mill Paving Improvements Program to Harmony Construction Company Based on the Prevailing Wage Unit Prices for Each Work Item Submitted. The Total Work Authorized Under this Contract Will Not Exceed the Available Funding in Conjunction with the Co-Project FY 2013 Street and Alley Program)

B. Engineering Service Agreement - General Scott Substation Switchgear Replacement

(Staff Recommends Awarding the Work to Power Consulting Engineers (PCE) in an Amount Not to Exceed $55,000 Based on Time & Materials)

12. Fee Proposal - Attorney Services for Labor Negotiations

A. American Federation of State, County, and Municipal Employees (AFSCME)

(Staff Recommends Retaining the Firm of Baird Mandalas, LLC For AFSCME Labor Negotiations at a Fee of $50,000)

B. International Brotherhood of Electrical Workers (IBEW) Local 1238

(Staff Recommends Retaining the Firm of Baird Mandalas, LLC For IBEW Labor Negotiations at a Fee of $15,000)

13. First Reading - Proposed Ordinance #2013-06 With LF&A #1

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 April 22, 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 #2013-06 with LF&A #1 Amending Chapter 2 - Administration, Article II - City Council, Division 2 - Meetings of the Dover Code - Excused Absences

(Legislative, Finance, and Administration Committee)

14. Final Reading - Proposed Ordinance

The First Reading of the following proposed ordinance was accomplished during the Council Meeting of March 25, 2013. Copies of the proposed ordinance are available at the entrance of the Council Chambers.

A. Staff Substitute #2, With LF&A #1 and Council #1 for Ordinance #2013-04 - Amending Chapter 22 - Buildings and Building Regulations, Article X - Rental Dwellings

15. Council Members Announcements

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REGULAR COUNCIL MEETING

The Regular Council Meeting was held on March 25, 2013 at 7:30 p.m. with Council President Leary presiding. Council members present were Mr. Anderson, Mr. Dixon, Mr. Lynn, Mr. Perza, Mr. Bonar, Mr. Hare, and Mr. Hutchison. Mrs. Williams 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 Pastor Steven LaMotte, Hope United Methodist Church/Wesley College Campus Minister, followed by the Pledge of Allegiance.

Council President Leary announced that the Dover Fire Department had lost its longest-serving member, Mr. Herb Abbott, who had been with the organization for 75 years, noting that Mr. Abbott had passed away earlier in the day. He requested a moment of silence for Mr. Abbott and his family.

AGENDA ADDITIONS/DELETIONS

Council President Leary advised members that staff had requested the deletion of Item #7A - Dedication of Rights-of-Way and Public Infrastructure - Village of Cannon Mill - Phase I and Item #8A - Evaluation of Bids - Cannon Mill Paving Improvements Program.

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

Mr. Anderson requested that Item #5A - Legislative, Finance, and Administration Committee Report - March 11, 2013 - Permanent Assignment of Duties Associated with Interim Managerial Plan and Organizational Changes be removed from the Consent Agenda.

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

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF MARCH 11, 2013

The Minutes of the Regular Council Meeting of March 11, 2013 were unanimously approved by motion of Mr. Bonar, seconded by Mr. Dixon and bore the written approval of Mayor Carey.

PRESENTATION - AWARDS BY DOWNTOWN DOVER PARTNERSHIP - ST. PATRICK'S DAY PARADE

Council President Leary indicated that the Downtown Dover Partnership had submitted the winners of the 19th Annual St. Patrick's Day Parade. As the winners were announced, Mayor Carey presented the awards, as follows:

Category	Recipient
Pot O' Gold - Anything with Wheels Award	Little Creek Fire Department
Rainbow Award - Car Clubs Only	First State Corvette Club
The Blarney Award - Best Mascot	Texas Roadhouse
The Green Machine Aware - Best Float	Rori & Company
The Aran Award - Best Animal (Large)	Delmarva Chapter American Mustang & Burro Assoc.
The Aran Award - Best Animal (Small)	Dover Celebrity Poms
The Harp Award - Best Musical Group (Not a Band)	Rising Stars Dance Team (Booker T. Washington ES)
Emerald Isle Award - Most Authentic Irish Theme	Irish Mike's
Leprechaun Award - Best Brigade/Marching Unit	First State Young Marines
McNamara Award - Best HS Marching Band	Dover High School
Shamrock Award - Best Adult Band	Dover Police & Fire Pipes & Drums
Mary Fitzpatrick Award (Best Overall)	W. T. Smithers

Council President Leary introduced members of the Dover Police and Fire Pipes and Drums, as follows: Pipe Major Master Corporal Christopher Hermance, Dover Police Department; Pipe Sergeant Fire Fighter Mike O'Connor, Dover Fire Department; Piper Caroline Hermance, Dover Police Department; Piper Bill Frantz, Dover Fire Department; Drummer Past Chief Sean Christiansen, Dover Fire Department; Drummer Fire Fighter Will Davis, Dover Fire Department; and Drummer Blake Hermance, Dover Police Department.

Mayor Carey relayed appreciation for all those who participated in the parade and those who came out to enjoy the festivities.

PRESENTATION - CERTIFICATE OF CONGRATULATIONS - WILMA MISHOE - INDUCTION INTO THE HALL OF FAME OF DELAWARE WOMEN

The City Clerk read the following Certificate of Congratulations into the record:

WHEREAS, throughout her life, Dr. Wilma Mishoe has championed such causes as education, social action, juvenile justice, housing, foster care, and prostate cancer awareness in the Dover community, the State of Delaware, and beyond, and through these efforts has made lasting contributions that have influenced countless individuals; and

WHEREAS, Dr. Mishoe has committed her career to assisting others to attain their academic goals through her work as an administrator at Wilmington College and at Delaware Technical and Community College, where she ultimately became Dean of Student Services and Dean of the Office of Instruction; and

WHEREAS, Dr. Mishoe has played key roles in numerous organizations throughout our community, state, and nation, including Chair of the Delaware Public Integrity Commission, Secretary of the Board of Trustees of Wilberforce University, President of the Capital School District Board of

Education, and member of The College Board, the African American Heritage Advisory Council of the Delaware Historical Society, the Delaware Humanities Forum, the Middle States Regional Assembly, and many other organizations and boards; and

WHEREAS, Dr. Mishoe has been selected from a distinguished roster of candidates by the Delaware Commission for Women for induction into the Hall of Fame of Delaware Women for 2013.

NOW, THEREFORE, THE MAYOR AND COUNCIL OF THE CITY OF DOVER, DELAWARE, are privileged to present this Certificate of Congratulations to **Dr. Wilma Mishoe** in recognition of her significant contributions and her selection for this prestigious honor which acknowledges and celebrates her many achievements.

Mayor Carey presented the Certificate to Dr. Wilma Mishoe and relayed congratulations for the achievement.

Dr. Mishoe thanked the Mayor and Council for the recognition and thanked Senator Bushweller. She indicated that she enjoyed representing the State of Delaware and more particularly the City of Dover and was proud to be a resident of the City.

DOVER HUMAN RELATIONS COMMISSION ANNUAL REPORT PRESENTATION

The Dover Human Relations Commission (DHRC) submitted their Annual Report, dated February 22, 2013, to City Council. Mr. Roy Sudler, Jr., Chairman of the DHRC reviewed a presentation depicting highlights of the report. He provided details and referred to specific pages within the Annual Report, dated February 22, 2013, regarding the following topics: 1) Origin of the Commission; 2) Enabling Legislative Powers and Duties; 3) Operating Procedural Flowchart; 4) Intake Forms Reported; 5) Complaint Against DHRC; 6) DHRC Concerns and Recommendations; 7) Certificates of Training; 8) Special Forum on How to Report Hate Crimes; and 9) Proposed Resolution and Funding.

In conclusion, Mr. Sudler read the DHRC - 2012 Proposed Resolution & Funding - Cessation of Illegal Gang Formation in Dover, Delaware, which was approved by members during their meeting of June 27, 2012 (begins on Page 13 of the DHRC Annual Report).

Mr. Anderson moved for acceptance of the Dover Human Relations Commission (DHRC) Annual Report and to authorize the Council President to refer the 2012 Proposed Resolution and Funding - Cessation of Illegal Gang Formation in Dover, Delaware to the appropriate committee for further consideration. The motion was seconded by Mr. Dixon and unanimously carried.

PROPOSED RESOLUTION - NO. 2013-09 - REQUESTING THE GENERAL ASSEMBLY TO AMEND ARTICLE II - MAYOR AND COUNCIL, SECTION 5 - COUNCIL TO BE LEGISLATIVE BODY; SIZE; DISTRICTS; TERMS OF MAYOR AND COUNCILMEN; QUALIFICATIONS, OF THE CITY OF DOVER CHARTER

Mrs. Traci McDowell, City Clerk, reminded members that it was recently brought to staff's attention that the current wording of Article II - Mayor and Council, Section 5 - Council to be Legislative

Body; Size; Districts; Terms of Mayor and Councilmen; Qualifications, indicates that in order to be eligible to be elected as mayor or as a member of council, the person must, as of the date of the election, be: (4) Eighteen years of age. This amendment would correct that language to be "Eighteen years of age or older." She also noted that additional amendments were proposed to make the language in this section more concise. *(City Clerk's Office Note: This matter was previously considered by members of Council during the Regular Meeting of March 11, 2013; however, a motion for approval of staff's recommendation failed by a roll call vote of four (4) no (Perza, Williams, Hare, and Hutchison), three (3) yes (Dixon, Lynn, and Leary), and two (2) absent (Anderson and Bonar).)*

Mrs. McDowell explained that the proposed Charter Amendments would require the adoption of Proposed Resolution No. 2013-09 requesting the General Assembly to approve the amendments. Upon adoption, staff would forward it to local legislators for submission.

By motion of Mr. Hare, seconded by Mr. Bonar, Council, by a unanimous roll call vote (Williams absent), adopted Resolution No. 2013-09 as follows:

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

That the Mayor and Council have determined that the Charter of the City of Dover should be amended to correct the wording for the age requirement to run for office and to improve readability. Therefore, the Mayor and Council of the City of Dover respectfully request the General Assembly of the State of Delaware to amend Article II - Mayor and Council, Section 5. - Council to be legislative body; size; districts; terms of mayor and councilmen; qualifications, of its Charter, which amendments, if adopted by the General Assembly, would be as follows:

CITY OF DOVER CHARTER - ARTICLE II - MAYOR AND COUNCIL

Sec. 5. - Council to be legislative body; size; districts; terms of mayor and councilmen; qualifications.

The council shall be the legislative body of the city and composed of nine members nominated and elected as herein provided.

The city shall be divided into four election districts, the boundaries of which shall be established by council so that they are nearly equal in population based on the latest federal decennial census information. The district boundaries established for municipal elections shall be used for the next regular municipal election and shall continue in effect until the next succeeding federal decennial census is made available for use by municipalities in the State of Delaware.

At the regular municipal election held in April of 2012, the mayor shall be elected at-large. The term of mayor elected at the April 2012 regular municipal election shall be for a period of three years, commencing on the second Monday in May following his/her election and continuing for a term of three years until the second Monday in May 2015, or until his/her successor has been duly elected and qualified.

Thereafter, commencing with the regular municipal election to be held in April of 2015, the term of mayor shall be for a period of four years commencing on the second Monday in May following his/her election and continuing for a term of four years until the second Monday in May, or until his/her successor has been duly elected and qualified.

At the regular municipal election held in April of 2012, four councilmen shall be elected by district voting from each of the districts of the city. The term of the councilmen elected at the April 2012 regular municipal election shall be for three years, commencing on the second Monday in May following their election and continuing for a term of three years until the second Monday in May 2015, or until their successors have been duly elected and qualified.

At the regular municipal election held in April of 2013, five councilmen shall be elected, four by district voting being from the districts and one at-large. The term of the councilmen elected at the April 2013 regular municipal election shall be for a period of four years, commencing on the second Monday in May following their election and continuing for a period of four years until the second Monday in May, or until their successors have been duly elected and qualified.

Thereafter, commencing with the regular municipal election to be held in April of 2013, the terms of the councilmen shall be for a period of four years, commencing on the second Monday in May following their election and continuing for a term of four years until the second Monday in May, or until their successors have been duly elected and qualified. The mayor and at-large councilman shall be elected at alternating biennial regular municipal elections.

In order to be eligible to be elected as mayor or as a member of council, the person must as of the date of the election be:

(1) A citizen of the United States and of the State of Delaware;

(2) A resident of the city and having continuously resided therein or in an area annexed to the city during the two years immediately preceding the day of the election;

(3) A resident of the election district from which they are seeking election, unless they are seeking election as an at-large councilman or mayor;

(4) Eighteen years of age or older; and

(5) Nominated therefore, as hereinafter provided.

Holding Other Office. Except where authorized by law, no council member shall hold any other elected public office, city office, or city employment during the term for which the member was elected to the council. No former council member shall hold any compensated appointive office or employment with the city until one year after the expiration of the term for which the member was elected to the council, unless granted a waiver by the Board of Ethics (Ethics Commission).

ADOPTED: MARCH 25, 2013

PROPOSED RESOLUTION - NO. 2013-11 - SPRING CLEAN UP WEEK

The City Clerk read the proposed Resolution designating April 15-26, 2013 as Spring Clean Up Weeks in the City of Dover.

By motion of Mr. Bonar, seconded by Mr. Hutchison, Council, by a unanimous roll call vote (Williams absent), adopted Resolution No. 2013-11, as follows:

A RESOLUTION PROPOSING APRIL 15 - APRIL 26, 2013 AS SPRING CLEANUP WEEKS

WHEREAS, we are fortunate to live in a City so abundantly blessed with natural assets and we have a continuing responsibility for preserving our environment by keeping it clean, healthy, and beautiful; and

WHEREAS, the Annual Old Dover Days celebration, a period set aside to honor the heritage of the City, will be celebrated May 3 - 5, 2013; and

WHEREAS, during this celebration we have the opportunity to demonstrate to ourselves, our neighbors, and our visitors, our commitment to a clean and beautiful city.

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

1. That the weeks of April 15 - 26, 2013 are designated as SPRING CLEANUP WEEKS in the City of Dover.

2. That all organized and individual segments of our population participate in this noble effort by developing and carrying out imaginative clean-up, paint-up, and fix-up projects which will serve to enhance, restore, or maintain the beauty of all properties in our community.

3. All Spring Cleanup debris should be placed for pickup along with regular household garbage during the weeks of April 15 - 26, 2013 so that our City will exemplify cleanliness and beauty during the Old Dover Days celebration.

ADOPTED: MARCH 25, 2013

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - MARCH 11, 2013

The Legislative, Finance, and Administration Committee met on March 11, 2013 with Chairman Lynn presiding.

Permanent Assignment of Duties Associated with Interim Managerial Plan and Organizational Changes

Mr. Scott Koenig, City Manager, reminded members that in December of 2011, he requested and implemented a number of organizational changes related to several staff vacancies and the changing needs of the City's organization. He noted that since that time, a number of staff positions had been filled while others had been vacated through resignation or retirement.

Mr. Koenig reviewed and requested support of permanent changes to staff assignments, salary and organizational structure, as follows:

Public Works

Under the original Interim Plan, Ms. Sharon Duca, P.E. was elevated to the position of Interim Public Works Director. Since that time, Ms. Duca has been offered and accepted the position of Public Works Director. One of her tasks has been to review the organizational structure of the reformed Public Works Department. In June 2012, the Public Utilities Operations/Construction Manager resigned from his position. Instead of filling this position, which supervised the City's construction crew in addition to other duties, the staff members that formerly reported to the position were placed under the supervision of the Water/Wastewater Maintenance Supervisor, Mr. Ralph McDougall. Originally, their assignments were related mostly to general maintenance items. In February 2013, the construction crew aspect of their duties was re-activated to begin construction of a new water line to support the Garrison Farm Development. New projects will continue to be assigned to this crew under the supervision of Mr. McDougall. Since the construction crew was not formerly the responsibility of the Water/Wastewater Maintenance Supervisor, the Director of Public Works had requested a review of the position to ensure internal equity in pay with respect to other positions given the new duties. The Water/Wastewater Maintenance Supervisor position is a Labor Grade 122. Human Resources completed an internal review of this position related to other positions within the Department of Public Works. They also reviewed the salary range with respect to a similar position at Kent County. Based upon this review, staff recommended that the salary for this position be increased from $54,576 to $61,000. This is an increase of $6,424 or 11.77%. The effective date of this salary change should be retroactive to February 1, 2013.

Mr. Koenig advised members that currently, there is still one (1) remaining position in the Department of Public Works that is receiving a managerial bonus related to the Interim Plan from December 2011. Due to recent retirements, a formal recommendation will be forthcoming in the next several months regarding this position and others within the department.

Information Technology

Mr. Koenig advised members that upon his appointment as Interim City Manager, he was informed of the capacity that Mr. Andy Siegel was serving in the Information Technology Department. In August 2010, Mr. Siegel was temporarily upgraded to the position of Interim Information

Technology Director by the former City Manager. His salary was placed at the entry level value of $76,314 for the grade of the Director's position. Earlier this year, Mr. Koenig decided to offer Mr. Siegel the position of Information Technology Director, thus removing the interim label; however, no adjustment to his salary was made. Upon review of the circumstances, he was made aware that he had made no consideration for the roughly 2.5 years that Mr. Siegel served as the Interim Director. If Mr. Siegel had been credited with 2.5 years of experience in the salary offer for the Director's position, the salary offer would have been $82,059; therefore, he recommended that his salary be increased from $76,314 to $82,059, an increase of $5,745 or 7.53%. He felt that the recommended salary should be retroactive to the date of promotion to the Director's position.

Finance

Since becoming the City Manager, Mr. Koenig advised members that a large bulk of the responsibility of preparing the City's Annual Budget had been shifted to the staff in the Finance Department. This was an effort to reduce duplication of effort and centralize budgeting efforts. With the retirement of the former Senior City Administrator in the City Manager's office, it would have been necessary to hire additional staff to assist with the budget preparation and management. The transfer of the budget preparation function to the Finance Department has made it unnecessary to hire additional staff in the City Manager's office. The Controller personally assumed much of the budget functions in prior years and opted to not accept compensation for these additional duties. Instead, the Controller offered a portion of the proposed managerial bonus to the Financial Reporting and Accounting Manager (Labor Grade 125), Mrs. Tracey Lisiecki, in the amount of $175 per month. This was done on a temporary basis and the bonus ceased in October 2012. The Human Resources Director has reviewed the position based on internal equity within the organization. Staff recommended the salary for this position be increased from $68,835.24 to $71,600. This is an increase of $2,764.76 or 4.01%.

Planning

In 2011 as part of the Interim Plan, the Director of Planning and Community Development, Mrs. Ann Marie Townshend, accepted the managerial responsibilities for the following divisions: Life Safety, Building Inspections, and Economic Development. These areas represented ten (10) positions and were in addition to her regular permanent responsibilities for Planning, Community Development and Code Enforcement. A managerial bonus of $350 per month was implemented to compensate Mrs. Townshend for these additional responsibilities. Her current salary ($91,775) plus the monthly managerial bonus ($350) equates to annual compensation of $95,975.

In June of 2012, the Dover City Council voted to assign the oversight of the Economic Development Office and its three (3) employees to the Mayor. Also in June of 2012, Mr. Zachary Carter elected to retire from the City. Mr. Carter served as the Director of Parks and Recreation. Upon Mr. Carter's retirement, the Library function became a direct report to the City Manager. In addition, discussions between the City Manager and Mrs. Townshend resulted in the temporary assignment of managerial oversight for the Parks and Recreation staff to Mrs. Townshend. Mrs. Townshend has been serving as the Department Head for the Parks and Recreation function since July 1, 2012. Mr. Koenig provided a summary of the Parks and Recreation functions.

Mr. Koenig advised members that the assignment of these duties to Mrs. Townshend has allowed the City to eliminate the Parks and Recreation Director position from the budget. This amounts to an annual salary savings of roughly $81,000 per year. The City also has realized a saving in benefit load over and above the $81,000 in annual salary. Mrs. Townshend has requested consideration of the following annual salary: Current Salary ($91,775) + Current Managerial Bonus ($4,200) + Parks and Recreation Function ($11,340) = $107,315. Based on a business case review, the salary request of $11,340 to continue the managerial oversight of the Parks and Recreation Division is the lowest cost option. The City cannot hire managerial staff for less than $11,340 in salary. In viewing the current organizational structure of the City, the Parks and Recreation function cannot be easily assigned to another manager and the facts support that the assignment to the Director of Planning and Community Development has been a benefit to the City. Since the Director of Planning and Community Development is a Council-appointed position, the City Council must endorse the transfer of the managerial responsibilities as well as the proposed salary. The total increase from $91,775 to $107,315 is $15,540 or 16.93%. Currently, Mrs. Townshend's position is the sixth highest paid position in the City. If the request is approved, the position will become the fourth highest paid position in the City.

Summary

As a follow up to the December 2011 Interim Managerial Plan which saved the City an estimated $215,000 in annual salary, Mr. Koenig requested salary increases for those positions served by specific members of City staff who have taken on additional duties or permanent assignments since the Interim Managerial Plan was placed into action, as follows:

Position	Current	Adjusted	Difference	Percent Increase
Water/Wastewater Supervisor	$54,576	$ 61,000	$ 6,424	11.77
Information Technology Director	$76,314	$ 82,059	$ 5,745	7.53
Fin. Reporting & Acct. Manager	$68,835	$ 71,600	$ 2,765	4.01
Director of Planning & Insp.	$91,775	$107,315	$15,340	16.93

Mr. Koenig indicated that the salary increases total $30,274. Total budgetary impact would be salary plus 40% load, which is roughly $42,383.60. Funding for these increases would need to be covered by unused salary in the current year and would need to be budgeted for in FY-2014.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, read the following statement into the record:

"Thank you for the opportunity to explain my compensation proposal. The details of the proposal are in the packet, so I will not go over each and every detail, but I would like to highlight and clarify a few items.

- *Throughout my seven years with the City of Dover, I have been a devoted employee and have always worked hard to make sure that my efforts and those of my staff are in the best interest of the City. This is my home too, and I am firmly committed to making Dover a great place to live and work.*

- *As outlined in the proposal, there have been added responsibilities to my position over the years that I have enthusiastically accepted, including the addition of economic development responsibilities in 2008, and again in 2011; and the management of the City's Municipal Storm Sewer Permit and reversing the City's non-compliance with the permit.*

- *In December 2011, I was officially assigned oversight of Building Inspections, Licensing and Permitting, and Fire Marshal's Office and compensated with a $350/month bonus, total of $4,200 annually. I had been providing oversight for these areas without added compensation since Mr. Koenig was appointed interim City Manager in June 2011.*

- *In July 2012, I gladly accepted oversight of the Recreation Division following Zach Carter's retirement. I indicated that I did not believe it necessary to delay the responsibilities until compensation could be worked out because I was well aware of the City's fiscal challenges, and I wanted to get a sense of what the demands of the new responsibilities would be.*

- *For the last eight months, I have managed the Recreation Division, working closely with staff to evaluate the business operations, to reverse the declining revenues and to improve our programming – as stated at a recent seminar I attended, to make better best. We have had great success.*

    - *We have restructured the City's summer camp program so that it will make money instead of lose money – while making the program better for meeting the needs of working families by adding extended day camp. Our prices are still far less than many other camps, but we will make money instead of lose money on the program.*
    - *We have improved our outreach with the schools regarding our programming and seen an increase in participation.*
    - *We have adjusted our field rental fee schedule.*
    - *I have given staff the support needed to try new ideas and see if they work, including offering birthday party packages at the Pitts Center, and improving partnerships with other sports and recreation providers in the region.*

- *All the while, I have continued working with the business community to modernize and simplify our zoning ordinance; continued our tough approach to code enforcement and addressing vacant and dangerous buildings; worked with the Police Department to develop our proposed Safe Communities program; worked with the Capital School District and DelDOT to address safe pedestrian access to the new High School; worked closely with Planning and Inspection staff to ensure that our business operation remains strong and improved it in a number of areas; and taken on many other projects and issues.*

- *The City does not have to hire a Parks and Recreation Director, which is a savings of a minimum of $72,000 per year plus associated benefits. And our Recreation programs are thriving.*

- *For me personally, this has meant more hours put in to get the job done, including many evenings and weekends.*

- *What is the value of this to the City? The savings of eliminating the department head position (nearly $100,000 when benefits are factored in) combined with the business improvements we are implementing.*

- *My request is for $11,340 annual salary for the Recreation function and $4,200 annual salary (my existing bonus amount) for the oversight of Licensing and Permitting, Fire Marshal's Office, and Building Inspection, for total of $15,540. And yes, technically speaking it is a 16.9% salary increase, but if the bonus is factored in, the increase is 11.8% over my current compensation."*

Responding to Mr. Shevock, Mr. Koenig stated that the salaries for the vacated positions were eliminated from the FY2013 Budget; therefore, there was no unused salary for the Senior City Administrator or the Parks and Recreation Director.

In response to Mr. Hare regarding salary comparisons for the positions, Mr. Koenig stated that the Water/Wastewater Supervisor position was compared to the City of Dover Water Production Supervisor, who is paid slightly higher but the technical requirements differ. He indicated that Kent County salary ranges were reviewed and were similar to the salary increases that staff recommended. In regard to the IT Director position, he explained that when the employee was assigned to the Interim IT Director position, he was paid the minimum amount; however, if the City had actually recruited to fill the IT Director's position and the employee had been selected within the four (4) to six (6) months, the salary would have been appropriate. He explained that there was a 2½ year lapse between the time the employee began serving as the Interim IT Director and when he was actually offered the permanent Director's position. As a result, this employee acquired 2½ years experience serving as a Director that he was not credited for in the salary calculation. He further explained that if a person had been selected from outside the City's employment to fill the position and that individual had 2½ years of experience serving as an IT Director, the City would credit the individual for this experience as a Director in developing their salary.

Referring to the IT Director, Mr. Hare suggested that the employee be provided a one-time bonus ($5,500-$6,000), noting that his salary was considerably less than $76,000 2½ years ago, and he questioned if his salary would have been set at the higher level if this individual had been selected at that time. Responding, Mr. Koenig stated that in every other instance when an employee is promoted, their years of experience are considered and salaries are offered accordingly. In the case of the IT Director, this did not occur and the recommendation would correct this error.

The Committee recommended approval of staff's recommendation for the permanent assignment of duties as outlined by the City Manager.

During the Council meeting, Mr. Hare reiterated his feeling that action regarding this matter should be deferred until the City's budget was approved and that any increase in compensation should be accomplished through some form of a bonus system until that time.

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

Mr. Anderson indicated that he concurred with Mr. Hare and, therefore, would not support the Committee's recommendation. Mr. Bonar advised members of his concurrence in this regard as well.

The motion to approve the Committee's recommendation for the permanent assignment of duties as outlined by the City Manager failed by a roll call vote of five (5) no (Anderson, Dixon, Perza, Bonar, and Hare), three (3) yes (Lynn, Hutchison, and Leary), and one (1) absent (Williams).

Mr. Lynn suggested that the recommendations of the City Manager be considered individually.

Mr. Anderson moved to reconsider the recommendations of the City Manager individually, seconded by Mr. Perza and carried by a roll call vote of five (5) yes (Anderson, Lynn, Perza, Hutchison, and Leary), three (3) no (Dixon, Bonar, and Hare), and one (1) absent (Williams).

In response to Mr. Perza, Mr. Koenig stated that of the four (4) positions identified in the recommendation, only (1) was currently receiving a bonus. He stated that, under the proposal, all four (4) salaries would be adjusted and there would be no more bonus payments. He explained that the only bonus paid was to the Planning Director, as a result of her taking on an additional division on December 11, 2012.

Responding to Mr. Hare, Mr. Koenig explained that the proposal was being recommended since it had been demonstrated that the total amount of funding for salaries that would be cut from the budget for these positions would exceed $300,000, plus the overhead load. In addition, it was his feeling that this proposal would resolve a fairness and equity issue that he would prefer to resolve now rather than later during the budget consideration.

Responding to Council President Leary, Mr. Koenig confirmed that 345 full-time employees were proposed for the next fiscal year, compared to an estimated 370 five (5) years ago. He indicated that this recommendation would reduce the employee head count as well as salary and benefit costs. Council President Leary reminded members that one (1) of the positions was formerly occupied by an individual who retired at a salary level of approximately $80,000 plus benefits, and that the individual who assumed those duties had realigned contracts, found internal cost savings, and would be provided an increase of approximately $1,000 per month. Council President Leary noted that the savings from contract re-negotiations and the Human Resources issues more than exceeded the proposed increase in salary over a one (1) year period. As a result, he felt that if the proposal were approved, the City would be ahead $80,000.

Concurring, Mr. Lynn stated that his support was not offered in an effort to rush to spend money but rather to realize a bargain. He also noted that, as mentioned in the material provided, there were some exemplary issues of employee selflessness. As an example, he stated that there were instances of department heads being given an opportunity for extra earnings and declining in order to protect other employees, and others who had assumed additional department head responsibilities. He reiterated that there was an equity and fairness issue and cautioned members that the City could not afford to lose talent, which had recently occurred in the Electric Department.

Mr. Perza explained that the City sets salaries based on what the City can afford to pay and if an employee were to leave the City's employment, several individuals would be in line to fill the position. Although it was not the City's desire to lose an employee and this would not be the intent if salary increases were not provided, he stated that the City must live within the financial reality of the current economy. After further discussions with the City Manager, he agreed that it would be beneficial for the City to approve staff's recommendation since it would save the City additional funds in the near future, explaining his preference would be to consolidate the positions rather than hire additional people at this time.

Mr. Perza moved for approval of the Committee's recommendation, rather than voting on each recommendation individually, as a result of the additional information provided by the City Manager. The motion was seconded by Mr. Bonar and carried by a roll call vote of five (5) yes (Lynn, Perza, Bonar, Hutchison, and Leary), three (3) no (Anderson, Dixon, and Hare), and one (1) absent (Williams).

Downtown Dover Partnership (DDP) Request for Continued Staff Assistance and Support

Members were advised that the Mayor and City Manager received a request from the Downtown Dover Partnership (DDP) for the City of Dover to continue to provide administrative support to the DDP via Ms. Beverly Jackson, Administrative Assistant, until December 31, 2013. Members were reminded that City Council authorized a funding transfer in the amount of $180,000 during the current fiscal year to assist the DDP with the hiring of staff and other expenses related to the DDP's operating budget. The DDP's new Executive Director began work on Monday, March 4, 2013. The requested additional assistance from City staff would enrich the transition period, given the substantial projects that are currently being undertaken by the DDP.

Mr. Scott Koenig, City Manager, advised members that he and the Mayor had reviewed the request and believed it would be in the best interest of the City and the DDP to honor the request; however, it was felt that the extended relationship would require the endorsement of City Council, based upon the result of the City's budget discussions last spring. He also advised members that the DDP had indicated that they would be submitting a request for financial assistance for the FY2014 Budget in an amount less than the $180,000; however, he stated that the exact amount was not known at this time.

Staff recommended authorization to continue to provide administrative support to the Downtown Dover Partnership (DDP) via Ms. Beverly Jackson until December 31, 2013.

Responding to Mr. Hare, Mr. Koenig anticipated that the DDP would be functioning administratively on their own by the end of the current year. In regard to contributions from the City, he stated that this date was questionable. He reminded members that the City collects the Business Improvement District (BID) Tax (approximately $51,600), which, according to the Dover Code, is to be dedicated to the former Main Street Program, whose function has been assumed by the DDP. He noted that it was the opinion of some that the $51,600 collected was a guaranteed amount to be provided to the DDP; others felt that this would be an administrative transfer offered by the City to the DDP. Mr. Koenig indicated his desire that contributions from the City would not be necessary after FY2014; however, he questioned if this would be possible.

Mr. Gregg Moore, President of the DDP, introduced Mr. Louis Colôn, the new Executive Director of the DDP. He advised members that it was the opinion of the DDP that the BID Tax was due to the DDP through the former Main Street Program and that this was in accordance with State legislation. He stated that these monies are anticipated by all Main Street Programs throughout the State of Delaware. He reviewed the accomplishments of the DDP and their impact during the past year, as follows: 1) bringing the E-ZPass vendor downtown, which would provide 60 new jobs and up to 50 customers every day entering the building via Loockerman Street; 2) completion of the North Street Projects (all were invited to attend the Ceremonial Opening on March 28th at 10:30 a.m.); 3) breaking ground on improvements to North Street properties behind 22 and 24 Loockerman Street on March 11, 2013, which would aid in getting E-ZPass into the building; 4) the DDP being chosen by the Delaware Department of Transportation (DelDOT) for a $1M grant from the Transportation Enhancement Fund and the scheduling of the first meeting with DelDOT on March 21, 2013 to help facilitate continued improvements along North and other streets, which would aid in improving infrastructure that would otherwise be paid for by the City; 5) opening of the Bayard Pharmacy, which has provided seven (7) new jobs; 6) an application from the Family Dollar Store to locate downtown (where the former NAPA business was located), which was anticipated to provide 20 new jobs; and 6) the expansion of Wesley College's nursing program, which has located to the Frear Building. In total, he stated that nearly 100 new jobs had been created this year associated with the DDP's efforts.

In terms of funding for the DDP, Mr. Moore stated that the DDP felt that a good transition for the new Executive Director was essential, which would include maintaining administrative support to the DDP via Ms. Beverly Jackson until December 31, 2013. He advised members that Mr. Colôn was in the process of creating the funding request for DDP and that a letter and justification for the request would be forwarded to the City Manager. Although the requested amount would be less than last year's request, he stated that it would not be substantially less and provided various reasons, as follows: 1) parking revenues were down as a result of lost parking to the State of Delaware, as well as construction prohibiting the use of some parking areas, noting that there had not been an increase in parking rates for 30 years; 2) investment of over $500,000 in the 22-24 Loockerman Street building, which would house E-ZPass; 3) current assistance being provided to the Interfaith Mission for Housing to add facilities for daytime use for the homeless, explaining that this organization's lease was provided at a reduced market rate; 4) providing reduced rental fees to the Inner City Cultural League; and 5) the delay in locating the vendor in the 22-24 Loockerman Street building since DelDOT must go through the process of choosing a vendor. Mr. Moore stated that once a

vendor is selected (in April), the DDP could begin their negotiations and then will have the task of designing the interior of the building, which would include the investment of over $300,000.

Responding to Mr. Hare, Mr. Moore stated that renting to the E-ZPass Program would provide the DDP a significant amount of funding on a monthly basis, noting that there would be a five (5) year lease with a four (4) year extension. In addition, he stated that the DDP was considering a very large user (major employer) at the former Acme Site, which would also provide a revenue source. He advised members that these two (2) projects, and other similar projects, would allow the DDP to have an infusion of revenue that will assist the DDP in being self sufficient. Although he felt that the amount of financial assistance requests would decrease during the years, he anticipated that the DDP would always request some form of funding from the City to assist in providing improvements to the City's downtown area and noted the detrimental affects that an unsuccessful downtown can have on its municipality and community as a whole.

Mr. Hutchison relayed appreciation for the accomplishments of the DDP and felt that the funding request was small compared to the benefits received.

The Committee recommended approval of the request to authorize the City's administrative staff to continue to provide administrative support to the Downtown Dover Partnership (DDP) until December 31, 2013.

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

Update on Community Meeting - Role and Scope of the Historic District Commission and the Historic District

During their meeting of January 14, 2013, members were advised of discussions that had been occurring regarding the role of Dover's Historic District, and in particular, the Historic District Commission. Some in the community had faulted the Historic District Commission with adding roadblocks to projects that would support downtown redevelopment, or creating impediments to economic development and growth, while others saw the Historic District Commission as an important caretaker of the City's rich history. Many of the discussions had taken place in informal venues among property owners, business owners, elected officials, and other stakeholders in the community.

During their Regular Meeting of January 28, 2013, City Council approved the Committee's recommendation that the Planning Office hold a public workshop (more than one if necessary) by the end of February 2013 to discuss the role and scope of the Historic District and Historic District Commission, and that staff report back to the Legislative, Finance, and Administration Committee during their first meeting in March 2013 with clear recommendations on whether and how the role and scope of the Historic District and/or the Historic District Commission should be modified.

As directed, Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that on February 26, 2013, the Planning Office held a workshop that focused primarily on facilitated discussion of members of the public regarding the City's Historic District Zone, Historic District Commission, and development review within the Historic District. She indicated that more than 30 members of the public attended the workshop, and that the workshop included a lot of valuable discussion regarding the importance of protecting the City's historic resources. Some ideas were presented by members of the public regarding how the process could be streamlined and how the City could improve the preservation of its historic character.

Although there were no concrete recommendations to implement immediately as a result of the workshop, Mrs. Townshend felt confident that proposed changes would be brought forward after further exploration. She advised members that during the spring months, staff would conduct additional public outreach, likely to include a survey to gauge public support for ideas that could potentially streamline the current review process, as well as enhance preservation of the City's historic character and historic resources.

Staff assured members that they would continue to be updated regarding this matter and that proposed changes to the process would ultimately be brought forward for the Committee's review and recommendation.

No further action was taken by the Committee.

Proposed Ordinance - Staff Substitute #2 for Ordinance #2013-04 - Amending Chapter 22 - Buildings and Building Regulations, Article X - Rental Dwellings

During their meeting of January 14, 2013, members were provided Proposed Ordinance #2013-04 amending Chapter 22 - Building and Building Regulations, Article X - Rental Dwellings to create a Crime Free Housing Program. During their Regular Meeting of January 28, 2013, City Council considered proposed Ordinance #2013-04 amending Chapter 22 - Buildings and Building Regulations, Article X - Rental Dwellings, without a recommendation by the Committee. Staff advised members that several concerns were relayed during the Committee meeting and in a letter from local Realtors. As a result, staff met with Deputy City Solicitor Pepper, Police Chief Hosfelt, MCpl. Bernat, and Councilman Lynn to develop two (2) staff amendments. These amendments were presented to City Council for their review and consideration, which resulted in additional recommendations by City Council. After much discussion, it was suggested that all of the amendments proposed during the discussion should be consolidated and presented as a whole. Therefore, City Council referred the matter back to the Committee for their review and recommendation.

During the Committee Meeting of February 11, 2013, members recommended that Staff Substitute #1 for Ordinance #2013-04 be referred back to staff to allow for the inclusion of the changes presented by Mr. Phil McGinnis, Policy Director for the Kent County Association of Realtors, and to allow for assurance that the concerns relayed by Chief Magistrate Alan G. Davis had been addressed. The Committee's recommendation was approved by City Council during their Regular Meeting of February 25, 2013.

As a result of the previous action, staff submitted Staff Substitute #2 for Ordinance #2013-04 - Amending Chapter 22 - Buildings and Building Regulations, Article X - Rental Dwellings for the Committee's consideration and recommendation. Mrs. Townshend reviewed the substitute ordinance, noting that changes were highlighted for better clarification. In reviewing Lines 145-148, she assured members that the Landlord/Tenant Code for the State of Delaware includes language which specifically indicated that there were grounds for eviction for violating a City ordinance. Also, as a result of several concerns relayed, she stated that the seminar specified had been changed to voluntary; however, she noted that there were clear exceptions that would require a landlord to attend a Safe Community seminar. With reference to Lines 200-204, Eviction Required, Mrs. Townshend stated that the language regarding evictions was derived from Department of Housing and Urban Development (HUD) documents written for public housing.

Mrs. Townshend stated that the words "crime free housing" throughout the document had been changed to "safe communities" due to an attempt by those in charge of Crime Free Housing to trademark the term "crime free housing."

Mrs. Townshend advised members that she and Police Chief Hosfelt met with the City Manager and Police Chief of the City of Harrington, where a similar program was instituted that offered the seminar on a voluntary basis. She stated that Harrington's program had been very well received and landlords from outside of the jurisdiction had attended and indicated appreciation for the knowledge attained. Staff also worked with the Attorney General's Office, who had reviewed the proposed amendments, which were consistent with some of the practices they were encouraging.

Police Chief Hosfelt indicated his feeling that the City had an opportunity to take positive action and help the Police Department to rid neighborhoods of problem tenants. He noted that the Police Department met with Mr. Dan Logan, representative of the Attorney General's Office, who specializes in these types of situations throughout the State and prosecutes accordingly in Wilmington and that Mr. Logan supported the recommendations. Chief Hosfelt suggested that the City take a lead in this matter, urging members to approve the staff recommendation or, at a minimum, to forward the proposed ordinance to City Council for action.

Responding to Mr. Shevock, Mrs. Townshend stated that the Inspections Division would be responsible for taking action in accordance with the ordinance. In response to Mr. Shevock's concerns regarding the possibility of neighbors issuing complaints to the Police Department simply because of their dislike for a neighbor, Chief Hosfelt stated that such a situation would not be considered a criminal offense but would be similar to a civil dispute and that the police officers would attempt to mediate these situations. He stated that any complaints received must be substantiated and that case-by-case review may be needed.

Mr. Rushe noted that the proposed amendment still included the terminology "crime free." In addition, referring to Lines 198-199, he suggested that the broad term "template" be changed to something more specific since "template" had several interpretations. In Line 44, he stated that the word "let" should be "rent." He relayed appreciation to staff for their work regarding this matter.

Mr. Dixon relayed his concerns with fair treatment of people and the potential for the ordinance to cause homelessness. He also noted that, in accordance with the proposal, parents could be evicted for the actions of their teenaged children. It was his feeling that the proposed amendments could serve the City well or poorly and suggested that the City be very careful in following the landlord/tenant laws.

Council President Leary advised members that he received a call from a constituent residing in The Hamlet earlier in the day regarding an issue involving the same tenant, same address, etc., that had previously caused concerns. It was his feeling that the City could not allow its citizens to continue to live in this way and that action must be taken to allow for a decent quality of life.

Mayor Carey stated that he too had received phone calls from citizens and he felt that there was no need for anyone to have to live in such difficult situations. He indicated his support of the proposed amendments.

Dr. Todd Stonesifer, 115 N. State Street, addressed members on behalf of the Kent County Association of Realtors (KCAR). He relayed appreciation for the efforts of the City and the opportunity to voice his organization's concerns. He stated that the KCAR supported the proposed amendments, explaining that staff had implemented all of the language that the KCAR had requested to be changed.

Mr. James McGiffin, 500 N. State Street, stated that he represents tenants in his employment, particularly those with low incomes throughout the City. He relayed appreciation to Mrs. Townshend, explaining that he met with her on several occasions to discuss the proposed amendments and found her to be very responsive. He stated that generally, he approved of the proposed amendment as presented and felt that it was fair, understandable, etc. However, he suggested that members consider amending the phrase "other person associated with the tenant," explaining his feeling that it was very broad to make a tenant responsible for any other person associated with the tenant. For example, he stated that individuals could be associated through their membership and/or attendance at a church, or through other memberships (noting that he, along with Mr. Rushe and Mr. Lynn were associated as members of the Kent County Bar Association). Mr. McGiffin suggested that the language from the HUD regulations, "any person under the tenant's control," be considered to replace this phrase. He stated that the phrase appears in Lines 147, 158, and 202.

Ms. Sarah Herbert, 223 N. Bradford Street, indicated that her residence is located adjacent to Wesley College and is surrounded by numerous rental properties that appear to be vacant. She advised members that often parents will purchase a property for their child to occupy while attending school and rent to other students. The child whose parents own the property serves as a property manager; therefore, these properties do not appear to be rented structures and homes. She questioned if the proposed amendment would apply to these types of situations. Responding, Mrs. Townshend stated that currently the City considers property owned by an individual who allows their child to live in said home not to be a rental property. She stated that this type of scenario is becoming more and more prevalent. She suggested that there may be a need to review this matter to determine how the Dover Code should be applied since there are individuals who pay rent to live at the residence.

Responding to Mr. Hare, Mrs. Townshend stated that there are several properties within the City where a parent purchases a property for their child to live and because they are an immediate family member and rent is not collected, they are not required to obtain a rental permit. She stated that when there are other individuals residing at the property who are paying rent, these properties are clearly rental. It was her opinion that staff should begin implementing the requirement differently than has been done in the past.

Senator Brian Bushweller relayed appreciation to members of the Committee, Council, and City Staff for development of the proposal, indicating that he had dealt with these types of issues that can be ruinous to neighborhoods and particularly to those who reside adjacent to and near the problematic properties. He encouraged members to support the proposed amendment and forward it to City Council for approval.

The Committee recommended adoption of Staff Substitute #2 for Ordinance #2013-04, as amended.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Anderson, Dixon, Lynn, Bonar, Hare, Hutchison, and Leary), one (1) no (Perza), and one (1) absent (Williams). *(The First Reading of the ordinance will take place during the latter part of the meeting.)*

Mr. Lynn moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Dixon and unanimously carried.

SPECIAL PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - MARCH 18, 2013

A Special Parks, Recreation, and Community Enhancement Committee Meeting was held on March 18, 2013 with Chairman Bonar presiding.

Community Development Block Grant (CDBG) Application Review

Mrs. Tracey Harvey, Planner I, noted that since the City had converted to multi-year Community Development Block Grant (CDBG) projects, the annual review process would consist of funding the previously approved multi-year projects for the Action Plan through 2014, when the current Consolidated Plan would end.

Members were provided a revised listing of CDBG Federal Resources Available for Use 7/01/13 - 6/30/14. Mrs. Harvey advised members that the total amount of grant funds available for activities was $178,850 and explained the grant allocation requirements as follows:

CDBG Funds Allocation	$215,009
Anticipated Program Income	$ 8,554
Total Grant Allocation	$223,563
20% of the grant must be allocated for	$223,563
Program Administration	x.20
	$ 44,713

Public Service activities cannot exceed 15% of the Grant	$223,563 x.15 $ 33,535
Total grant Funds Available for Activities	$178,850
Total Grant Request	$236,500

Mrs. Harvey explained that 20% ($44,713) was to be allocated for program administration and funds awarded for public service activities could not exceed 15% of the total grant allocation ($33,535) *(City Clerk's Office Note: A rounding error in the calculation for the public service activities allocation in the amount of $1 was subsequently discovered and will be corrected in the final action plan prior to City Council approval)*. She reviewed the grant application requests, as follows:

Applicant	Amount Requested
Dover Interfaith Mission for Housing	$27,500
Milford Housing Development Corp. (Rehab)	$60,000
Milford Housing Development Corp. (Emer.)	$40,000
NCALL	$9,000
Elizabeth W. Murphey School	$60,000
Homeownership Assistance Program	$40,000

Mrs. Harvey provided an outline of the amounts granted to the CDBG applicants during the previous year for ease of reference while reviewing the current requests.

In response to Mr. Bonar concerning the allocation of funds, Mrs. Harvey explained that the federal government dictates the percentages for public service activities (15%) and program administration (20%). She noted that funds could be transferred from one group to another (public service vs. non-public service activities); however, public service allocations were capped at 15% and funds allocated could not exceed $178,850.

Mrs. Harvey reviewed the funding request from Dover Interfaith Mission for Housing (DIMH), advising members that this organization had been a grantee for several years and was seeking $27,500 in funding.

Mrs. Harvey reminded members that DIMH and the National Council on Agricultural Life and Labor (NCALL) were public service organizations; therefore, funding for these organizations could not exceed 15% of the grant. Other groups were not restricted. In addition, she stated that funding for the DIMH could not exceed the $27,500 that was requested.

Mrs. Horsey asked if DIMH was aware that additional funds (in excess of $27,500) might be available. Responding, Mrs. Harvey stated that the DIMH realized that there had been a reduction in funding and limited their request to $27,500. She noted that in the past they had requested and received a $60,000 rehabilitation grant (not a public service request); however, CDBG funds were now being used only for operational costs.

The Committee recommended fully funding the Dover Interfaith Mission for Housing (DIMH) request at $27,500, with the remaining $6,035 of public service funds to be given to the National Council on Life and Labor (NCALL).

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

Mrs. Harvey reviewed the request submitted by the Milford Housing Development Corporation (MHDC) Rehabilitation Program.

Responding to Mr. Bonar, Mrs. Harvey stated that all of MHDC's properties in this program were located within the City of Dover and they were currently working on four (4) properties.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded the Committee that the MHDC Rehabilitation Program was formerly managed by the City. At that time, homeowners applied for housing rehabilitation funds and the City bid out the work, developed specifications, hired contractors, etc. She indicated that MHDC was now performing these functions and the City receives and pays related invoices. Responding to Mr. Bonar, Mrs. Townshend advised that the City still oversees the program.

In response to Mr. Lewis, Mrs. Harvey stated that approximately $50,000 in funding ($40,000 plus an additional $10,000 reallocated from American Disability Act (ADA) funding) was granted to the MHDC Rehabilitation Program last year; however, none of these funds were depleted due to issues with the waiting list. Clarifying, Mrs. Townshend explained that these issues were related to problems qualifying the individuals on the waiting list for the program and that this had now been resolved.

Responding to Mrs. Horsey, Mrs. Harvey stated she believed that MHDC would be able to expend the funds since the waiting list had been opened and many of the previous concerns had been resolved. She noted that the organization would be expected to expend all of the funds previously granted, as well as current funds, within the one (1) year time frame. Mrs. Harvey also clarified that the MHDC Emergency Home Repair Program had spent the allocated funds.

In response to Mr. Bonar, Mrs. Harvey advised members that there was a continuing need for these services, noting that she receives calls daily for housing assistance.

Responding to Mrs. Horsey, Mrs. Harvey indicated that the applications reviewed today were the only applications being considered and that Serenity Place (which was funded last year) did not reapply.

At the suggestion of Mrs. Harvey, members agreed to review the other applications and return to this program before making a decision.

Mrs. Harvey reviewed the application from the Milford Housing Development Corporation (MHDC) Emergency Home Repair Program.

Mrs. Horsey questioned why more money had not been allocated to the MHDC Emergency Home Repair Program, since these funds could be expended faster. Responding, Mrs. Harvey stated that the MHDC Rehabilitation Program was more costly due to the type of renovations. Mrs. Horsey suggested waiting to make a decision on this program and perhaps allocate additional funds to the program; however, Mrs. Harvey indicated that the allocation of funds could not exceed the requested amount.

Mrs. Townshend reminded members that $236,500 in funding had been requested; however, only $178,850 was available for allocation among the applicants.

The Committee recommended fully funding the Milford Housing Development Corporation (MHDC) Emergency Home Repair Program at $40,000.

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

Mrs. Harvey reviewed the request from the Elizabeth W. Murphey School for $60,000 for replacement of windows in existing buildings. Responding to Mr. Bonar, Mrs. Harvey stated that although the school had undertaken a window replacement program, a number of windows remained due to the high replacement cost related to the age of the buildings.

In response to Mr. Lewis, Mrs. Harvey stated that $60,000 would cover the cost of replacing 49 of 90 windows. She noted that these buildings were in the Historic District and must comply with certain specifications. Mrs. Townshend indicated that the school was required to bid the window replacement project competitively.

Mrs. Horsey suggested delaying a decision on Murphey School until after the Homeownership Assistance Program was reviewed.

Mrs. Harvey explained there was great demand for the Homeownership Assistance Program, noting that funds allocated last year were depleted as of February 2013. She advised members that the Homeownership Assistance Program did not have the same limitations as the Neighborhood Stabilization Program (NSP) and that any home could be purchased under the program, including new construction anywhere within the City of Dover.

The Committee recommended fully funding the Homeownership Assistance Program at $40,000.

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

Mr. Lewis suggested splitting the remaining unallocated funds ($65,315) equally to the two (2) remaining programs, the MHDC Rehabilitation program and the Elizabeth W. Murphey School, which would equate to $32,657.50 each.

In response to Mr. Perza, Mrs. Harvey advised that although spending for each house was capped at $15,000, not every home would require the maximum funding.

The Committee recommended dividing the remaining $65,315 in available funds equally between Milford Housing Development Corporation (MHDC) Rehabilitation Program and the Elizabeth W. Murphey School, with each organization receiving $32,657.50.

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

Mr. Bonar requested that the Committee be provided assistance in the way of recommendations regarding priorities for the various applications when this process takes place next year, so that it could be determined if any cuts could be made or if additional funding could be sought.

Mrs. Harvey reminded members that in 2015 they would be reviewing a new CDBG Consolidated Plan.

Mrs. Harvey summarized the Committee's CDBG funding recommendations for FY13, as follows:

Applicant	Amount Requested	Amount Recommended
Dover Interfaith Mission for Housing	$27,500	$27,500.00
Milford Housing Development Corp. (Rehab)	$60,000	$32,657.50
Milford Housing Development Corp. (Emer.)	$40,000	$40,000.00
NCALL	$ 9,000	$6,035.00
Elizabeth W. Murphey School	$60,000	$32,657.50
Homeownership Assistance Program	$40,000	$40,000.00

By consent agenda, Mr. Bonar moved for acceptance of the Special Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Dixon and carried by a roll call vote of seven (7) yes (Anderson, Dixon, Lynn, Bonar, Hare, Hutchison, and Leary), one (1) no (Perza), and one (1) absent (Williams).

DEDICATION OF RIGHTS-OF-WAY AND PUBLIC INFRASTRUCTURE (Utility Committee - February 25, 2013)

During their Regular Meeting of March 11, 2013, City Council deferred action on the Utility Committee's recommendation for acceptance of the dedication of rights-of-way and public infrastructure in Phase VI of the Village of Westover Subdivision, including all of the referenced public improvements.

Mr. Scott Koenig, City Manager, reminded members that he had requested that action be deferred to allow staff to resolve issues related to the Letter of Credit for this phase of the subdivision. Since that time, he stated that the City of Dover had received funds from M&T Bank in the amount of $264,765 which represents all funds covered by the Letter of Credit. As a result, staff requested approval of the dedication of rights-of-way and infrastructure in order for the City to proceed with the completion of the roads, sidewalks, and driveway aprons in this phase of the subdivision. Mr. Koenig indicated that the work would be added to one (1) of the City's unit price Street Program contracts.

Mr. Lynn moved for approval of the Committee's recommendation for acceptance of the dedication of rights-of-way and public infrastructure in Phase VI of the Village of Westover Subdivision, including all of the referenced public improvements. The motion was seconded by Mr. Bonar and carried by a unanimous roll call vote (Williams absent).

FIRST READING - PROPOSED ORDINANCE

Council President Leary reminded the public that copies of the proposed ordinance were available at the entrance of the Council Chambers or could be obtained from the City Clerk's Office. Final action by Council on the proposed ordinance will take place during the Council Meeting of April 8, 2013.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, briefed members on Staff Substitute #2 with LF&A #1 for Proposed Ordinance #2013-04, explaining that it would add a requirement that landlords participate in a safe communities program that includes participation in a safe communities seminar offered by the Dover Police Department. A safe communities addendum would also be included in leases. In addition, the proposed ordinance would allow for the prorating of rental permit fees for permits purchased after the beginning of the permit year.

Mrs. Townshend announced that the first Safe Community Landlord Training was scheduled to be held on April 13, 2013. She assured members that the training was voluntary unless a landlord's property had been a source of criminal complaints and the landlord had not fulfilled responsibilities in this regard. She noted that staff had received proposed amendments from former Councilman McGiffin which had been incorporated into the First Reading.

Referring to the additional amendments proposed by Mr. Perza ***(Exhibit #1)***, Mrs. Townshend stated that the majority were "typographical and clerical" corrections (such as replacing "crime free" with "safe communities") and that staff had no opposition to incorporating those amendments into the Proposed Ordinance.

In response to Mr. Dixon, Mrs. Townshend explained a current situation where parents had children in their residence who were repeatedly being arrested, going to jail, being released, and then continuing the same behaviors, creating a safety problem for the community. Unfortunately, she noted that the justice system was slow and prisons were crowded, so these individuals return home and the neighbors are put at risk, which causes a problem for the City.

Mr. Perza moved for the proposed amendments, as outlined in Exhibit #1, to be included in the First Reading of the Proposed Ordinance, seconded by Mr. Bonar and unanimously carried.

In accordance with Section 1-9 of the Dover Code, Council acknowledged the First Reading of the Ordinance Amendment as read by the City Clerk, by title only, as follows:

> STAFF SUBSTITUTE #2, WITH LF&A #1 FOR ORDINANCE #2013-04, AS AMENDED - AMENDING CHAPTER 22 - BUILDINGS AND BUILDING REGULATIONS, ARTICLE X - RENTAL DWELLINGS

COUNCIL MEMBERS ANNOUNCEMENTS

There were no announcements.

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

Meeting Adjourned at 8:51 p.m.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of March 25, 2013, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM
S:\AGENDAS-MINUTES-PACKETS\Council-Packets\2013\04-08-2013\03-25-2013 Council.wpd

Exhibit
Exhibit #1 - Safe Communities Ordinance Amendments Submitted by Councilman Perza

From: Adam Perza [mailto:adamperza@gmail.com]
Sent: Monday, March 25, 2013 12:07 PM
To: McDowell, Traci
Cc: City Clerks Office; Townshend, Ann Marie; WPepper@schmittrod.com; amp
Subject: Safe communities ordinance amendments

Traci,

Plan to propose the following amendments to the safe communities ordinance tonight. For purposes of providing the membership with hardcopies of proposed amendment to read, the amendments are below:

Amendments are in **bold and underlined**, my explanation in parenthesis immediately following:

Line 21 **(1)** Dwelling unit… (adds paragraph number for later reference)

Line 24 **(2)** Multiple-family… (adds paragraph number for later reference)

Line 28 **(3)** Rental dwelling … (adds paragraph number for later reference)

Line 31 **(4)** Single-family dwellings … (adds paragraph number for later reference)

Line 35-6 **(5) Criminal activity is defined as any crime classified by applicable law as a (a) Felony, (b) Class A Misdemeanor, or (c) any of the following offenses: any drug offense defined by Title 16 of the Delaware Code, and the following misdemeanors in addition to any Class A misdemeanor, as defined by Title 11 of the Delaware Code: §601-offensive touching, §602-menacing, §628-vehicular assault 3, §763-sexual harassment, §764-indecent exposure, §811-criminal mischief, §812-graffiti, §820-trespassing, §821/2/3-criminal trespassing, §1105-crime against a vulnerable adult, §1106-unlawfully dealing with a child, §1301-disorderly conduct, §1313-malicious interference with emergency communications, §1315-public intoxication, §1321-loitering, §1322-criminal nuisance, §1323-obstructing of public passage, §1341-lewdness, §1342-prostitution, §1343-patronizing a prostitute, §1445-unlawfully dealing with a dangerous weapon, §1446-unlawfully dealing with a switchblade knife,**

Line 81 An **executed copy of the safe communities** lease addendum as specified in § 22-372 shall be required for all rental dwellings in the City of Dover prior to establishment of a utility account for the premises.

(Delaware law does not require residential leases to be in writing.)

Line 166 … Such notice shall be sent by **U.S. Mail, evidenced by Certificate of Mailing** to the …

(limits possibility of property owner/property manager from claiming non-receipt of notice)

Line 187 … shall provide the **safe communities addendum**

(maintains addendum references consistent to “safe communities” instead of “crime free”)

Line 193-6 (a) If the tenant, any member of the tenant's household, any guest or other person **under tenant's control** engages in criminal activity **as defined by § 22-331(c)(4) and Chapter 22 of the Code** on three or more occasions within a 12-month period, **the chief of police shall notify the department of planning and inspections to initiate the safe communities lease termination notice procedure directing the property owner or property manager to terminate the tenancy.**

(maintains consistent references to guests and persons "under tenant's control"
previously approved by the committee after public hearing; eliminates individual discretion of city officer whether to enforce or not enforce)

Line 200 … Such notice shall be sent by **U.S. Mail, evidenced by Certificate of Mailing** to the …

(limits possibility of property owner/property manager from claiming non-receipt of notice)

--

PROCLAMATION

WHEREAS, *trees are of vital importance in beautifying our communities, moderating temperatures, producing life-giving oxygen, providing a habitat for wildlife, reducing erosion, and serving as a source of building materials and countless wood products; and*

WHEREAS*, in 1872, J. Sterling Morton, a Nebraska pioneer, proposed that a special day be set aside for the planting of trees by individuals and civic organizations, resulting in the first celebration of Arbor Day on April 10, 1872, with an estimated one million trees being planted in Nebraska that day; and*

WHEREAS, *Arbor Day has since become a national event promoted by the National Arbor Day Foundation, whose mission is to inspire people to plant, nurture, and celebrate trees; and*

WHEREAS, *the City of Dover was named a Tree City USA in 2012 for the twenty-third consecutive year by the National Arbor Day Foundation in recognition of the City's outstanding urban forestry program; and*

WHEREAS, *the City of Dover Planning and Inspections Department's Tree Planting and Preservation Ordinance has caused the planting of thousands of trees in all subdivisions and commercial sites since 1992, and the City has continued to aggressively plant street trees between curbs and sidewalks in almost every available site in the City; and*

WHEREAS, *the Delaware State champion American Elm on The Green may be the only living witness to Delaware's ratification of the United States Constitution that took place at the Golden Fleece Tavern in 1787, underscoring that planting and caring for trees is a special gift that one generation passes down to the next.*

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, *do hereby proclaim April 26th, 2013 as* ***ARBOR DAY*** *in the City of Dover, and urge all citizens to support efforts to care for trees along our streets, in our parks, and in our yards. As the City of Dover plants trees on public property, I urge all citizens to plant trees on their properties to enhance the environment and promote the well-being of present and future generations.*

Carleton E. Carey Sr.

CARLETON E. CAREY, SR.
Mayor

CITY OF DOVER

POLICE DEPARTMENT



2012 Annual Report

2012 Excellence Award

City of Dover Police Department
Annual Report
2012

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Special thanks to:

MCpl. Christopher Hermance for the cover photograph

and

Mr. Robert Neylan for the numerous photographs featured in the Dover Police Department 2012 Annual Report

DEPARTMENT OF POLICE

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

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

March 12, 2013

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

Mayor Carey and Council Members:

It is my pleasure to submit to you the 2012 Annual Report of the Dover Police Department. This past year proved to be a challenging year for the employees of the Dover Police Department and I am proud of the work completed with reduced staff throughout 2012. It is my belief that 2013 will prove to be another challenging year for all those involved in public safety, but I assure you the employees of the Dover Police Department are up to the task.

When reviewing this report you will first notice that the Department's total complaints have increased 3.5%, which is a total of 1,275 more complaints then the previous year. Although our total complaints have increased, I am happy to report the total number of Group A Crimes has decreased 2.5% and the city experienced a 7.6% decrease in violent crime, which includes murder, forcible rape, robbery and aggravated assault.

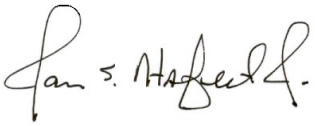
The Dover Police Department continues to excel in investigating major crimes. We have some of the highest clearance rates in the nation when compared to cities of similar size. This year we experienced 3 fewer robberies than in 2011 and 63% of these crimes were cleared. There were 129 burglary investigations in 2012, 17 less than 2011. Of the 129 burglaries, 62% of these crimes were cleared. As you view the graphs on pages 9 and 11 you will see that we have greatly exceeded national averages again this year.

It has long been the philosophy of the Dover Police Department that a very large percentage of crime in Dover is tied to illegal drugs. This year the Drugs, Vice and Organized Crime Section accounted for 1,951 proactive arrests involving drugs, prostitution and counterfeit merchandise. As a result of these arrests, this group of officers seized significant amounts of illegal drugs and money. These seizures include 4,240 grams of marijuana, 2,710 grams of cocaine, 161 grams of heroin, 2,008 prescription pills and $129,000.00 in currency.

You will also notice that the number of crashes (accidents) has increased 8% from the previous year. This is the first time in several years that we have had an increase in traffic crashes and I would assume it is a direct correlation to a reduction in traffic arrests. Traffic arrests for calendar year 2012 decreased by 16% as compared to 2011. The total number of traffic arrests this year is 16,005. Additionally, the Dover Police Department issued 1,345 traffic reprimands (warnings).

In closing, I would encourage you to review this report in its entirety since I have only taken the time to highlight a few specific areas. As Chief of Police I take great pride in the amount of hard work and dedication put forth by my co-workers, the employees of the Dover Police Department. It is our intention to continue the good work we have completed this year and build upon it in 2013.

Respectfully submitted,



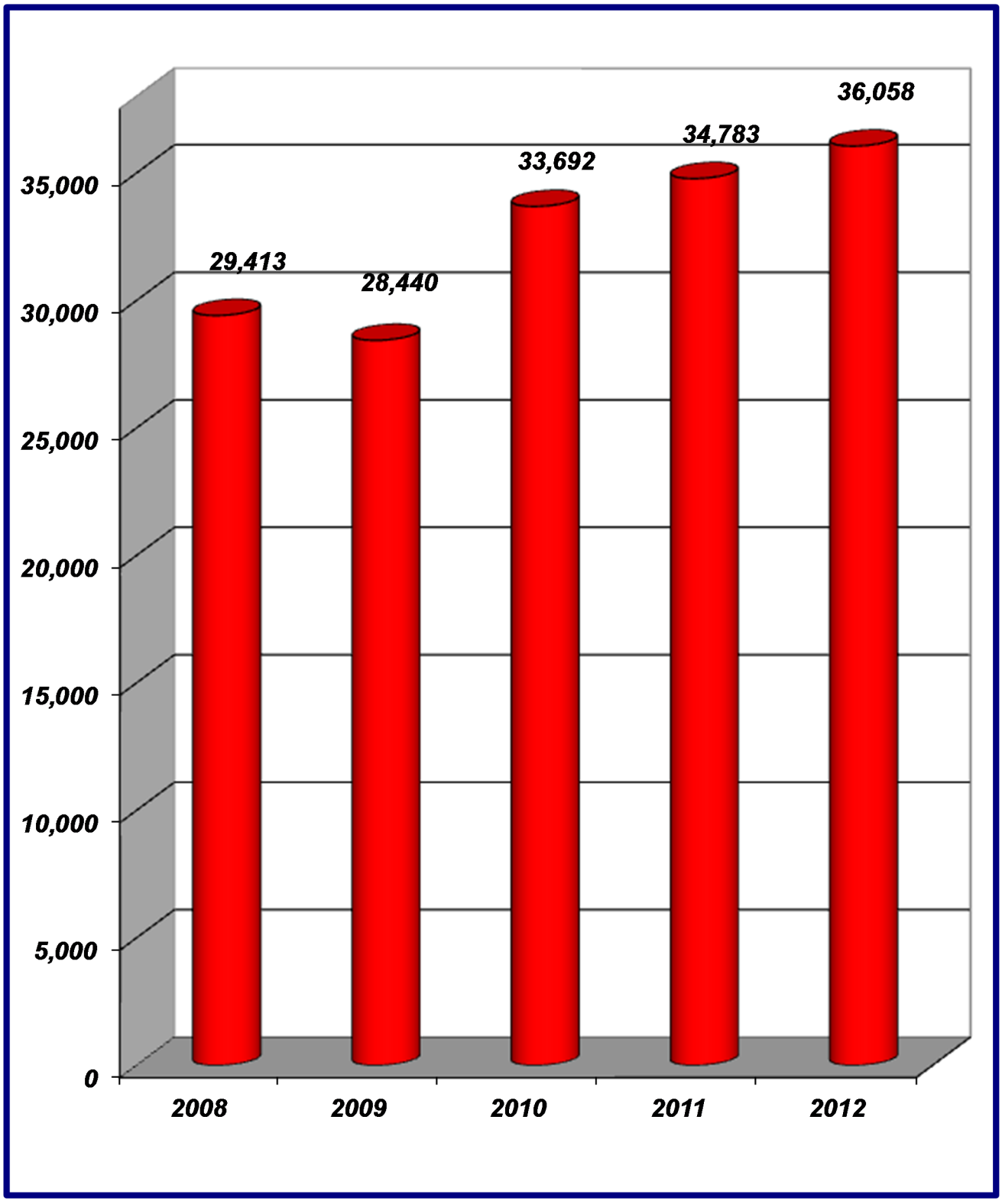
James E. Hosfelt, Jr.
Chief of Police

JEH/mss

enclosure

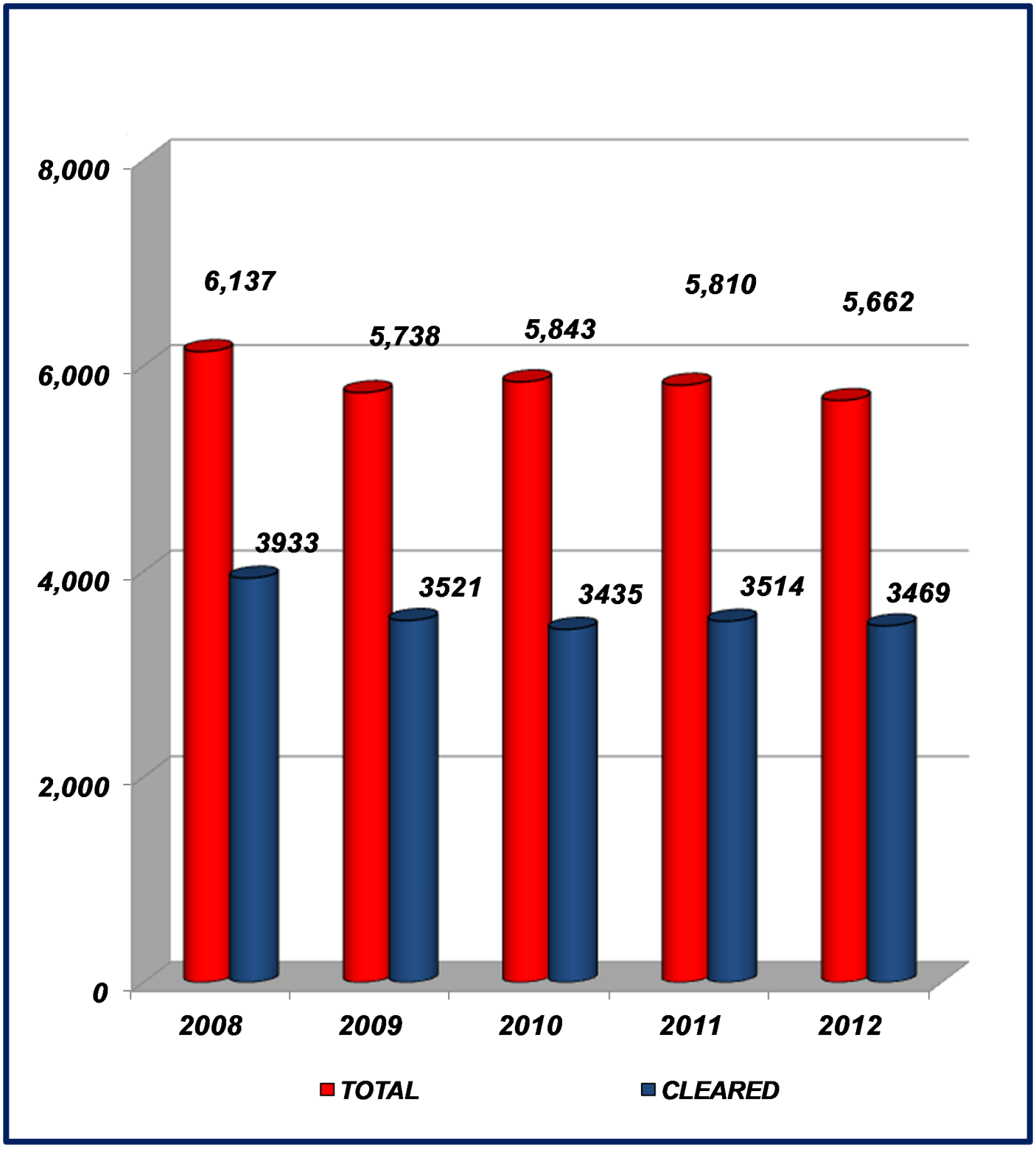
City of Dover Police Department
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Complaints
Five Year Comparison



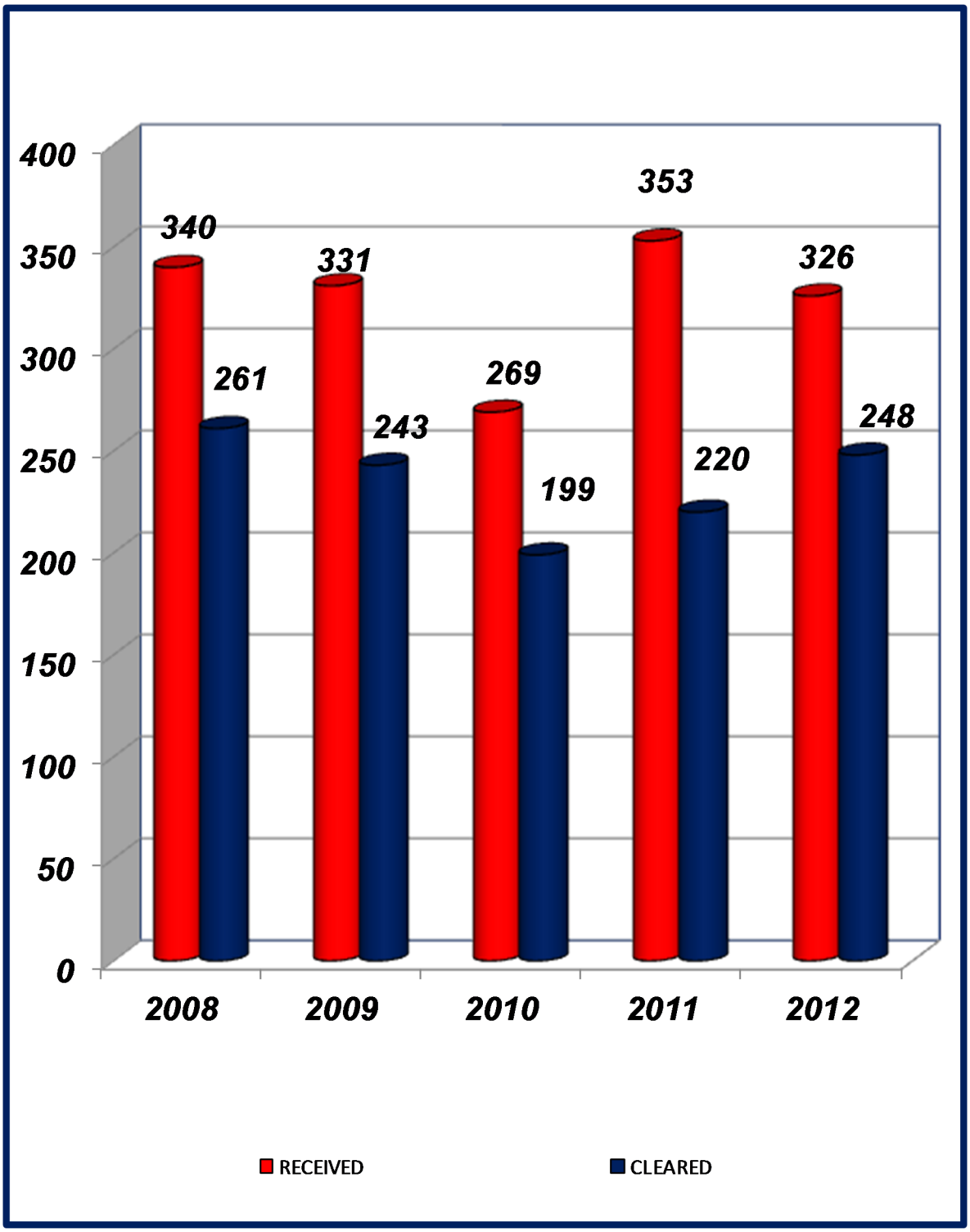
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Total Group A Crime
Five Year Comparison



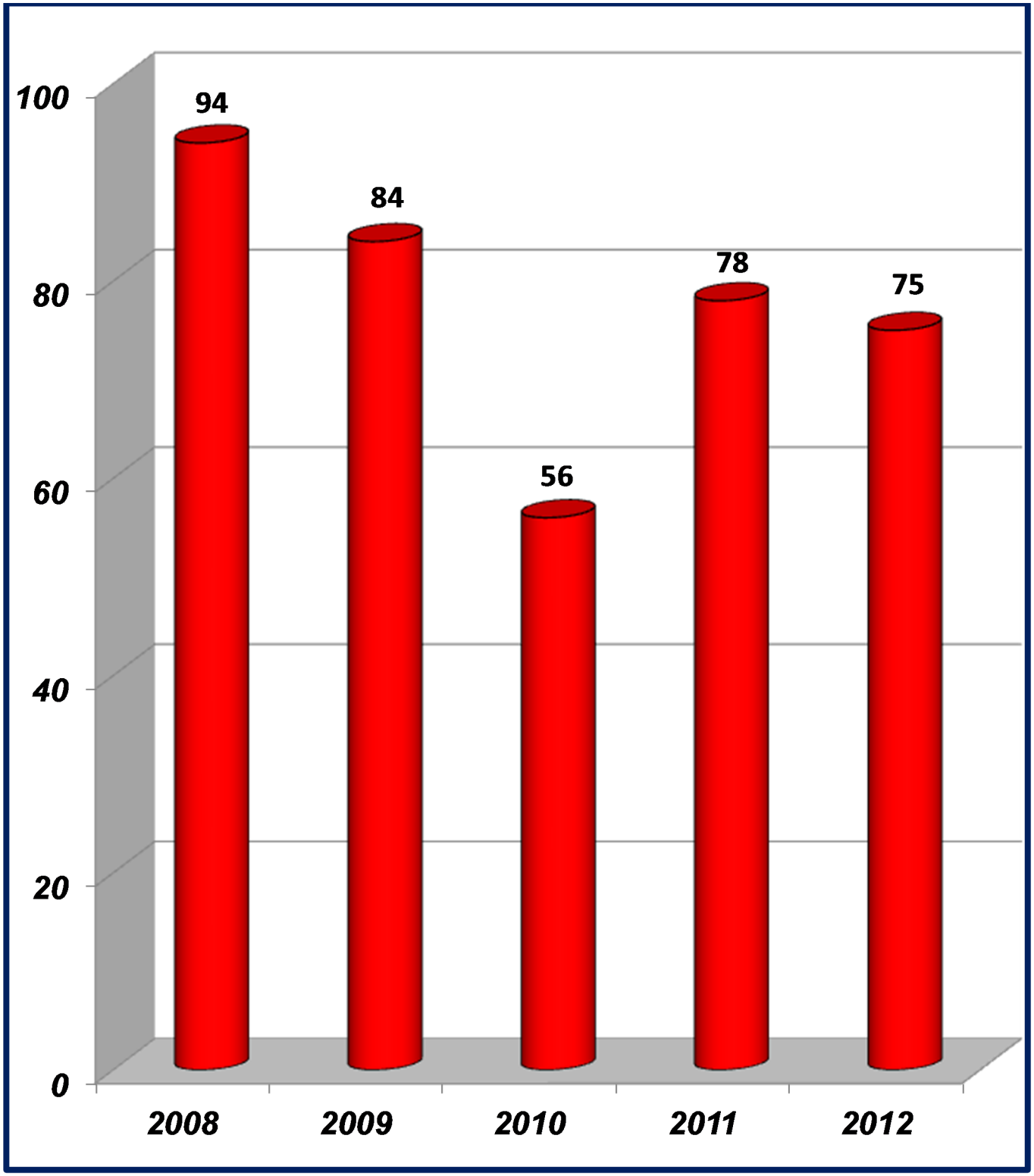
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Violent Crime
(Murder, Forcible Rape, Robbery, Aggravated Assault)
Five Year Comparison



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Annual Report

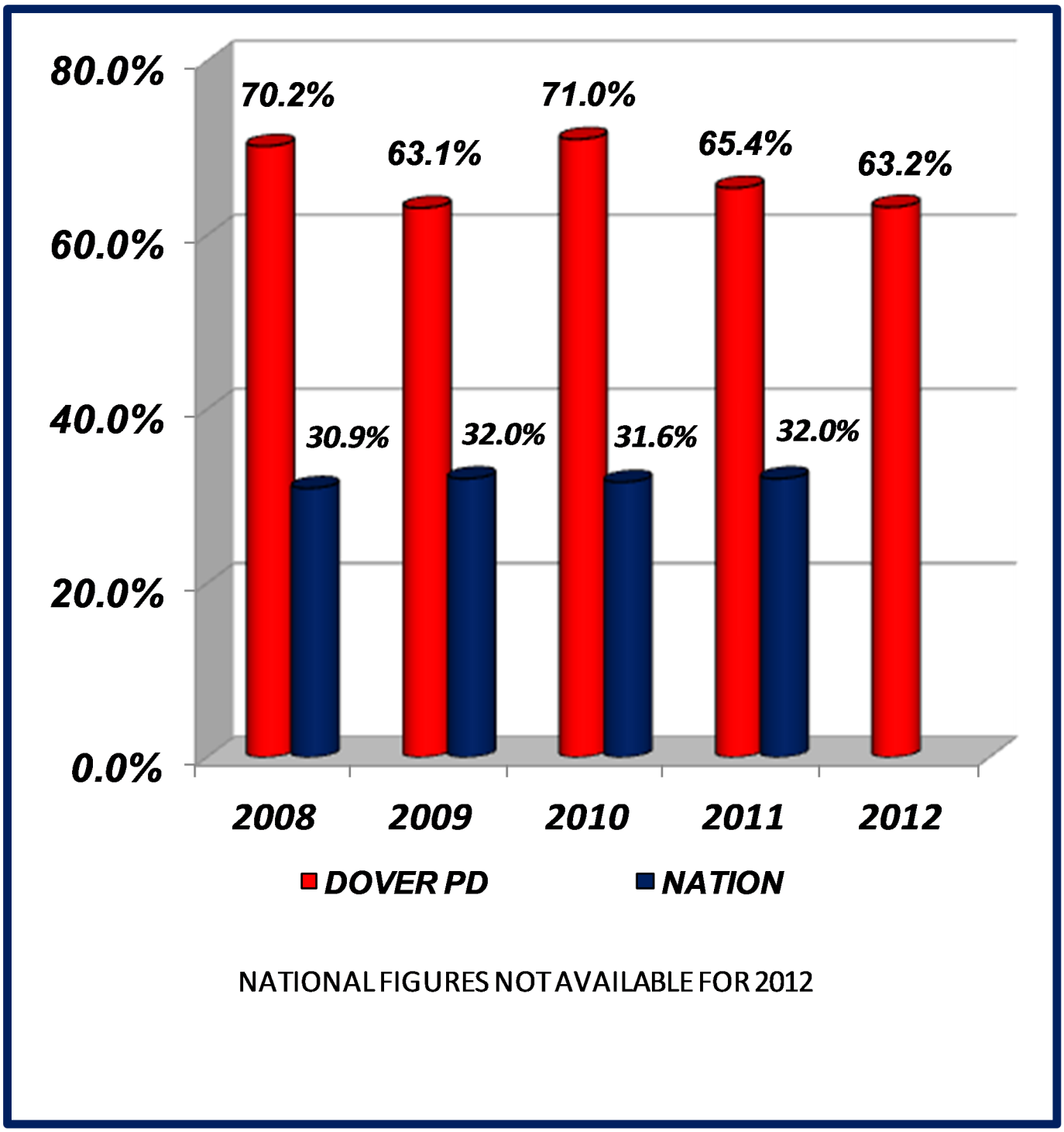
Robberies
Five Year Comparison



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Robberies Clearance Rate

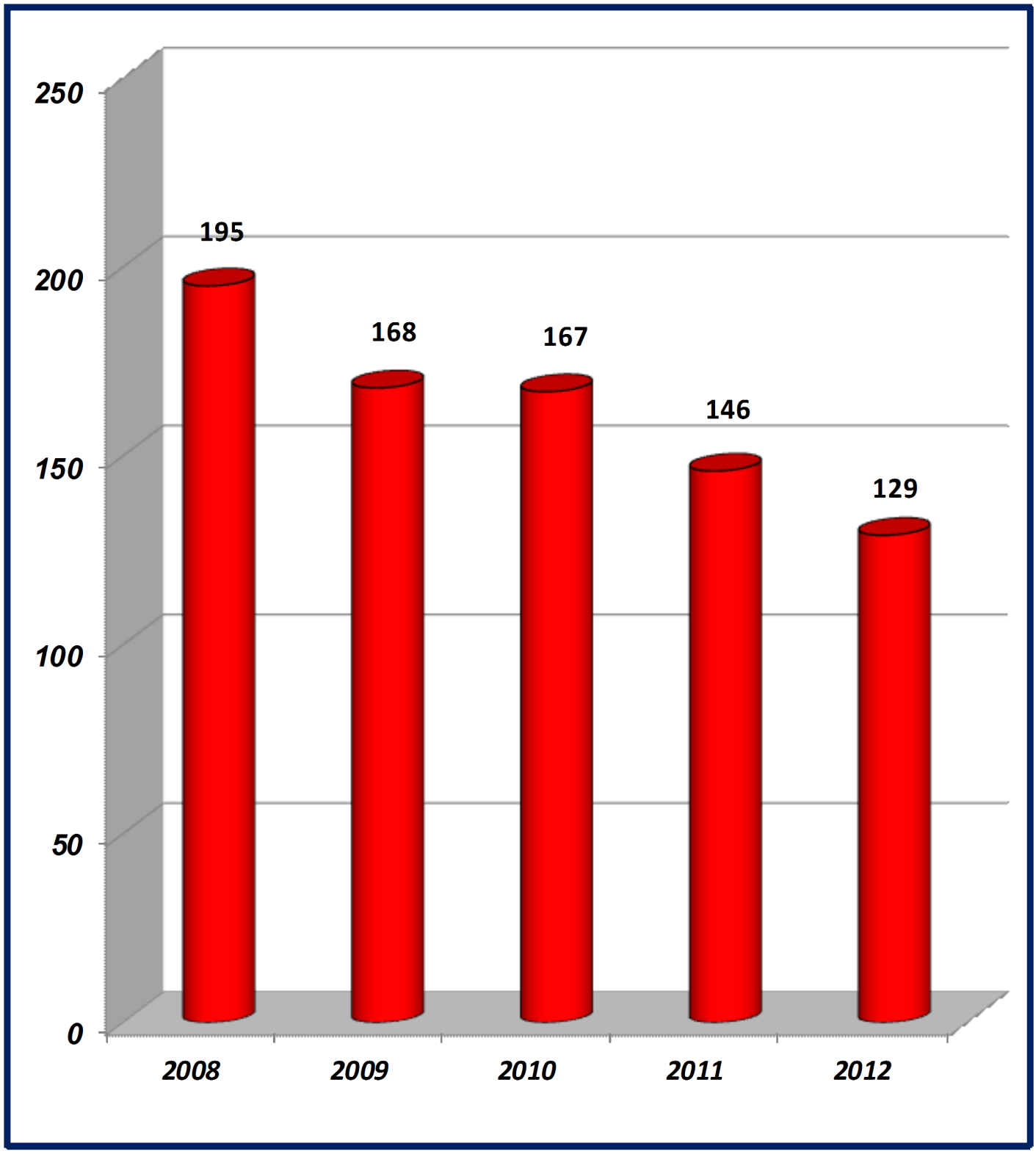
Dover Police Department vs. Nation



NATIONAL FIGURES NOT AVAILABLE FOR 2012

City of Dover Police Department
Annual Report

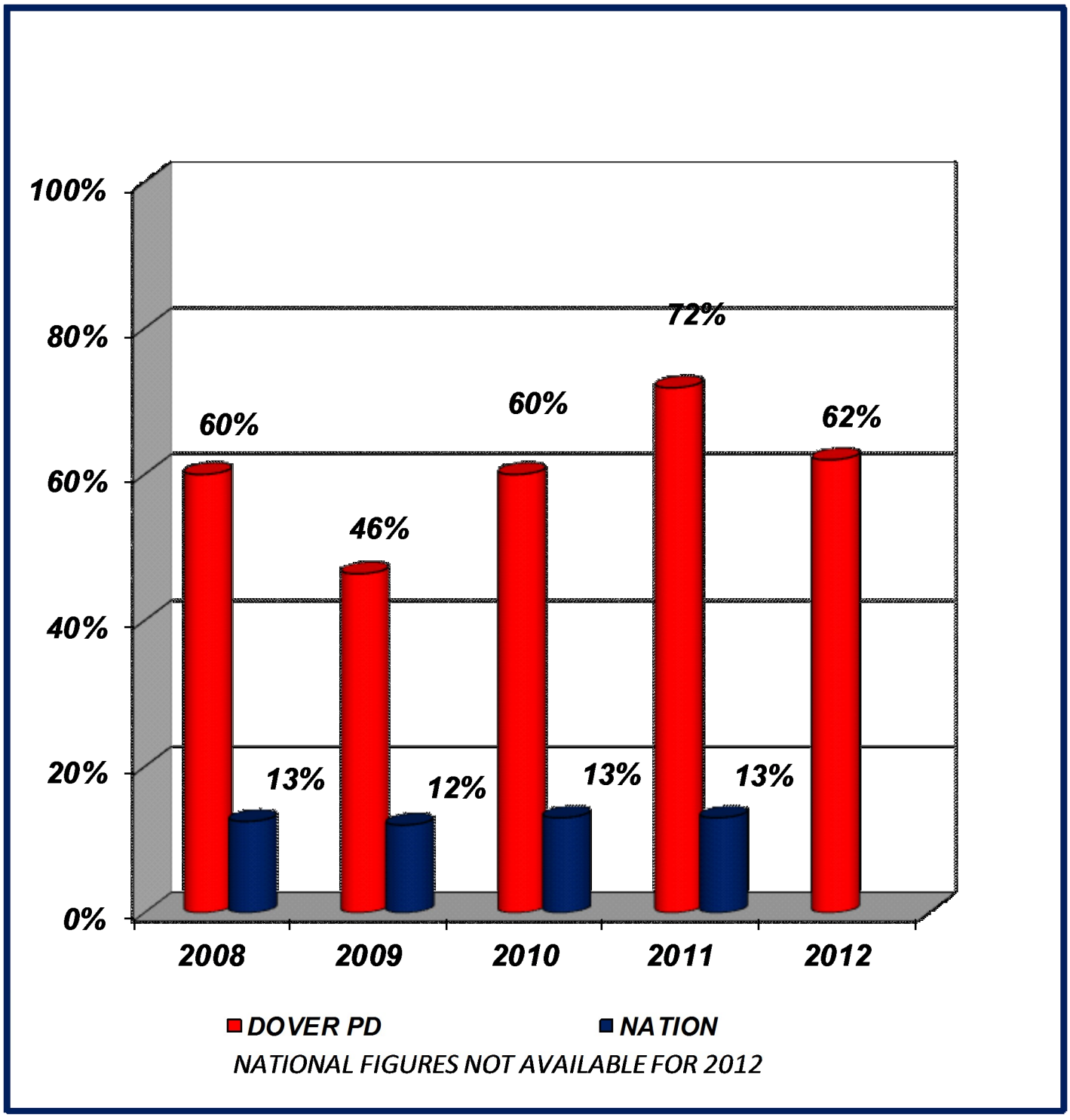
Burglaries
Five Year Comparison



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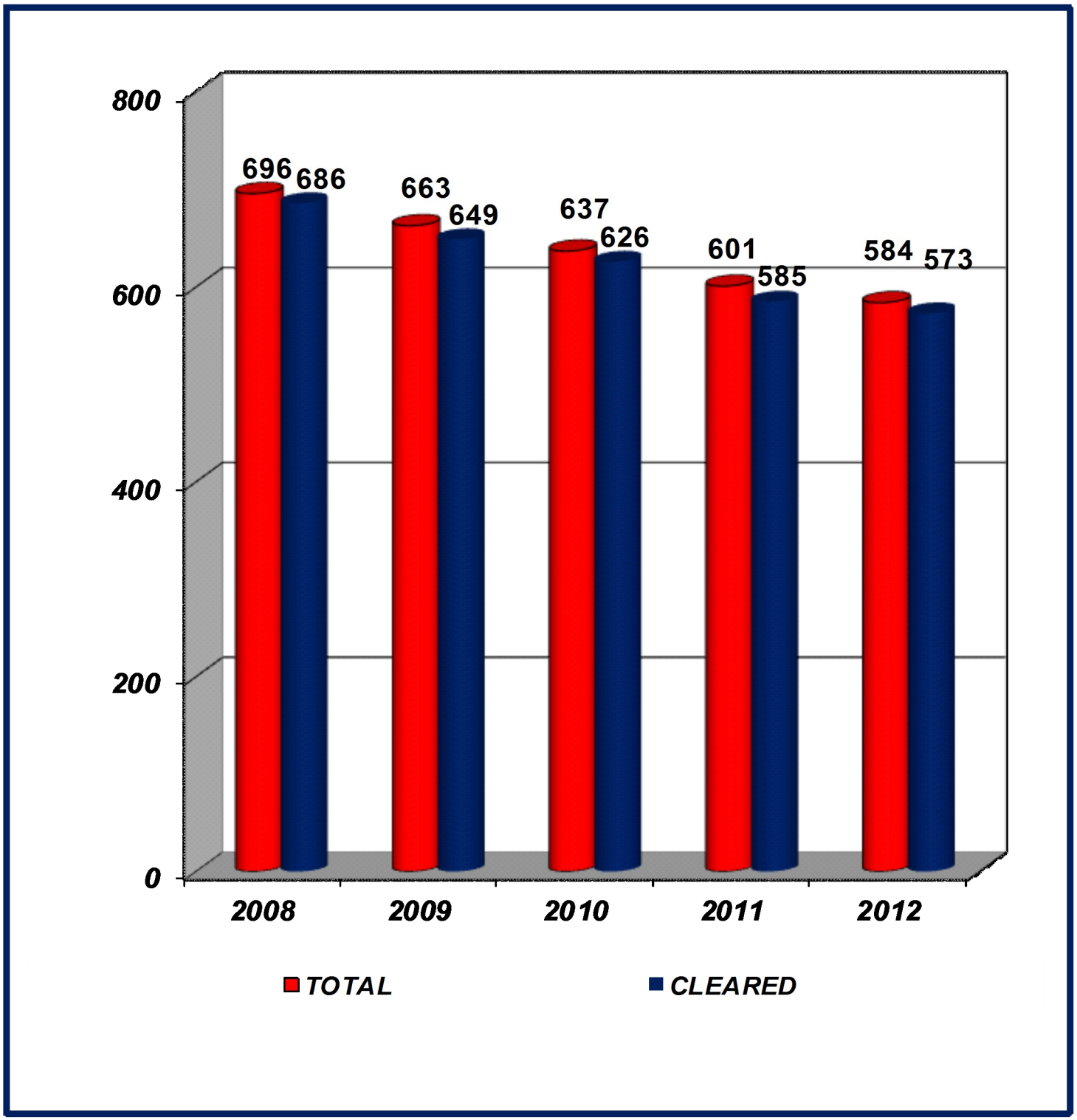
Burglary Clearance Rate

Dover Police Department vs. Nation



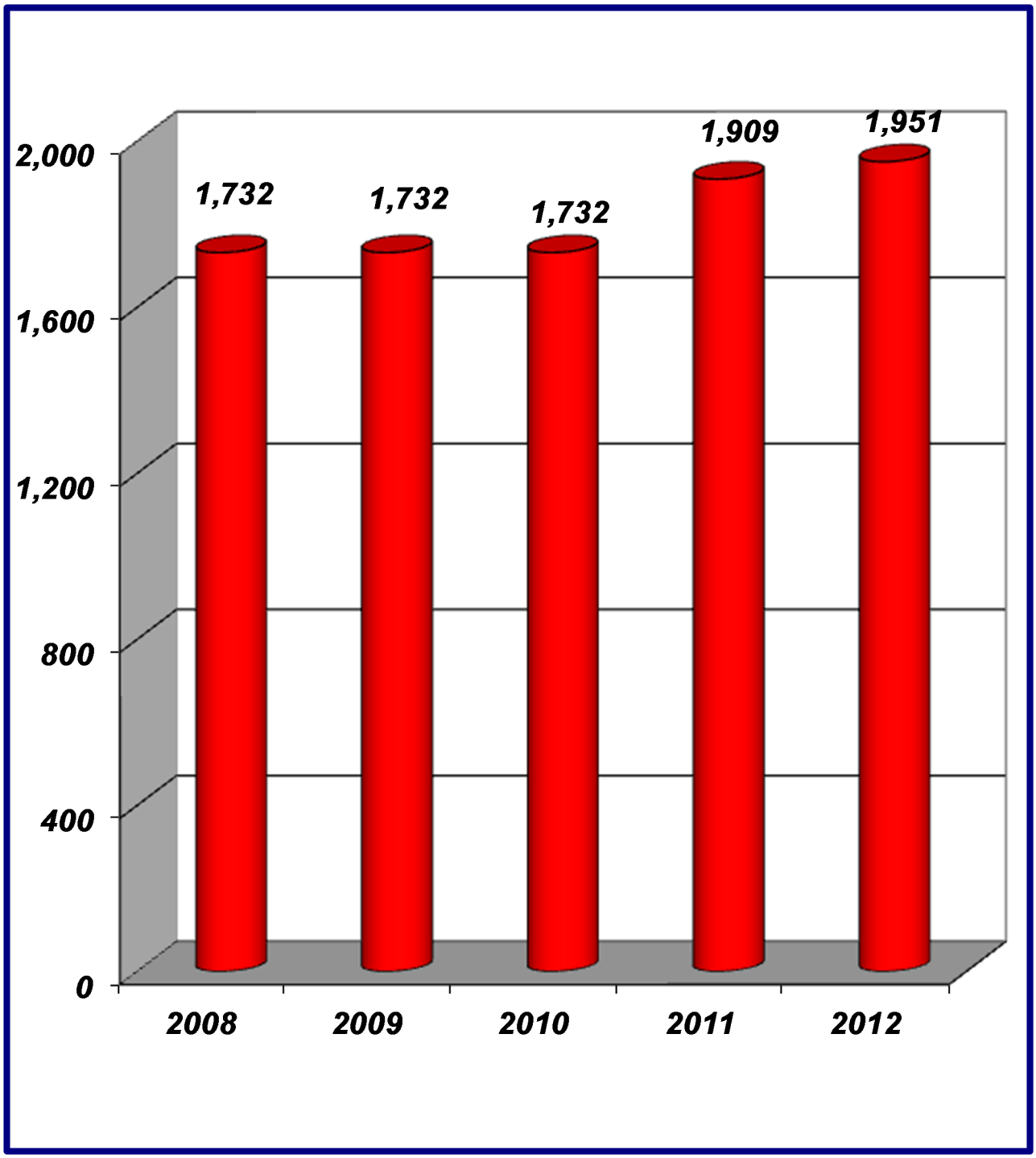
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Drug Offenses
Five Year Comparison



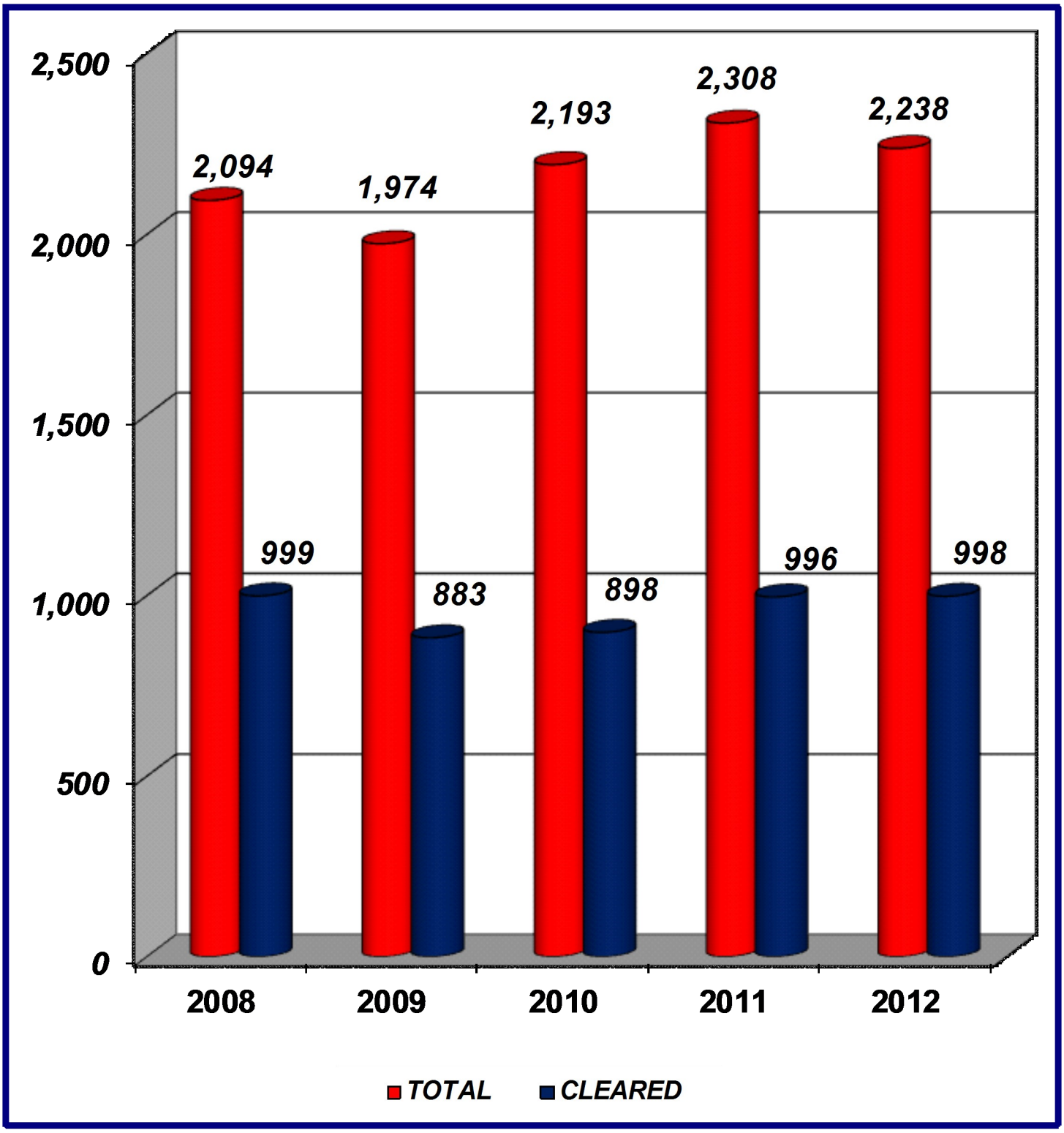
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Actual Drug Arrests
made by the
Drugs, Vice and Organized Crime Section



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Property Crime
(Burglary, Theft, Motor Vehicle Theft, Arson)
Five Year Comparison



CRIME CLEARANCE COMPARISON
NATIONAL AVERAGE VS. DOVER POLICE DEPARTMENT

CITIES WITH POPULATION 25,000 TO 49,999

	NATIONAL 2011	DOVER 2011	DOVER 2012
VIOLENT CRIME *(TOTAL)*	49.8%	67.8%	76.1%
Murder	71.5%	100.0%	100.0%
Forcible Rape	35.3%	100.0%	80.6%
Robbery	32.6%	56.4%	63.2%
Aggravated Assault	58.9%	65.7%	79.2%
PROPERTY CRIME *(TOTAL)*	21.7%	43.2%	44.6%
Burglary	12.6%	58.9%	61.7%
Theft	25.1%	42.7%	44.2%
Motor Vehicle Theft	13.4%	27.6%	19.4%
Arson	20.3%	50.0%	70.0%
FORCIBLE RAPE			
Rape by Force	33.9%	100.0%	82.4%
Assault to Rape	42.0%	100.0%	76.9%
ROBBERY			
Firearm	28.2%	52.3%	62.2%
Knife	36.0%	80.0%	100.0%
Other Dangerous Weapon	33.1%	83.3%	75.0%
Strongarm	35.0%	52.2%	50.0%
AGGRAVATED ASSAULT			
Firearm	45.9%	51.5%	72.5%
Knife	63.2%	74.0%	86.3%
Other Dangerous Weapon	58.2%	78.2%	88.9%
Hands, Feet, Other	62.2%	74.2%	68.4%
BURGLARY			
Forcible Entry	11.8%	52.9%	48.0%
Unlawful Entry, No Force	13.7%	62.7%	80.4%
Attempted Forcible Entry	10.0%	100.0%	100.0%
MOTOR VEHICLE THEFT			
Autos	14.0%	31.0%	28.2%
Trucks and Buses	11.2%	66.7%	16.7%
Other Vehicles	8.9%	8.7%	0.0%
ARSON			
Structural	24.0%	50.0%	83.3%
Mobile	12.9%	N/A	N/A
Other	19.5%	66.7%	50.0%

City of Dover Police Department
Annual Report

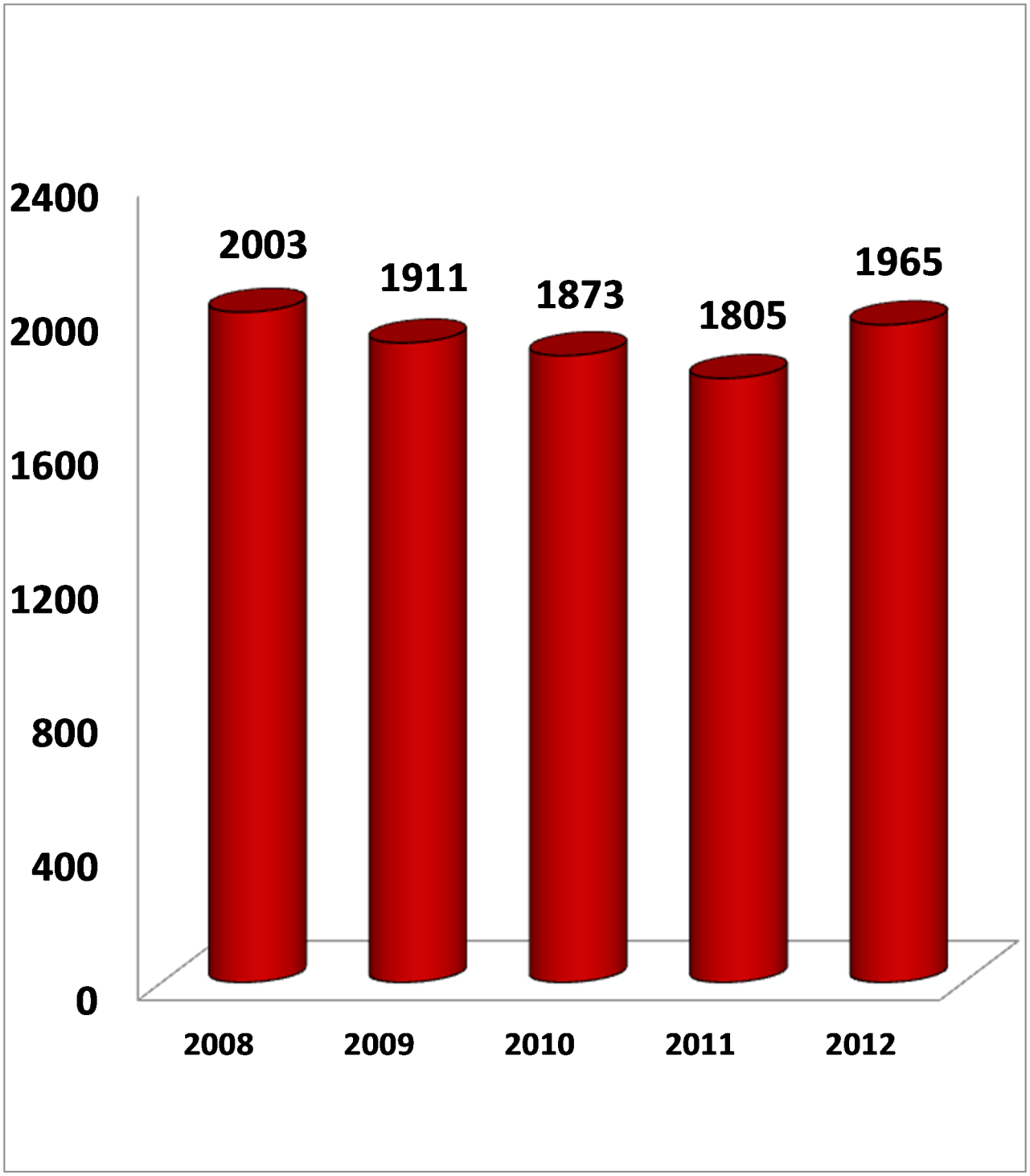
CRIMINAL SUMMARY Page 1 of 2	OFFENSES				ARRESTS			
	RECEIVED		CLEARED		ADULT		JUVENILE	
GROUP A OFFENSES	2011	2012	2011	2012	2011	2012	2011	2012
CRIMINAL HOMICIDE TOTAL	6	1	6	1	9	2	1	0
MURDER NON-NEG. MANSLAUGHTER	5	1	5	1	8	2	1	0
NEGLIGENT MANSLAUGHTER	1	0	1	0	1	0	0	0
KIDNAPPING AND ABDUCTION	26	34	24	31	24	29	1	1
SEXUAL OFFENSES, FORCIBLE	37	31	37	25	19	11	3	3
RAPE BY FORCE	18	17	18	14	9	7	2	2
RAPE BY FORCE - ATTEMPTED	0	0	0	0	0	0	0	0
FORCIBLE SODOMY	0	0	0	0	0	0	0	0
SEXUAL ASSAULT WITH AN OBJECT	0	1	0	1	0	0	0	0
FORCIBLE FONDLING	19	13	19	10	10	4	1	1
FORCIBLE FONDLING - ATTEMPTED	0	0	0	0	0	0	0	0
ROBBERY TOTAL	78	68	44	43	35	33	8	11
FIREARM	44	37	23	23	19	22	5	5
KNIFE OR CUTTING INSTRUMENT	5	7	4	7	3	3	3	0
OTHER DANGEROUS WEAPON	6	4	5	3	4	3	0	0
STRONGARM	23	20	12	10	9	5	0	6
ASSAULT TOTAL	1139	1153	958	995	668	605	102	94
AGGRAVATED TOTAL	233	226	153	179	109	88	17	13
AGGRAVATED, FIREARM	97	102	50	74	26	25	3	2
AGGRAVATED, KNIFE/CUTTING INST	50	51	37	44	27	28	1	5
AGGRAVATED, OTHER WEAPON	55	54	43	48	32	24	8	5
AGGRAVATED, STRONG-ARM	31	19	23	13	24	11	5	1
NON-AGGRAVATED TOTAL	906	927	805	816	559	517	85	81
NON-AGG., SIMPLE/HARASSMENT	763	773	678	688	487	458	80	75
NON-AGG., INTIMIDATION	143	154	127	128	72	59	5	6
ARSON TOTAL	10	10	5	7	3	3	0	5
STRUCTURAL	6	6	3	5	1	1	0	2
MOBILE	1	0	0	0	0	1	0	0
OTHER	3	4	2	2	2	1	0	3
EXTORTION/BLACKMAIL	1	1	1	1	1	0	0	0
BURGLARY TOTAL	146	128	86	79	28	39	6	4
FORCEFUL ENTRY	87	75	46	36	19	19	5	1
UNLAWFUL ENTRY, NO FORCE	51	51	32	41	8	20	1	3
ATTEMPTED FORCIBLE ENTRY	8	2	8	2	1	0	0	0

City of Dover Police Department
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CRIMINAL SUMMARY Page 2 of 2	OFFENSES				ARRESTS			
	RECEIVED		CLEARED		ADULT		JUVENILE	
	2011	2012	2011	2012	2011	2012	2011	2012
LARCENY - THEFT	2065	2038	881	900	773	780	159	176
PICK POCKET	8	1	3	0	3	0	0	0
PURSE SNATCH	6	6	0	2	0	1	0	0
SHOPLIFTING	946	907	685	657	661	637	137	147
THEFT FROM BUILDING	497	482	118	128	70	87	13	21
THEFT FROM COIN-OP MACHINE	3	4	0	0	0	0	0	0
THEFT FROM MOTOR VEHICLE	336	299	47	53	23	21	7	6
THEFT OF VEHICLE PARTS/ACC.	52	49	2	1	1	1	0	0
OTHER	217	290	26	59	15	33	2	2
MOTOR VEHICLE THEFT TOTAL	87	62	24	12	7	4	0	3
AUTOS	58	39	18	11	6	3	0	3
TRUCKS AND BUSES	6	6	4	1	1	1	0	0
OTHER VEHICLES	23	17	2	0	0	0	0	0
COUNTERFEIT/FORGERY	77	53	66	44	36	42	4	0
FRAUD	430	352	346	270	119	122	2	4
FALSE PRETENSE/SWINDLE	189	192	138	142	57	90	1	0
CREDIT CARD/ATM	108	60	87	40	4	4	0	0
IMPERSONATION	133	100	121	88	58	28	1	4
WELFARE FRAUD	0	0	0	0	0	0	0	0
WIRE FRAUD	0	0	0	0	0	0	0	0
EMBEZZLEMENT	26	26	18	22	16	17	0	1
RECEIVING STOLEN PROPERTY	27	36	24	31	11	10	0	3
DESTRUCTION/DAMAGE PROPERTY	890	947	280	319	77	65	16	12
DRUG/NARCOTIC OFFENSES	601	584	585	573	292	301	29	29
DRUG/NARCOTIC	311	298	301	292	272	286	26	28
DRUG EQUIPMENT	290	286	284	281	20	15	3	1
SEXUAL OFFENSES, NON-FORCIBLE	9	3	6	2	3	2	0	0
INCEST	0	0	0	0	0	0	0	0
STATUTORY RAPE	9	3	6	2	3	2	0	0
PORNOGRAPHY/OBSCENE MATERIAL	3	3	3	3	1	1	1	0
GAMBLING OFFENSES	1	1	1	1	0	2	0	0
PROSTITUTION	9	1	9	1	6	0	0	0
PROSTITUTION	6	0	6	0	5	0	0	0
PATRONIZE/PROMOTE PROSTITUTION	3	1	3	1	1	0	0	0
BRIBERY	1	0	1	0	0	0	0	0
WEAPONS LAW VIOLATIONS	141	130	109	109	19	15	4	2
TOTAL GROUP A OFFENSES	2302	5662	1472	3469	587	2083	56	348

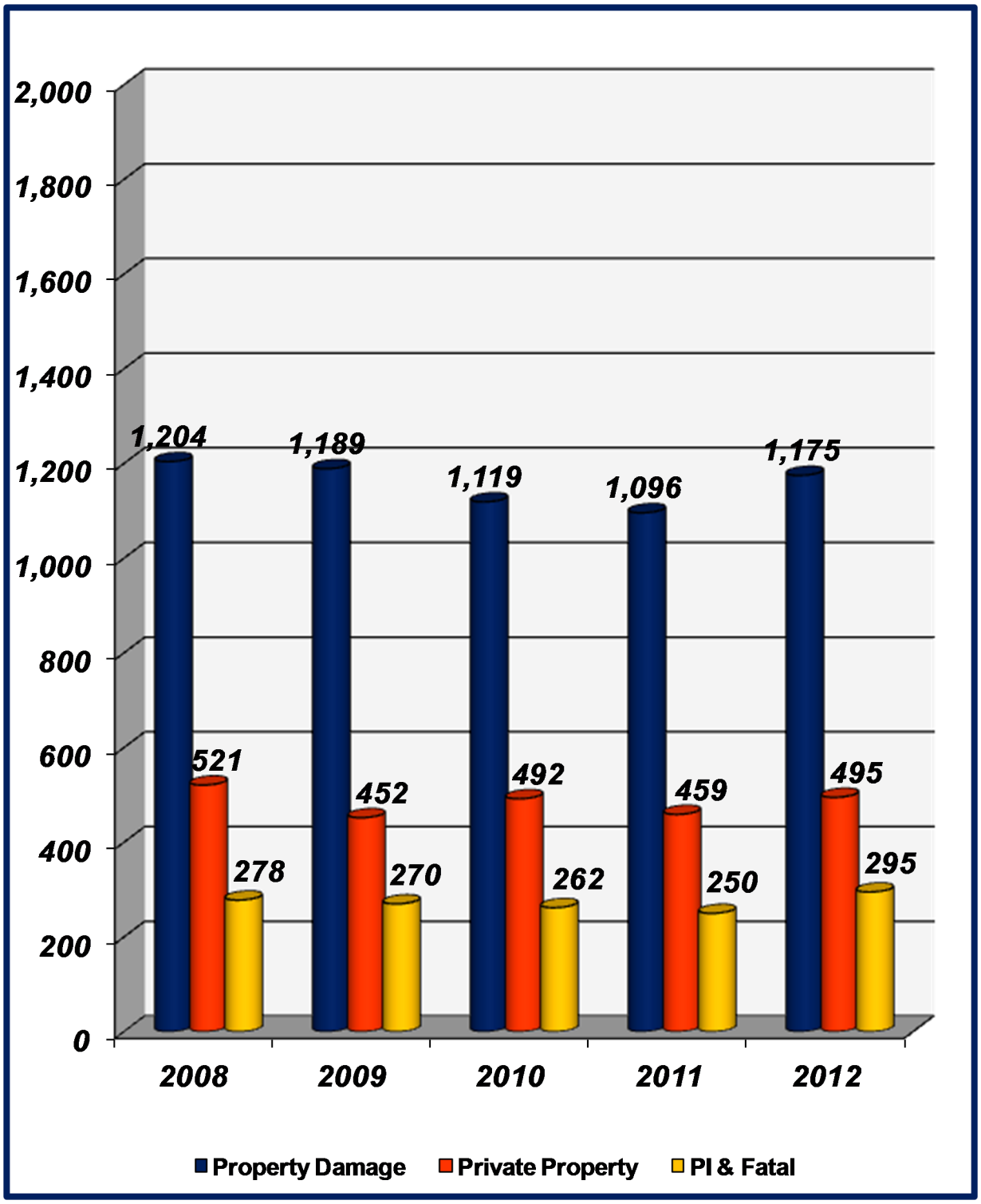
City of Dover Police Department
Annual Report

Crashes
Five Year Comparison



City of Dover Police Department
Annual Report

Crash Breakdown
Five Year Comparison



City of Dover Police Department
Annual Report

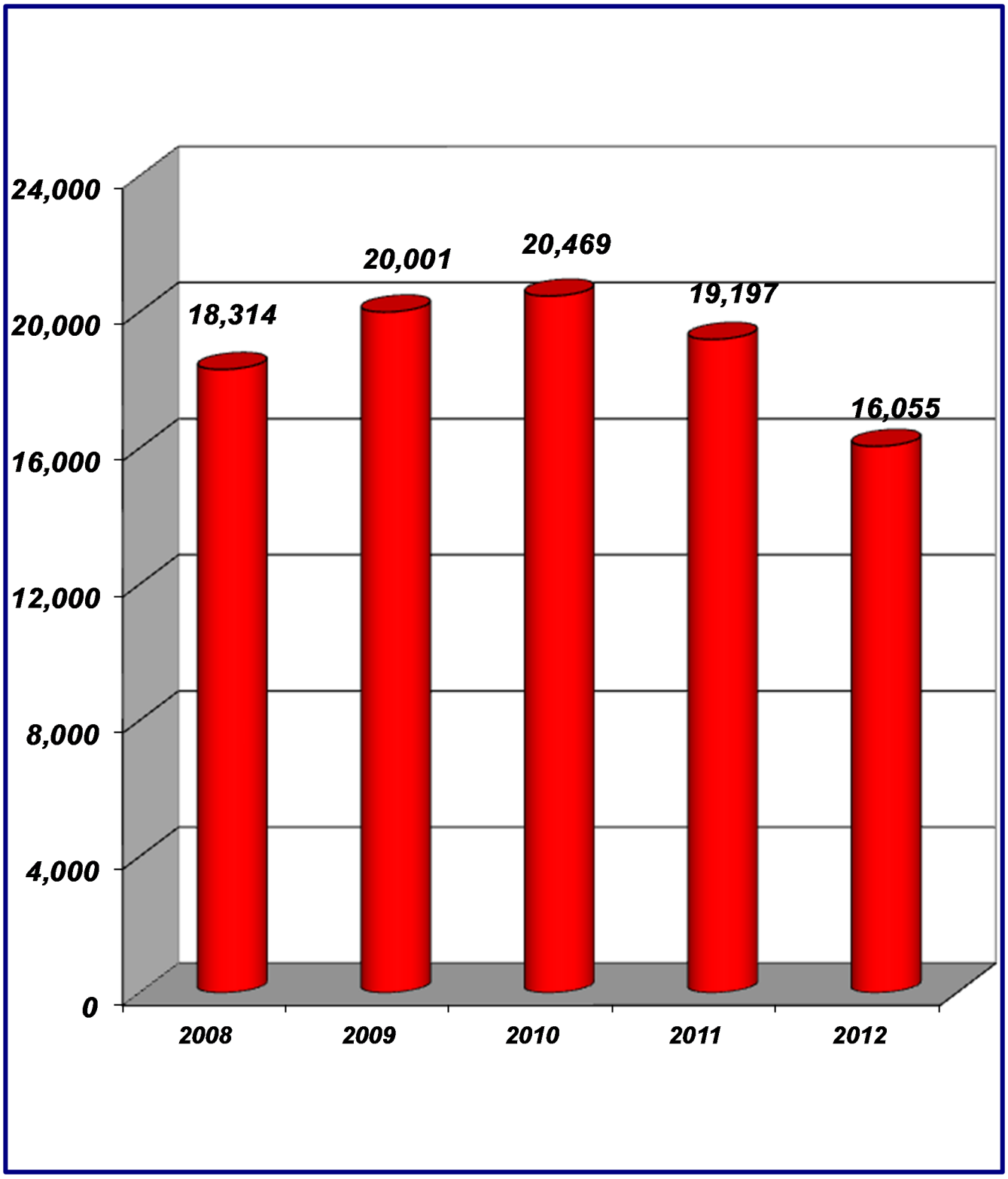
Traffic Crash Summary

TRAFFIC CRASH SUMMARY	2011	2012
TOTAL CRASHES*	1805	1965
FATAL CRASHES	2	3
PERSONAL INJURY CRASHES	248	288
PROPERTY DAMAGE CRASHES	1096	1175
PERSONS KILLED	2	3
PERSONS INJURED	333	295
PRIVATE PROPERTY CRASHES	459	495

**Total does not include 818 non-reportable crashes for 2011 and 810 non-reportable crashes for 2012.*

City of Dover Police Department
Annual Report

Traffic Arrests
Five Year Comparison



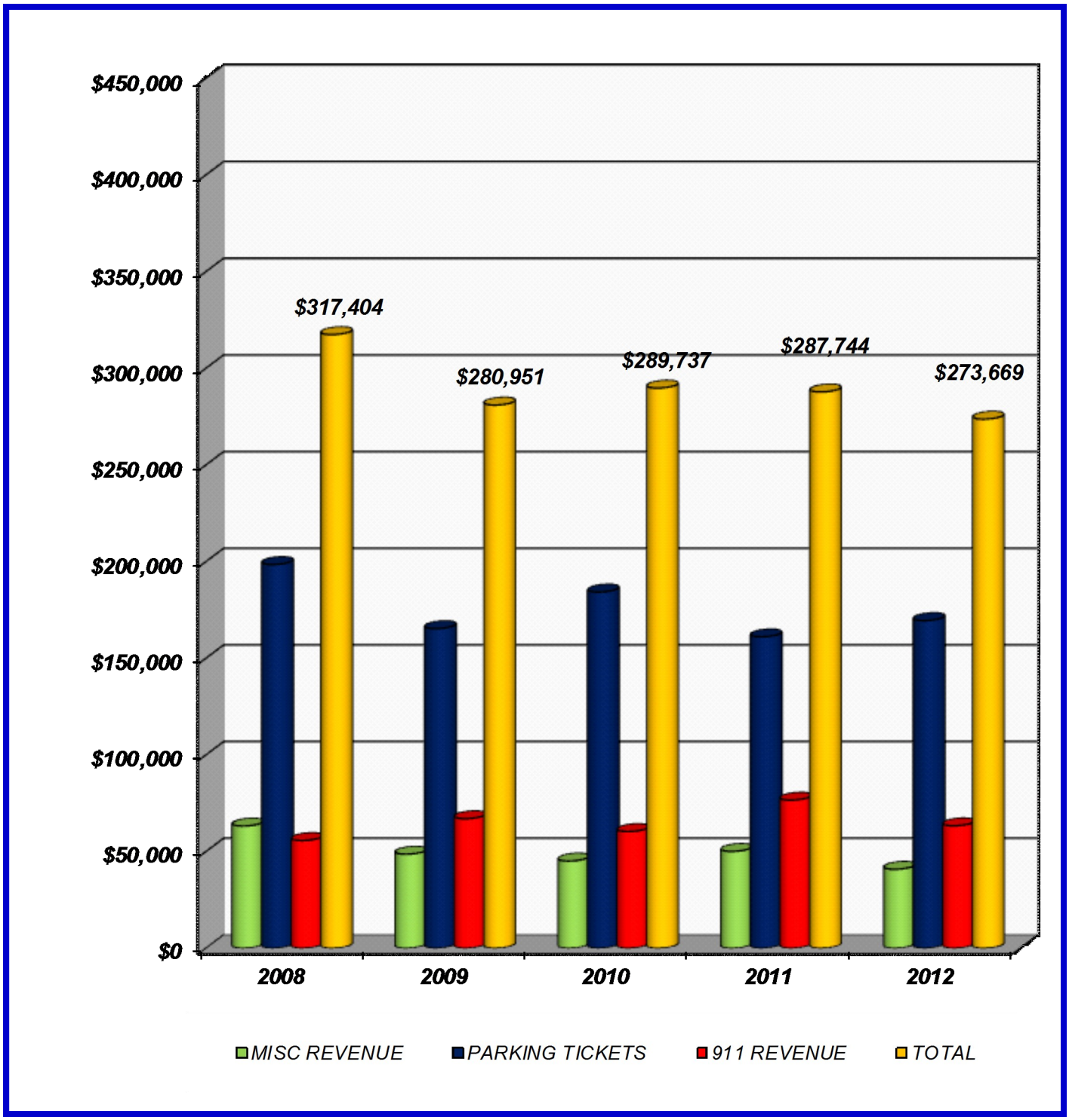
City of Dover Police Department
Annual Report

Traffic Arrests Summary

CLASSIFICATION OF VIOLATIONS	**NUMBER OF ARRESTS**	
DANGEROUS MOVING VIOLATIONS	**2011**	**2012**
DRIVING UNDER THE INFLUENCE	160	125
SPEEDING	3461	2166
RIGHT OF WAY	145	115
FOLLOWING TOO CLOSELY	218	223
STOP SIGN	660	518
TRAFFIC SIGNAL	263	268
CARELESS OR INATTENTIVE DRIVING	810	724
SUBTOTAL	***5717***	**4139**
LICENSE & REGISTRATION VIOLATIONS		
LICENSE VIOLATIONS	909	767
SUSPENSION & REVOCATION	1437	1400
REGISTRATION & TITLE	5907	5133
SUBTOTAL	***8253***	**4066**
OTHER VIOLATIONS		
SEATBELT VIOLATIONS	2765	2243
CHILD RESTRAINT VIOLATIONS	139	135
USE OF CELL PHONE WHILE DRIVING	689	584
LEAVING THE SCENE OF AN ACCIDENT	61	58
FAILURE TO REPORT AN ACCIDENT	24	44
EQUIPMENT VIOLATIONS	136	227
ALL OTHER VIOLATIONS	1437	1345
SUBTOTAL	***5251***	**7870**
GRAND TOTAL	**19,221**	**16,075**

City of Dover Police Department
Annual Report

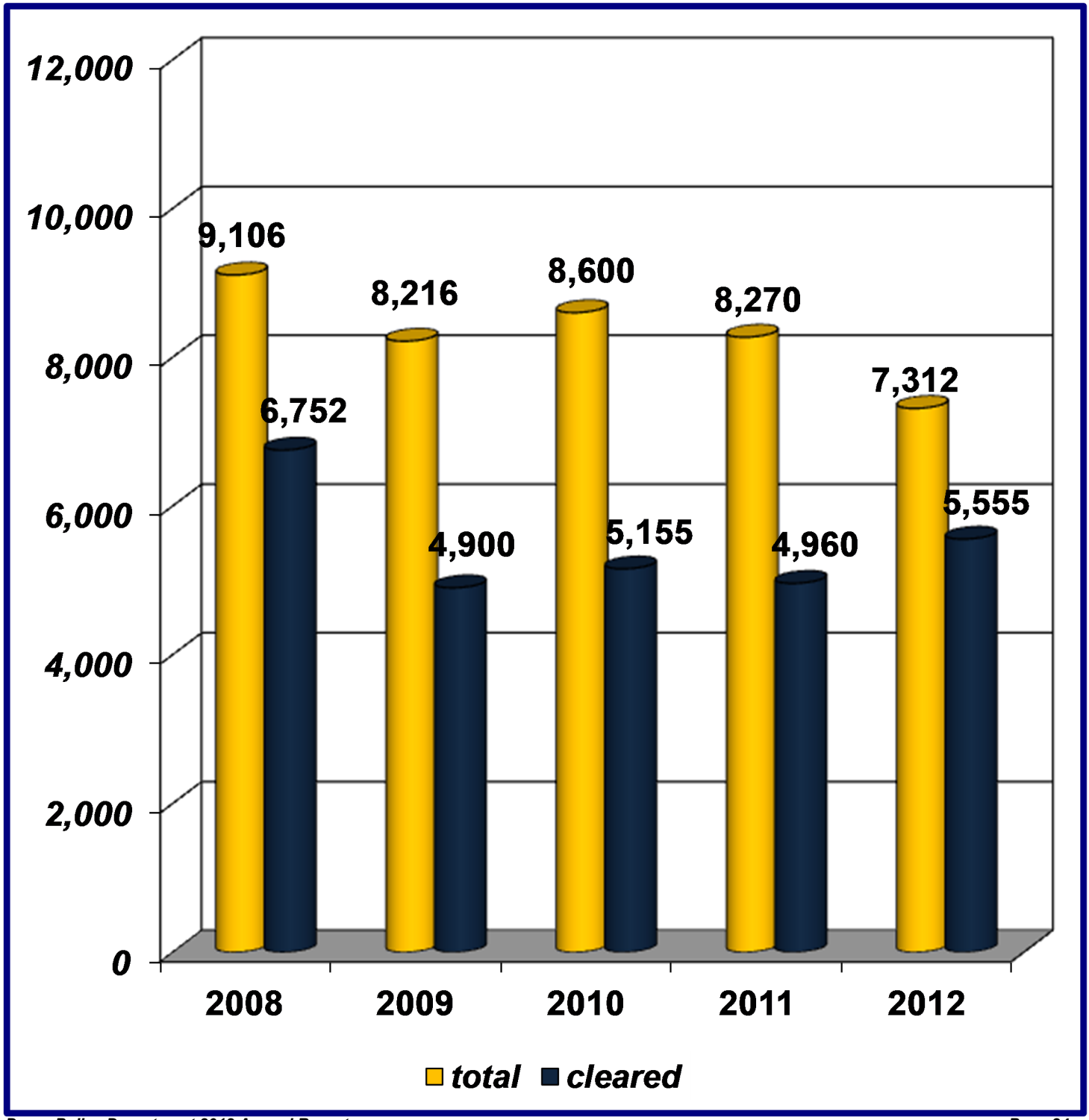
Police Revenue
Parking Fines and Reports



City of Dover Police Department
Annual Report

City Ordinance Summons
Issued/Paid

Five Year Comparison



City of Dover Police Department
Annual Report

City Ordinance Summons Issued/Paid

	ISSUED		*PAID*		*DISMISSED*	
CITY ORDINANCE SUMMONS	**2011**	**2012**	**2011**	**2012**	**2011**	**2012**
Parking	6522	5776	4038	3733	334	254
Handicap	348	271	84	64	156	122
Fire Lane	174	96	93	49	15	10
False Alarm	565	536	422	415	6	25
Loud Noise	165	177	95	102	3	6
Underage Consumption	49	52	25	33	0	2
Animals	46	48	36	39	4	4
Other	401	359	167	130	10	7
TOTALS	8270	7315	4960	4565	528	430

CASH RECEIPTS	**2011**	**2012**
City Ordinance Summons	$161,061	$169,480
Police Reports	$36,360	$36,740
Miscellaneous*	$13,712	$4,113
TOTALS	$211,133	$210,333

*Miscellaneous funds include monies deposited from collections agency payments only for 2011

City of Dover Police Department
Annual Report

Police Time/Distribution Hours

TIME DISTRIBUTION, HOURS	2011	2012
Total on Duty	154,299	152,750
Criminal Investigation	77,054	76,998
Crash Investigation	4,255	4,386
Special Duty	23,633	20,982
Foot Patrol	786	1,675
Station Duty	14,494	13,871
Motor Patrol	13,687	12,154
Traffic Duty	1,135	440
Court	4,865	4,296
DDACTS	n/a	2,259
Administrative	14,393	15,690

PERSONNEL STRENGTH	2011	2012
Authorized Strength	93	93
Actual Strength	90	92

MISCELLANEOUS CONTACTS	2011	2012
Traffic Reprimands	2,496	1,575
Crime Prevention Checks	2,747	1,882

City of Dover Police Department
Annual Report

Miscellaneous Calls For Service

MISCELLANEOUS CALLS FOR SERVICES

THIS REFERS TO THE CATEGORY IN WHICH THE DISPATCHER CLASSIFIED THE CALL FOR SERVICE

SERVICE REQUEST TYPE	*2011*	*2012*
ALARMS	2,157	2,153
ANIMAL	991	1,031
ASSIST OTHER AGENCY	664	633
CITY ORDINANCE VIOLATION	52	20
DRUG OVERDOSE	40	40
ESCORTS, INCLUDES CITY HALL	375	123
LOCK JOCK	1,274	1,245
LOST/FOUND PROPERTY	250	220
LOUD MUSIC/PARTY	152	207
COMMUNITY SERVICE REQUESTS	544	212
MEGAN'S LAW (SEX OFFENDER REGISTRATION)	744	691
MENTAL PATIENT	164	144
MISSING PERSONS	314	321
NOISE	847	795
PROTECTION FROM ABUSE ORDER VIOLATIONS	81	75
PROPERTY CHECK	476	609
PROPERTY RETRIEVAL	240	290
PUBLIC ASSISTANCE	707	413
SUDDEN DEATH	24	31
SUICIDE (includes attempts)	123	153
TRAFFIC REQUEST	449	233
TOTAL	10,668	9,639

STATUS/DISPOSITION OF CALLS RECEIVED

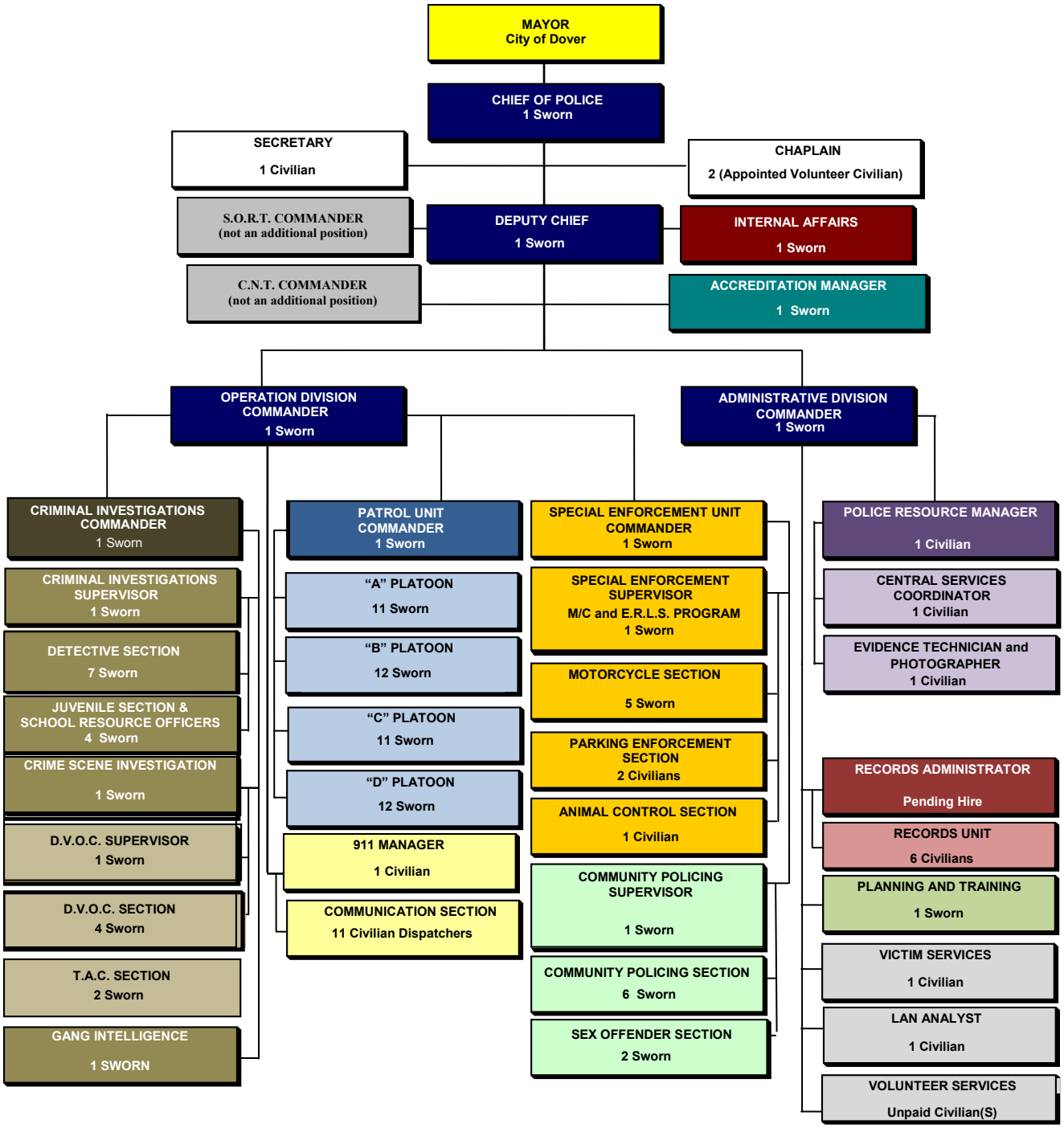
THIS REFERS TO THE CATEGORY IN WHICH THE DISPATCHER OR OFFICER CLASSIFIED THE RESULT OF THE CALL FOR SERVICE

	2011	*2012*
REPORT REQUIRED	9,111	9,168
NO REPORT REQUIRED	7,107	7,614
CANCELED PRIOR TO OFFICER ARRIVAL	795	1,026
CRIME PREVENTION CHECK PERFORMED	691	405
NO REPORT - AREA CHECKED W/NEGATIVE RESULTS	5,329	5,481
NO REPORT - FALSE ALARM	1,866	1,921
CLEARED - LOCK JOCK SUCCESSFUL	815	764
CLEARED - LOCK JOCK UNSUCCESSFUL	247	289
TURNED OVER TO ANOTHER AGENCY	90	177
ALL OTHER CATEGORIES	12,595	11,246
TOTAL DISPOSITIONS	38,646	38,091

Dover Police Department FY12 Grant Funding Summary

State Attorney General's Office	Totals
Criminal Justice Council (CJC) Grants – pass-through funding from the USDOJ for special programs and priorities funded by their Byrne Memorial Justice Assistance Program allocation.	
· Three department personnel were sent for training on the Data Driven Approaches to Crime and Traffic (DDACTS) model which employs the use of analysis of GPS and crime data to target department enforcement activities to achieve the best results. Funds were also provided to fund additional extra duty overtime using this model approach.	$30,299.00
· Extra duty police overtime funds were received for wiretapping operations associated with a major drug case and additional enforcement overtime using the DDCACTS model above.	20,000.00
State Law Enforcement Assistance Fund (SLEAF) – funding from state drug cases reallocated for supplemental law enforcement equipment & programs	
· State funds received for Delaware Police Chiefs' Council (DPCC) payroll and the annual training seminar held in Rehoboth, DE.	25,000.00
State Department of Public Safety	
State Aid to Local Law Enforcement (SALLE) Grants – funds received for annual allocation of state funding for supplemental law enforcement equipment & programs.	$19,643.54
· State funds received for DPCC annual training seminar held in Rehoboth, DE.	6,000.00
Emergency Illegal Drug Enforcement (EIDE) Grants – fund received for annual allocation of state funding for supplemental drug law enforcement programs	11,673.40
Highway Safety Events – Federal pass through funds received from the Office of Highway Safety for extra duty overtime events that target specific program areas in the community.	51,067.03
Violent Crimes Fund Grant – new program that supports initiatives to decrease violent crimes in the community. The funds received were designated for special extra duty overtime enforcement hours in targeted areas of the city and police equipment.	47,785.34
State Division of Alcohol and Tobacco Enforcement (DATE)	
DATE Grant – funds were received for additional hours in safety focus areas including under aged drinking and targeted patrols in other areas of the city affected by the presence of college age students in the community.	$31,000.00
US Department of Justice	
Edward G. Byrne Memorial, Justice Assistance Grant (JAG) – funds received during the year from this recurring federal grant for supplemental law enforcement initiatives.	$147,409.71
Community Oriented Policing Services (COPS) Hiring Recovery Program (CHRP) Payroll costs for one year of the three year federal hiring grant for one officer position.	72,395.03
US Treasury	
Forfeiture funds received for cases processed through the Federal system - allocated for supplemental law enforcement equipment & programs	$65,137.71
Grand Total	**$527,410.76**

DOVER POLICE DEPARTMENT
ORGANIZATIONAL CHART
2012



City of Dover Police Department
Staff



Administrative Staff
(Counter-Clockwise from top to bottom): Lt. Richardson, Lt. Pires, Lt. McKeown, Lt. Rachko, Mrs. Adkins, Mrs. Kober, Capt. Stump, Capt. Scott, Chief Hosfelt, Major Bernat and Ms. Strauss

Chief of Police	*James E. Hosfelt, Jr.*
Deputy Chief	*Paul Bernat*
Operations Division Commander	*Timothy Stump*
Administration Division Commander	*Robert Scott*
Criminal Investigations Unit Commander	*Daniel McKeown*
Patrol Unit Commander	*Jason Pires*
Special Enforcement Unit Commander	*Alan Rachko*
Internal Affairs Unit Commander	*Eric Richardson*
Administrative Assistant	*Maggie Strauss*
Police Resources Manager	*Robin Adkins*
911 Manager	*Christina Kober*

PROMOTIONS

Every year officers of the Dover Police Department take part in a highly competitive promotion process. The following officers were promoted during the year 2012:



***Clockwise from top*:**

Captain Scott
Lieutenant Richardson
Master Corporal Lawson
Sergeant Harrington
Sergeant Spicer
Corporal Nester
Lieutenant Pires

Officers of the Quarter for 2012

1st Quarter

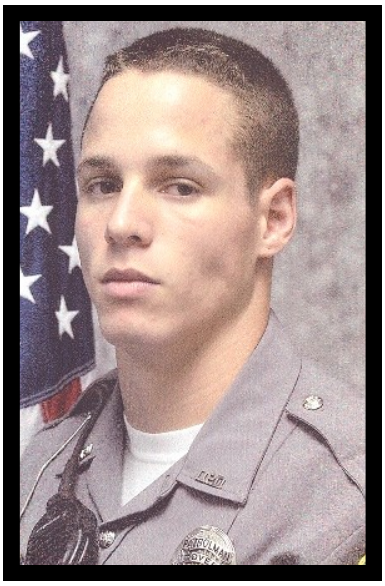


Cpl. Wisniewski

Community Policing Unit (CPU)

Corporal Michael Wisniewski was selected as Officer of the Quarter, 1st Quarter of 2012. He joined the Dover Police Department in August 1999. Corporal Wisniewski began his career in the Patrol Unit and was then assigned to the Quality of Life Section in September 2011. Corporal Wisniewski is also a valued member of the Dover Police Department's SORT Team. On March 17, 2012, Corporal Wisniewski responded to a robbery complaint and located the suspect who was fleeing on foot. When contacted, the suspect using a handgun, fired at Corporal Wisniewski. An exchange of gunfire ensued with the suspect ultimately surrendering to Cpl. Wisniewski and other responding officers. Due to his dedication and willingness to disregard his own safety, a violent felon was apprehended with no loss of life and minimal impact to the community.

2nd Quarter



Ptlm. Krogh

Patrol Unit

Patrolman Matthew Krogh was selected as Officer of the Quarter, 2nd Quarter of 2012. He joined the Dover Police Department in April of 2011 and is currently assigned to the Patrol Unit. On June 11, 2012, Patrolman Krogh responded to a distress call from an elderly subject. After Patrolman Krogh arrived, he observed a broken window, the elderly subject bleeding and an assailant standing over him with a weapon. Due to Patrolman Krogh's quick actions at the scene, the assailant was apprehended preventing further injuries to the victim.

Patrolman Krogh is also a member of the Honor Guard and a great asset to the Dover Police Department.

Officers of the Quarter for 2012

Patrol Unit

Cpl. Fioravaniti was selected as Officer of the Quarter, 3rd Quarter of 2012. He joined the Dover Police Department in 2003 and is currently assigned to the Patrol Unit. Cpl. Fioravaniti is assigned to "D" Platoon as a shift investigator. On September 19, 2012, he began to piece together a pattern of similar crimes involving the theft of air conditioning units. While on duty, Cpl. Fioravaniti responded to the Hamlet Shopping Center for a report of suspicious subjects dragging a large object through the parking lot. When he arrived the suspects were gone but he was able to locate four separate air conditioning units, which had been stolen from area businesses. Cpl. Fioravaniti directed other officers to establish a perimeter, securing the crime scene for the purpose of conducting surveillance. A short time later, the four suspects returned to retrieve the stolen property and were taken into custody without incident. As a result of his efforts, 22 incidents were resolved and 134 criminal charges were placed against the suspects. The cost associated with the loss of and damage to the victim's property exceeded $207,000.

3rd Quarter



Cpl. Fioravaniti

Criminal Investigations Unit

Detective Jeffrey Gott was selected as Officer of the Quarter, 4th Quarter of 2012. He joined the Dover Police Department in 2001 and is currently assigned to the Criminal Investigations Unit, Detective Section.

On November 19, 2012, Detective Gott was involved in a foot pursuit of an armed suspect who just committed a home invasion robbery. Det. Gott chased the suspect through a wooded area, ultimately capturing him. With this apprehension Det. Gott developed further information which led to the clearance of numerous residential burglaries. In a second unrelated incident, Det. Gott apprehended a suspect following a foot pursuit. This suspect was involved with numerous others in a crime spree, which included multiple residential burglaries and an armed robbery of a local motel. Detective Gott has consistently been one of the leading detectives in caseload management as well as clearance rates. His clearance rate for this quarter was 96%.

4th Quarter



Det. Gott

Civilians of the Quarter

1st Quarter



Dispatcher Jackson

Communications Section

Dispatcher Jackson was selected as Civilian of the Quarter, 1st Quarter of 2012. He joined the Dover Police Department in 1997 as the Animal Control Officer and is currently assigned to the Communications Section. Dispatcher Jackson is a valued employee who does his job with pride, patience, and unwavering dedication. He is very knowledgeable with all departmental policies and procedures, and often volunteers for additional tasks. Dispatcher Jackson contributes greatly to the successful performance of the Dover Police Department. The handling of routine operational duties can be very stressful, demanding, and unpredictable and Dispatcher Jackson handles them with a high level of competence and professionalism.

2nd Quarter



Enforcement Officer Boyer

Parking Enforcement Section

Enforcement Officer Boyer was selected as Civilian of the Quarter, 2nd Quarter of 2012. He joined the Dover Police Department in 2003 and is currently assigned to the Parking Enforcement Section. During this quarter, Enforcement Officer Boyer issued 338 parking summons in the downtown area, despite several large construction projects which limited his production efforts. Enforcement Officer Boyer then took the initiative to expand his enforcement efforts to other areas of the city, which included shopping centers and residential areas. His efforts allowed police officers to focus on other law enforcement related activities. Throughout his employment with the department, Enforcement Officer Boyer has displayed pride and professionalism, which directly reflects upon the Dover Police Department.

Civilians of the Quarter

Records Unit

Police Clerk Hudson was selected as Civilian of the Quarter, 3rd Quarter of 2012. She joined the Dover Police Department in 1999 and is currently assigned to the Records Unit. She has been phenomenal at filling the void left after the retirement of co-workers. During this period, she processed an average of 66% of all full crime reports, along with 100% of Domestic non-Criminal reports and 100% of Auto Approve Reports. Police Clerk Hudson also volunteered to work overtime as needed to be sure the records department did not fall behind. She handled this increased workload with a professional and positive attitude. Her dedication to the Records Unit and the Dover Police Department are beyond commendable.

3rd Quarter



Police Clerk Hudson

Communications Section

Dispatcher Carey was selected as Civilian of the Quarter, 4th Quarter of 2012. He joined the Dover Police Department in 2011 and is currently assigned to the Communications Section. Despite being new to this profession, he embodies the characteristics and performance expectations of his fellow co-workers and other public safety professionals. Dispatcher Carey 's background as a volunteer fireman (Dover Fire Department) has demonstrated his commitment to public service. During this period, Dispatcher Carey has performed his duties in an exemplary manner. These qualities were evident during an incident which occurred on Wednesday, November 28th, 2012. His swift action significantly contributed to the apprehension of a suspect and the recovery of stolen currency from a bank robbery. He maintains a level of professionalism while handling all situations calmly and efficiently. Dispatcher Carey has become a valuable asset to the Department.

4th Quarter



Dispatcher Carey

Officer & Civilian of the Year 2012 - Dover's Finest



Officer of the Year
Corporal
Michael Wisniewski
"Dover's Finest"

Corporal Michael Wisniewski was selected as the Officer of the Year for 2012. He joined the Dover Police Department in August 1999. Wisniewski began his career in the Patrol Unit and was then assigned to the Quality of Life Unit (QOL) in September 2011. As a member of the QOL Unit, Corporal Wisniewski responds to various complaints and assists the Patrol Unit when needed. Corporal Wisniewski is also cross trained for Community Policing. In addition to his normal duties as a QOL Officer he is called upon routinely to assist the Community Policing Unit with safety briefings and other tasks. He is also a valued member of the Dover Police Departments SORT Team as a sniper. On Saturday, March 17, 2012 Corporal Wisniewski responded to an armed robbery at the Dot Discount Store. While traveling southbound on Governors Ave., Cpl. Wisniewski observed the robbery suspect fleeing to bushes at the front of 911 S. Governors Ave. Corporal Wisniewski confronted the robbery suspect, who ignored verbal commands given by the officer. The suspect then began shooting at Cpl. Wisniewski. The robbery suspect was ultimately taken into custody by Corporal Wisniewski. If not for the brave and courageous actions of Corporal Michael Wisniewski the robbery suspect may have escaped capture and potentially injured others citizens.

Mr. Boyer was selected as Civilian of the Year for 2012. John joined the Dover Police Department in 2003 as a Parking Enforcement Officer, assigned to the Special Enforcement Unit. In 2012, following the City's enactment of a parking Scofflaw Ordinance, Mr. Boyer located and booted 35 vehicles that were in violation of the new ordinance. As a result, $20,000.00 in fines owed to the City of Dover were recovered. During the summer of 2012, John was concerned about his sections ability to enforce parking laws in the downtown area because of several construction projects. He approached his supervisors with the idea of expanding his assignment area to neighborhoods and shopping centers. Because of John's dedication and willingness to work, various parking complaints normally handled by patrol officers, are now the responsibility of the Parking Enforcement Section. Although parking enforcement can sometimes be a thankless job, John continues his assigned duties in a professional and courteous manner.



Civilian of the Year
Parking Enforcement Attendant
Mr. John Boyer

Awards Ceremonies

The Dover Police Department held two Award Ceremonies last year. Officers and civilians earned the following awards in 2011:



Distinguished Unit Commendations	***9***
DUI Awards	***4***
Service Achievement Awards	***1***
Perfect Attendance Awards	***31***
Safe Driving Awards	***6***
Exceptional Performance	***1***
Perfect Attendance Awards	***35***















New Officers



Newly sworn Dover Police Officers, Patrolman Schmid, Patrolman Johnson and Patrolman MacDonald



Mayor Carey swears in Patrolman Rankin



Newly sworn PatrolmanSchmidt on duty

WEAPONS DESTRUCTION



Oct. 26, 2012: *146 firearms, assorted weapons and other metal objects are designated for destruction at Evraz Steel in Claymont, Delaware. This scene depicts the instant the items were dumped into the kiln. The evidence was seized by Dover Police officers in conjunction with their criminal investigations. This action is repeated annually by the Dover Police Department.*

Crisis Negotiation Team (CNT)

The Crisis Negotiation Team is a specialized unit comprised of ten veteran officers of the Dover Police Department, whose mission is to respond to all barricade and hostage situations. The CNT commander reports directly to the Deputy Chief of Police, who is also responsible for authorizing their activation. Once activated, the Crisis Negotiation Team focuses their resources on establishing personal contact with the individual involved. Once contact is established, CNT uses the opportunity to appraise, evaluate and gather intelligence in order to resolve the crisis as quickly as possible.

The Crisis Negotiation Team maintains their proficiency through bi-monthly training exercises, two of which include joint training with SORT. Throughout 2012, members of the Crisis Negotiation Team attended continuing education courses designed to enhance the team's capabilities.





Master Corporal Melvin, Corporal Ranger, and Master Corporal Gist work together during a hostage negotiation scenario



Public Information Officer

The Public Information Officer (PIO) is a responsibility assigned to the Dover Police Department's Operations Division Commander and in his absence falls upon the four Unit Commanders. All are responsible for disseminating information to the media and the public. This is primarily accomplished by publishing information and photos on the department web page, which can be accessed at www.doverpolice.org. The PIO also has regular contact with journalists from newspaper, radio, and television and gives both telephone and in-person interviews. Additionally, the Public Information Officer is often called upon to serve as emcee during functions such as promotion & award ceremonies.



Captain Stump,
Operations Division Commander

Internal Affairs



Lt. Richardson
Internal Affairs

The Internal Affairs Unit is staffed with one sworn officer who holds the rank of Lieutenant. The mission of the Internal Affairs Unit is to ensure the integrity of the Police Department by maintaining an internal system that is objective, fair, and equitable in its methods of internal investigation. The Internal Affairs Office is responsible for investigating allegations of misconduct by employees both sworn and civilian. The Internal Affairs Unit also investigates all complaints or allegations of corruption, use of excessive force, breach of civil rights, criminal misconduct, and violations of department policy. This office is tasked with working directly with the City Solicitor in responding to civil actions.

In addition to its primary duties, the Internal Affairs Office retains an active role in training new recruits along with local citizens who attend the Citizens Police Academy. New employees are acquainted with the function of the Internal Affairs Office, including an overview of rules, regulations and job performance standards. Internal Affairs is also tasked with several other responsibilities including the inspection of departmental equipment, vehicles, and evidence storage facilities.

Criminal Investigation Unit
Detective Section

The Dover Police Criminal Investigation Section is tasked with the responsibility to investigate the most serious crimes that occur within the City of Dover. This section also conducts financial and identity theft investigations. In addition to these duties they are called upon to perform background investigations on all civilian and police applicants who are being considered for employment.

In 2012, the seven detectives assigned to this section investigated a total of 2,970 complaints and cleared 2,854 of them. The detectives solved 63% of the robberies and 62% of the burglaries and cleared 96% of all cases that they investigated. These clearance rates are significantly higher than the national average. This speaks volumes for their investigative abilities.

In 2012, Detective Jeffrey Gott won the Crime Stoppers Investigator of the year for his continued excellence as a Major Crimes Detective and his remarkable case load and clearance rates.



Top Row Left to Right: Cpl. Gott, MCpl. Knight, Cpl. Roswell, Sgt. Kober and Lt. McKeown
Bottom Row Left to Right: Cpl. Lynch, MCpl. DiGirolomo and Cpl. Streadwick

Drugs, Vice, & Organized Crime Section (DVOC)



The Drug, Vice, & Organized Crime Section is comprised of five officers who work in an undercover or plain clothes capacity. All five officers working in concert are committed to eliminating the use and sale of illegal drugs, counterfeit merchandise, and prostitution from the City of Dover. An additional position, Gang Intelligence Officer, was formed to handle the growing concern over gangs in the City of Dover. The Gang Intelligence Officer is assigned to the Drug, Vice and Organized Crime Section and is responsible for intelligence gathering and criminal investigation of Gang Members and Violent Offenders. Because of their dedication and commitment, the DVOC Section handled a total of 1,951 cases. As a result of these cases, the unit seized a large number of illegal drugs and money. These seizures include 4,240 grams of marijuana, 2,710 grams of cocaine, 161 grams of heroin, 2,008 prescription pills and $129,000.00 in currency.

The Drugs, Vice, and Organized Crime Section takes great pride in the working relationship it has established and maintained with the Drug Enforcement Administration (DEA) and the Delaware Department of Probation and Parole.

DEA Task Force

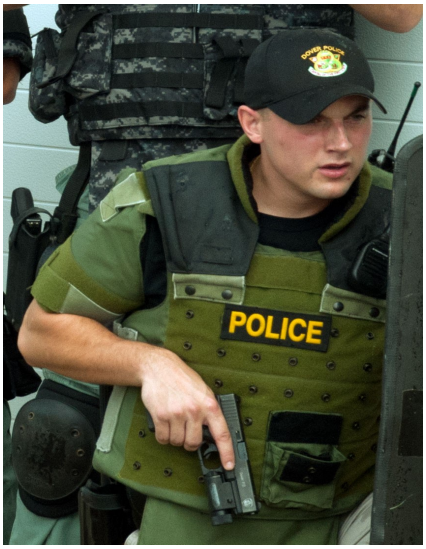


The Dover Police Department continued its ongoing relationship with the Drug Enforcement Administration (DEA) during 2012. The local DEA Task Force is comprised of detectives from local and state police agencies who work in conjunction with federal agents from the Drug Enforcement Administration. The Dover Police Department continues to provide two officers to work with this federal task force.

Synthetic Marijuana seizure after raiding a store in the Hamlet Shopping Center

Operation Safe Streets

In addition to the Drug Unit and the DEA Task Force, the Dover Police Department continues to support the Governors statewide initiative "Operation Safe Streets". Two Dover Police Officers work in concert with two Delaware Probation and Parole Officers. Together they concentrate their efforts on street level sales of illegal narcotics, as well as, current probationers who reside within the city limits of Dover.



Detective Peer

Crime Scene Investigation Section (CSI)

In March 2011, the Dover Police Department unveiled a new unit, the Crime Scene Investigations Section or CSI. It is currently staffed by one officer, Detective Larry Simpkiss who reports to the Detective Section Sergeant. Detective Simpkiss is a 2010 Graduate of the National Forensic Academy (NFA) at the University of Tennessee. This academy features cutting edge technology and procedures in the collection of forensic evidence and is recognized throughout the world as the premier forensic school. Detective Simpkiss is one of three Dover Police NFA graduates. The three Dover graduates are the only graduates of the NFA in Kent or Sussex Counties. Detective Simpkiss' duties include processing major crime scenes, DNA collection from suspects, processing and tracing of all firearms seized, processing shell casings and/or bullets recovered and any other processing requests that are needed by officers in the department.



Detective Simpkiss conducts a forensic examination

Juvenile Section



2012 Youth Academy with MCpl. Case, MCpl. Hester, and Cpl. Konnick

The Juvenile Section consists of four officers: two certified GREAT Officers and two School Resource Officers. The Juvenile Section ended the DARE Program this year and shifted to a more modern and relevant course of instruction, the GREAT Program.

The acronym, GREAT, stands for Gang Resistance Education And Training and deals with drug, alcohol use, school violence, bullying and gang education and awareness. The GREAT Officers, MCpl. Case and Cpl. Konnick, instruct a six week classroom course with all fifth graders and follow up with a thirteen week classroom course with all sixth graders at William Henry Middle School. The focus of the course instruction is an anti-gang, anti-drug and anti-violence approach to making good and healthy choices. In addition, MCpl. Case and Cpl. Konnick maintain a highly visible presence in all 17 schools that are located in the city limits of Dover.





The School Resource Officer (SRO) program is in its eighth year thanks to a partnership between the Dover Police Department and the Capital School District. MCpl. Hester is assigned to Central Middle School and Cpl. Stevenson is assigned to Dover High School as the SROs. SROs regularly teach various classes regarding health and safety issues. In addition to patrolling the school grounds and attending after school functions, such as sports events and student dances, all Juvenile Section Officers are involved in extracurricular events throughout the year. The events are held in different locations in the city and are focused on positive interaction with children and teenagers. The Juvenile Section Officers strive to build and maintain a positive rapport with all of the students in the Capital School District and the children that reside in our community. The Juvenile Section also handles criminal complaints throughout the year involving juvenile related crimes.

Center Left: MCpl. Case



Center-right: Cpl. Konnick
Center-bottom: Cpl. Stevenson

Communications Center

The Dover Police Department's Communications Center is the first point of contact for emergency services provided to the residents and visitors of Dover. The Communications Center operates 24 hours a day 7 days a week providing police, fire and emergency medical services. The Communications Center is staffed by eleven full time dispatchers. Once a call is received by a dispatcher, he or she will obtain the pertinent information necessary to log the call for service in the Computer Aided Dispatch (CAD) system. Once the call is logged in the CAD system, the dispatcher must prioritize the complaint, and then ensure the appropriate emergency services are promptly dispatched. The CAD system allows the dispatchers to check for hazards or prior calls from the location of the call for service. In addition, dispatchers can monitor the officer's status, such as when a vehicle is stopped or attending court. Dispatchers are tasked with staying in constant communication via 800 MHz radio system and in car computers, known as Mobile Data Terminals (MDT). When not busy on the telephone or radio, dispatcher's duties include data entry of wanted persons, missing persons, stolen guns, articles, plates, and vehicles in the local system (Deljis) and National Crime Information Center (NCIC) and criminal history checks. Dispatchers are responsible, dedicated professionals with a strong work ethic. They play a vital role in helping keep the citizens of the City of Dover as well as our officers safe.

In 2012, the Communications Center received 121,194 telephones calls, 40,571 of those calls were received on the 911 emergency lines. The Communications Center averaged 340 calls daily. In addition, the Communications Center logged 41,615 calls for service in CAD.



Dispatcher Carey handling a 911 call

Patrol Unit

The primary responsibility of the Patrol Unit is to respond to calls for service in the community twenty-four hours a day. These calls for service include: criminal complaints, motor vehicle crashes, medical emergencies and an assortment of other types of assistance.

Patrol officers are the first responders to a variety of incidents, thus protecting the life and property of citizens and visitors to the City of Dover, while at the same time proactively enforcing all aspects of the law.

The Patrol Unit consists of four Platoons. A typical Platoon consists of officers with the following specialized training and responsibilities:

Crash Investigation and Reconstruction
Special Operations Response Team
Crisis Negotiators
Shift Investigators
Field Training Officers
Honor Guard







Top Left: PFC Musemici
Center: PFC Piazza
Bottom Left: Ptlm. Rankin

Collision, Awareness, Responsibility & Safety Program (CARS)



MCpl. Hermance teaches CARS at Dover High School

The Dover Police Department's CARS program was developed for high school students enrolled in Driver's Education. The Department partnered with Dover High School & Campus Community School and started teaching this program in the fall of 2004. The 90-minute block of instruction was created and is taught by officers specially trained in Collision Reconstruction. The core topics include common violations that result in collisions, occupant protection (seat belts/airbags), decision-making, and what to do if involved in a collision.

The purpose of the course is to teach our new motorists the harsh reality of motor vehicle collisions from the grim point of view of the officer who investigates them. The ultimate goal is to take a proactive measure in an attempt to keep our youth safe. The course is taught throughout the school year to approximately 450 students.

Crash Investigation & Reconstruction Team

The City of Dover Police Department investigated 1,986 traffic crashes in 2012. This was an overall increase of 10% from 2011. This past year the Dover Police Department also investigated three fatal injury crashes.

In the event of a fatal, serious injury, hazardous material or police officer involved crash, the Dover Police Department relies on the highly trained Crash Investigation and Reconstruction Team. The Reconstruction Team consists of seven officers. Each platoon is assigned a team member with the remaining three officers being assigned to the Detectives Unit. The Reconstruction Officers have received advanced training in the following areas:

Traffic Crash Reconstruction from the Institute of Police Training and Management

Advance Traffic Crash Investigation from the Institute of Police

Training and Management

CAD Zone /crash zone computer aided drafting

Sokkia Total Station for surveying

Crash data retrieval programming



Det. Streadwick—Crash Reconstructionist

Community Policing Section



The Community Policing Section consists of five officers. Two of these officers split their time between Community Policing duties and Quality of Life Neighborhood Enforcement issues. The officers meet on a regular basis with apartment managers, neighborhood watch groups and other civic associations. They give safety talks to senior citizens, special presentations at schools, and educate concerned citizens on how to implement and run an effective Neighborhood Watch Program. These officers also teach the Crime Free Multi-Housing Program to apartment managers in Dover. This course instructs property managers in areas of safety by environmental design, how to screen potential applicants and evict non-compliant tenants.



The 2012 National Night Out was another successful event which was organized by Community Policing officers who partner with the Target Store of Dover; this event had and estimated attendance of 800 to 900 people. This was the third annual National Night Out event which features free food, prize giveaways and interaction with police, fire and paramedics from our area. Along with this event, the Community Policing officers are involved in, Dover Days, Ghost and Goblins at Dover Downs, July 4th fireworks/ parade, numerous parades in Dover, as well as assisting Milford, Harrington and Milton with holiday parades.

Top Left to Right:
MCpl. Bernat & Cpl. Davis conducting safety talks to a Neighborhood Watch Program.



Pictured at Left: Cpl. Davis, Cpl. Chandler, Sgt. Mailey and Cpl. Wisniewski serve hot dogs at the 2012 National Night Out

Sex Offender Enforcement Section

Dover PD's Sex Offender Compliance Section consists of two officers who monitor all registered sex offenders that reside, work, or attend school in the city limits of Dover. At any given time there are between 240 and 275 offenders that meet this criterion in Dover. The officers are responsible for making all public notifications regarding sex offenders. The officers' conduct audits on all offenders in the city to ensure compliance with the program. Tier 1 is the lowest level and is audited once a year, Tier 2 are moderate risk and are audited bi-annually and Tier 3 is the highest risk level are audited 4 times with-in the year. If an offender has violated the conditions of his/her restrictions then a warrant is obtained and the officers aggressively search for them to make the arrest.

In 2012 these officers made 214 verifications, 416 re-verifications, 23,728 door to door notifications, and obtained 10 non-compliant warrants.



Cpl. Price and MCpl. Jaksch Conduct a seminar at the Dover Police Department

K-9 Section

The Dover Police Department's K-9 section consists of two K-9 officers each with one K-9. The Dover Police K-9s undergo extensive training in order to perform their duties. The K-9 officers fall under the Special Enforcement Unit for training and scheduling, but work directly with the patrol shifts. Police canines are cross-trained, one for explosive detection, and one for drug detection. Police canines often assist Dover officers as well as other agencies throughout Kent County in the apprehension of dangerous felons, suspects resisting arrest and suspects fleeing crime scenes.



Cpl. Matthews with "Spike"



Cpl. Barrett and "Britt" during a training exercise



"Britt" during a demonstration at the 2012 National Night Out

Motorcycle Section



The Dover Police Department's Motorcycle Section Leading the 2012 Fireman's Parade

Pictured left to right: Sgt. Fortney, PFC Thompson, MCpl. Kuntzi, PFC Pfeiffer and Cpl. Allen

Motorcycle Section

This section consists of six motorcycle officers; one being a Sergeant, one Master Corporal and four holding either the rank of Corporal or PFC. These officers conduct speed enforcement, or any other traffic enforcement problem throughout the city. They lead all parades in Dover and escort most funerals through the city. Motorcycle officers also assist other units when needed throughout the city. In 2012, they escorted 104 funeral processions, issued 6,322 tickets, and had 1,403 complaints assigned to them.

Parking Enforcement Section

The Dover Police Department has two full time civilians assigned to Parking Enforcement. They enforce parking regulations throughout the city. They are responsible for booting vehicles where the owner has failed to pay fines that have accrued over a period of time. In 2012, the city collected over $20,000.00 in overdue fines from the use of the parking boot. Parking enforcement also patrols shopping centers and neighborhoods for parking violations.





Parking Enforcement Officers Boyer and Hutchins

Animal Control Section

The police department employs one full time (civilian) Animal Control Officer , who is responsible for animal complaints within the city. The Animal Control Officer sets non-injuring traps for stray cats and dogs when they can't be captured. The Animal Control Officer investigates properties for unsanitary, neglected or vicious dogs, along with these duties he will assist with lock jock complaints.



Animal Control Officer Moore preparing feral cats for transport

Civilian Personnel

Police Resources Manager

This civilian staff position is responsible for all the duties associated with managing the department's budget and grant resources as well as oversight over the physical resources for the department including the building, vehicle fleet as well as evidence and photography.

Central Services Coordinator

This civilian position is responsible for a wide range of duties in the department including purchasing, maintenance/repair for vehicles, office equipment and specialized police equipment. Mr. Mutter also supervises building maintenance and evidence/photography personnel.

Evidence Technician / Photographer

The evidence accountability duties of this position are extremely critical to maintaining the department's highly successful record for solving criminal cases in court. In addition, Mr. Neylan also photographs crime scenes, police functions and other city events as requested.

Building Maintenance

2012 was a transitional year for this function due to turnover in the personnel. The tasks performed are important and keep the building clean and safe despite the amount of traffic and associated wear and tear on the building. Mr. Stubbs performed these essential duties in an exemplary manner until his retirement in March 2012 and came back from retirement on a temporary part time basis in July 2012 when Mrs. Couden left her position. In addition to custodial duties, these personnel also schedule and coordinate recurring maintenance for the building systems and associated equipment. They also assist, with vehicle maintenance issues as needed.



Pictured left to right: Mr. Mutter, Mrs. Adkins, Mr. Neylan and Mr. Stubbs

Records Unit

The Records Unit consists of seven civilian employees. The unit is responsible for all documents generated by the Police Department. These documents include all criminal reports, arrest reports, traffic crash reports, traffic citations, and city ordinance summons which are submitted to the Records Unit for review, data input, storage, and archiving. The Dover Police Records Unit is one of only three municipal police agencies in the state who are authorized to directly input data into the Delaware Justice Information System (Deljis). In addition, the Records Unit is tasked with processing and verifying the department's payroll prior to submitting it to the City Finance Office.



Pictured back row from left to right: Kelly Morgan, Lisa Hoffer, Karen Hudson, Fay Parsons, Jessica Hand
Seated: Nancy Frazier and Vicky Hodges

Local Area Network Analyst (LAN Analyst)

LAN Analyst Cookson serves as the Department's LAN Analyst. He is responsible for the department's computers, application software, servers and related network infrastructure. The computer systems within the department continue to present unique challenges due to the enhanced security requirements imposed by state and federal mandates governing the criminal justice community. He also works closely with several state agencies to implement and troubleshoot state-hosted systems that are accessed by police employees.

This position is also responsible for assisting with the design, implementation and purchase of all items within the department associated with computer technology. The LAN Analyst is currently responsible for 81 desktop computers, 35 mobile data computers, 17 servers, 11 network printers and various stand-alone peripherals.



LAN Analyst Cookson

Victim Services Unit



Ms. Glenn

Ms. Diane Glenn serves as the Department's Victim Services Coordinator and provides crime victims with professional assistance and support. Each crime victim and their family are provided with a supportive environment to assist them through some very difficult times and decisions in their lives. Our goal is to help lessen the trauma suffered and provide support throughout the criminal justice process.

Services provided to crime victims and their families vary in each case depending upon the needs of the individual. Services include: death notifications, crisis intervention, referrals to community based services, criminal justice updates, court accompaniments, assistance with filing for violent crime compensation through the state, as well as a host of other services as needed in each particular case.

The Dover Police Department is committed to the fair, compassionate, and dignified treatment of all crime victims. We continue to strive to improve and enhance all services related to helping victims and survivors through such traumatic events.

Below is a statistical breakdown for services provided in 2012:

Call Outs	*26*
Crisis Intervention	*80*
Telephone Contacts	*362*
In Person Contacts	*136*
Referrals to Community Services	*133*
Criminal Justice Information	*495*
VCCB/Supplemental Claims	*18*

*New Clients Served **	*210*
Existing Clients Served	*59*
Total Number of Victims Served	*260*

**125 female and 85 male clients*

Planning & Training Unit

The Planning and Training Unit is responsible for all aspects of training, recruitment, and applicant testing. Planning and Training ensures that all sworn and civilian members of the department receive training in compliance with the standards established by the Delaware Council On Police Training (COPT), Departmental Policies, CALEA standards, and Federal mandates. The Planning and Training Unit also provides training to outside agencies that request assistance with their training needs. The unit is also responsible for all newly hired police officers through their completion of the Field Training Program. Throughout the year, Planning and Training participates in various job fairs in the local region in an effort to recruit qualified and diverse applicants.

In 2012, the Planning and Training Unit coordinated a total of 8,211 hours of training for the department's certified officers along with 280 hours of training for the civilian employees.



Sgt. Virdin

Major training accomplishments in 2012:

- *Nine officers received training in Prevention & Suicide Bombing Incidents, hosted by New Mexico Tech in Socorro, New Mexico.*
- *The 27th Session of the Citizens Police Academy, 13 Graduates.*
- *Hosted a one week Certified Instructor Course for police officers.*
- *Four officers attended the 4th Annual Hometown Security Conference.*
- *Three officers attended the 17th annual Homicide Conference hosted by the Delaware State Police.*
- *Dover Police hosted interns from Delaware Technical & Community College, Delaware State University and Wesley College. A total of 1,065 hours were logged with these students earning school credit towards a degree.*
- *One officer attended the Delaware State Police Training Academy, graduating in September 2012. Three officers attend the New Castle County Police Academy graduating in December 2012.*

Citizens Police Academy



27th Session Graduating Class

Accreditation Manager -The Gold Standard

The Accreditation Manager is tasked with the responsibility of maintaining and organizing the department's General Orders, Procedural Notices and Directive Memoranda. The Section's primary function is to maintain 480 standards which are mandated by CALEA (Commission on Accreditation for Law Enforcement), and the 105 standards which are mandated by DPAC (Delaware Police Accreditation Commission) and to ensure that the police department remains in compliance with these standards. The Dover Police Department is one of only eight departments in the State of Delaware to hold the prestigious honor of National Accreditation.

The Dover Police Department completed their fifth assessment without discrepancy. On March 24, 2012, the department was selected by the Commissioners of CALEA to receive the Accreditation with Excellence Award, which is the Gold Standard for Public Safety, and is a title that shall attach to the department's CALEA Accreditation for a period of three years. The Dover Police Department is the first law enforcement agency in the state of Delaware to receive the "Accreditation with Excellence Award".



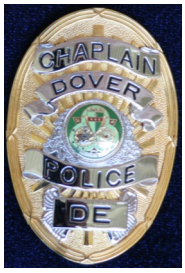
MCpl. Burns maintains the accreditation files

2012 Recipient of the CALEA Accreditation with Excellence Award

Police Chaplains

The Department has two civilians holding the honorary rank of Captain in the position of Police Chaplain. Wallace Dixon has been a Departmental Chaplain for ten years. Pastor Jacob McCready joined the department in 2009. The Chaplains provide the blessings and benedictions at ceremonial functions. They also offer spiritual guidance and advice to both sworn officers and civilian members of the department.







Chaplain Jacob McCready and Chaplain Wallace Dixon serving at a recent promotions and awards ceremony



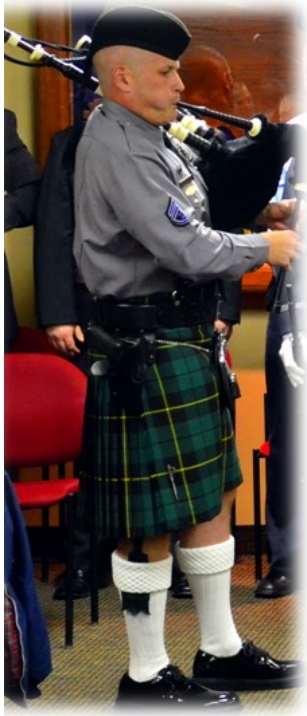
Honor Guard

Dover Police Department's Honor Guard is comprised of eight volunteer officers from various units within the department. The Honor Guard is called upon for formal police functions and ceremonies.



PFC Bauer, Cpl. Fioravaniti, Cpl. Barrett, MCpl. Burns
Representing the Dover Police Department's Honor Guard

Bagpipers



The Dover Police Department is proud to have two officers and one civilian bagpiper who represent our fine organization. MCpl. Bernat, MCpl. Hermance and his daughter, Caroline.



Pictured left is MCpl. Hermance and pictured right his daughter, Caroline performing at a recent awards and promotions ceremony

Officer Retirements



Lieutenant Counselman retires with 28 years of service



Lieutenant Getek retires with 25 years of service



Corporal Minor retires with 20 years of service

Civilian Retirements



Mr. Stubbs retires with 14 years of service



Ms. Walker retires with 14 years of service



Mrs. Virdin retires with 20 years of service

Dover Police Department



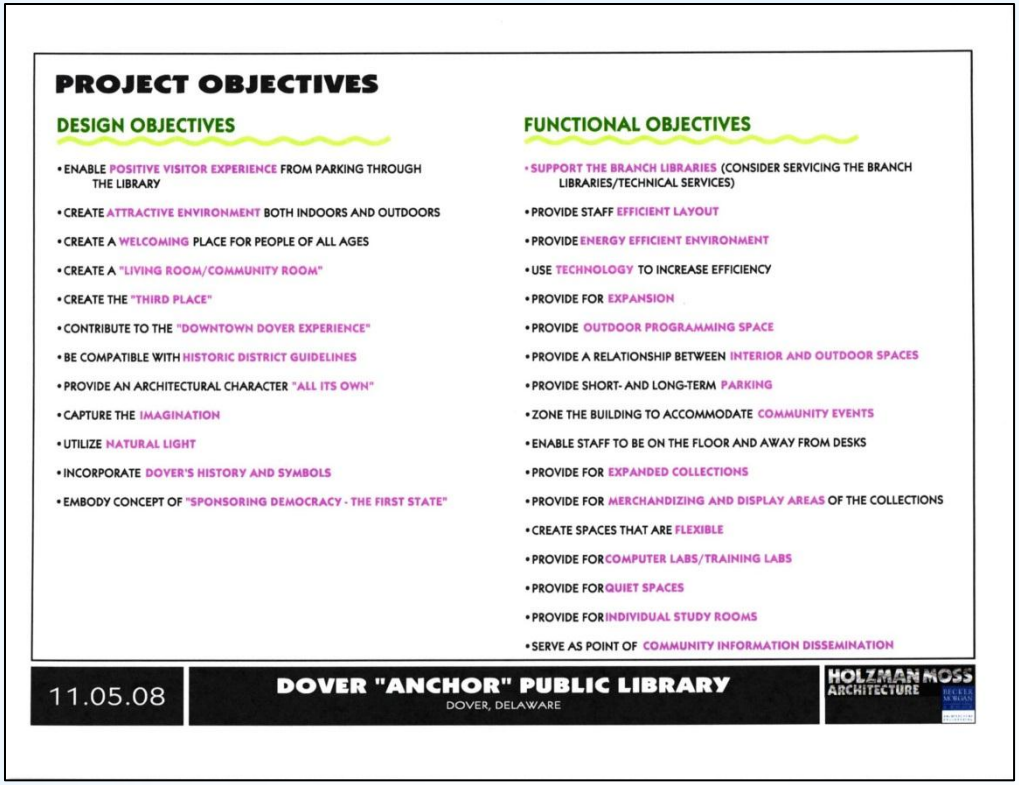
"To Protect and Serve"

The New Dover Public Library

September 20, 2012 – April 8, 2013



Library returns home



*Project Objectives

PROJECT OBJECTIVES

AESTHETIC PRIORITIES

VERY IMPORTANT

- LIBRARY'S INTERIOR CHARACTER UNIQUE TO DOVER
- LIBRARY'S EXTERIOR FITS INTO THE CHARACTER OF LOCAL GOVERNMENT BUILDINGS
- CONSTRUCTION QUALITY
- BUILDING IS SUSTAINABLE
- LIBRARY OFFERS VIEWS OUT

IMPORTANT

- LIBRARY'S EXTERIOR IS ICONIC
- LIBRARY HAS RICH LANDSCAPE
- LIBRARY OFFERS OUTDOOR SPACE

MODERATELY IMPORTANT

- LIBRARY'S EXTERIOR FITS INTO THE CHARACTER OF DOWNTOWN
- LIBRARY'S INTERIOR MAXIMIZES NATURAL LIGHT

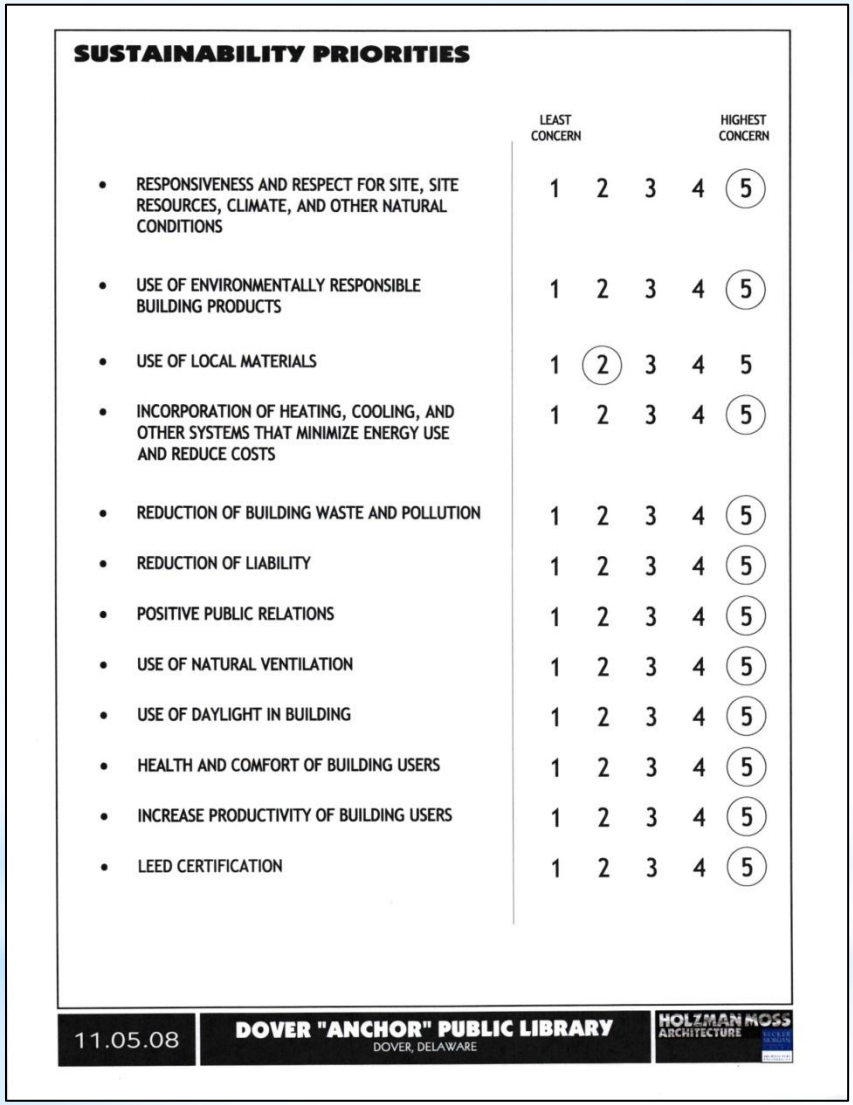
LESS IMPORTANT

- LIBRARY OFFERS VIEWS IN
- LIBRARY'S DESIGN UTILIZES REGIONAL MATERIALS

AESTHETIC QUALITIES

- LIBRARY ENVIRONMENT FEELS INFORMAL
- LIBRARY ENVIRONMENT IS NEITHER TOO INTIMATE NOR TOO GRAND
- LIBRARY OFFERS VARIETY IN SEATING CHOICES AND READER AREAS
- LIBRARY INTERIOR IS SPACIOUS WITHOUT BEING EXPANSIVE
- LIBRARY ORGANIZATION IS CLEAR
- LIBRARY IS FULLY ACCESSIBLE AND PATRON ORIENTED
- LIBRARY SPACE DESIGNED TO BE FLEXIBLE
- LIBRARY OFFERS STATE OF THE ART TECHNOLOGY
- LIBRARY DESIGNED TO BE EXPANDABLE

Sustainability Priorities*



SUSTAINABILITY PRIORITIES

	LEAST CONCERN				HIGHEST CONCERN
• RESPONSIVENESS AND RESPECT FOR SITE, SITE RESOURCES, CLIMATE, AND OTHER NATURAL CONDITIONS	1	2	3	4	(5)
• USE OF ENVIRONMENTALLY RESPONSIBLE BUILDING PRODUCTS	1	2	3	4	(5)
• USE OF LOCAL MATERIALS	1	(2)	3	4	5
• INCORPORATION OF HEATING, COOLING, AND OTHER SYSTEMS THAT MINIMIZE ENERGY USE AND REDUCE COSTS	1	2	3	4	(5)
• REDUCTION OF BUILDING WASTE AND POLLUTION	1	2	3	4	(5)
• REDUCTION OF LIABILITY	1	2	3	4	(5)
• POSITIVE PUBLIC RELATIONS	1	2	3	4	(5)
• USE OF NATURAL VENTILATION	1	2	3	4	(5)
• USE OF DAYLIGHT IN BUILDING	1	2	3	4	(5)
• HEALTH AND COMFORT OF BUILDING USERS	1	2	3	4	(5)
• INCREASE PRODUCTIVITY OF BUILDING USERS	1	2	3	4	(5)
• LEED CERTIFICATION	1	2	3	4	(5)

*September 4: Moving













*September 18: 2 days & counting

Crowd Waiting





*September 20: Grand Opening


35




35





*The first check out!

*Opening Day



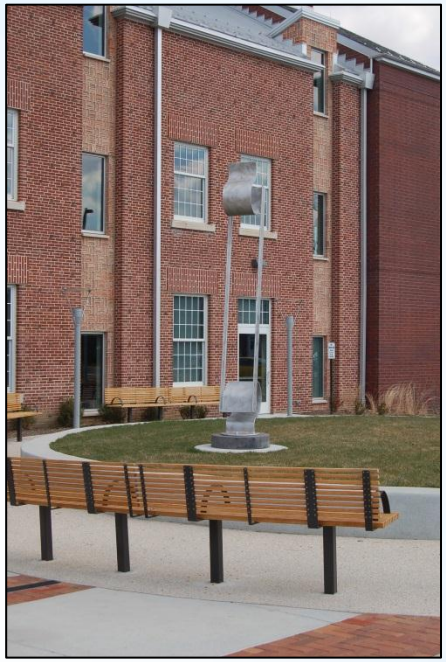




Reading Garden



Sculpture



*Now





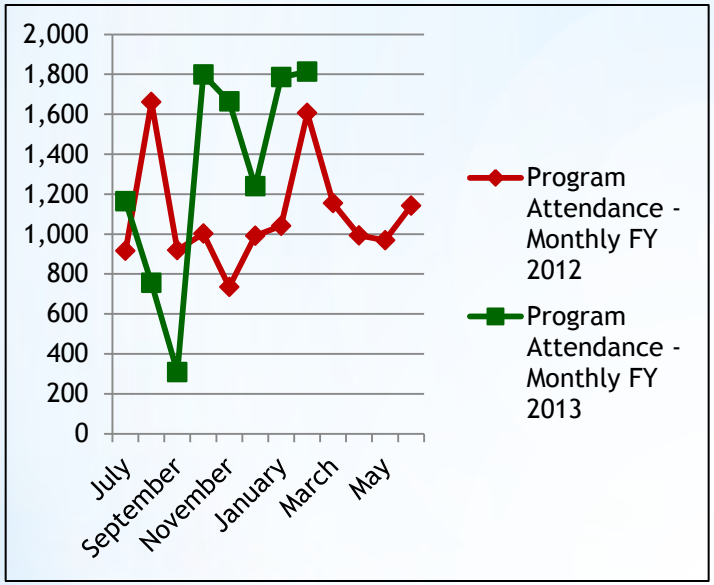

Small Business Center



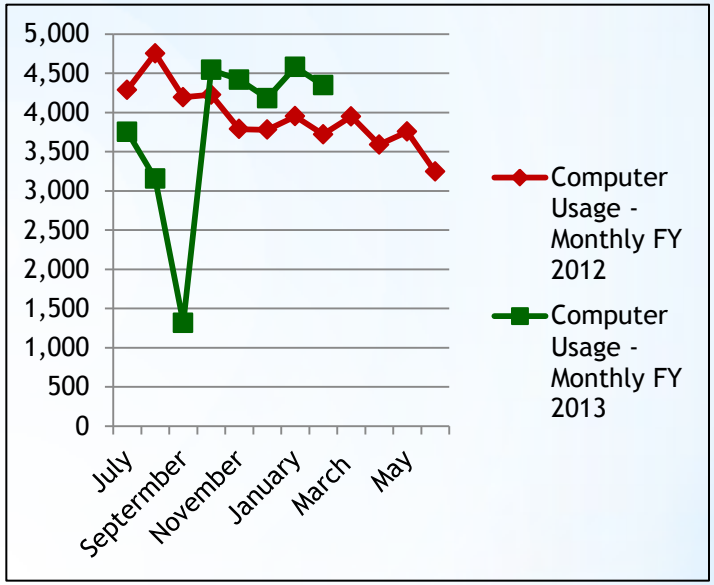




Program Attendance

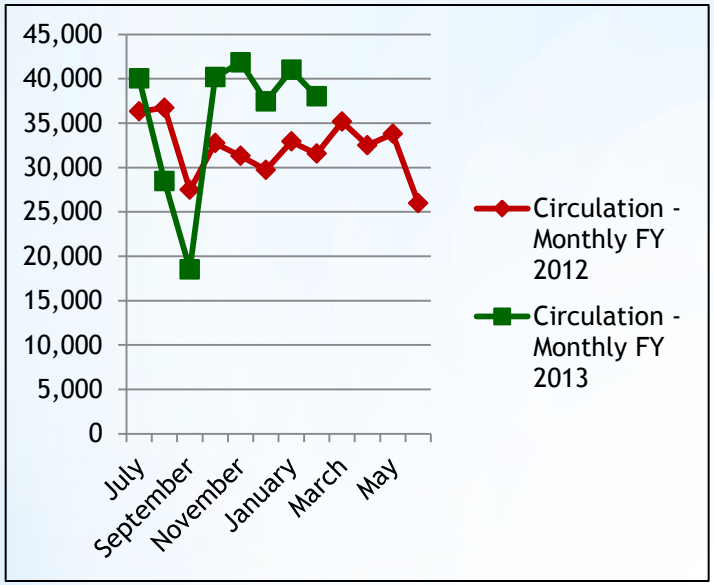


Computer Usage

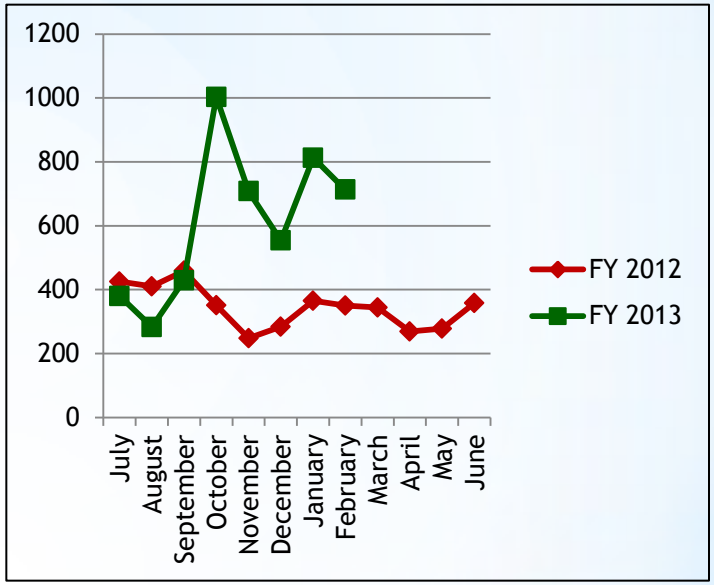


*Usage Now

Circulation



New Library Cards



ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: April 1, 2013

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

SUBJECT: 231 N Queen Street, Dover, Delaware – Violation of Dangerous Building Ordinance

REFERENCE: Chapter 22, Article XI – Dangerous Buildings, Sec. 22-385 - Hearing before Council and Chapter 22, Article XI - Dangerous Buildings Case # 12-587

RELATED PROJECT: N/A

APPROVALS: N/A

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

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

AMOUNT BUDGETED: $150,000 Budgeted for all demolitions Citywide in the FY-2013 Budget; As of April 1, 2013, there is $60,493.22 remaining in the line item.

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

TIMETABLE: As soon as possible.

RECOMMENDED ACTION:

1. Declare this building and all accessory structures on this property dangerous.
2. Order the property repaired or demolished by **May 8, 2013** by the owner or equity owner at their own risk.
3. Order the Building Inspector to cause the repair or demolition of the structures if not completed by the owner **within 10 days of the date established by City Council**.
4. Order the City Manager with the assistance of the City Solicitor to cause the cost of repairs or demolition to be charged against the land on which the building exists as a municipal lien or cause such cost to be added to the tax duplicate as an assessment, or to be levied as a special tax, or to be recovered in a suit at law against the owner.

BACKGROUND AND ANALYSIS

The property is owned by Jeannette Watson & others, with Sandra Dean as the estate administrator. The property is a two story wood framed single family home. The dwelling was condemned as unfit for human habitation on 5/18/2010 due to the amount of structural damage to the rear of the home caused from an unfixed water leak in the bathroom. All utilities were terminated on that date. Last contact with the occupants was on 6/21/2010. The home was registered as a vacant building and monitored by staff. On 3/5/2012 the Dover Police Department requested Inspections to conduct an interior inspection of the home due to insanitary conditions. The interior was found to be extremely dirty with fecal matter through-out the home. The first floor sun room had a water leak and when entry was made into the home, there was approximately 1 inch of water in the room. Currently the structure is still vacant, with no active utility services and in a serious state of disrepair. No efforts have been made by the owner to repair the property.

From: Sandra Dean
To: Townshend, Ann Marie; Taraila, Tim
Subject: Queen Street property
Date: Wednesday, April 03, 2013 12:56:57 PM

On behalf of the Estate of Vivian Harris,(I am the Estate Administrator) owner of property at 231 N. Queen Street, please convey to the city council at their upcoming meeting that the estate has no funds to repair this property, has been unable to sell it despite listing for several months, and agrees that it is a dangerous building. I will not be attending the meeting, so would appreciate your conveying this message. I have informed the Harris family members of the meeting, I do not know if they plan to attend. Thanks.

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM NO.: 6**
DEPARTMENT OF ORIGIN: Planning, Inspections & Recreation	**DATE SUBMITTED**: March 25, 2013
PREPARED BY: Ann Marie Townshend, Director and Dawn Melson-Williams, Principal Planner	
SUBJECT: Luther Village III: Planned Neighborhood Design – Senior Citizen Housing Option Concept Plan (General Sketch Plan)	
REFERENCE: MI-13-08 Luther Village III: PND-SCHO Review by City Council	
RELATED PROJECTS:C-02-02 Luther Village PND-SCHO (Conditional Use Master Plan); S-03-07 Luther Village: PND-SCHO Phase 1; S-07-10 Luther Village: PND-SCHO Phase 2	
APPROVALS: N/A for MI-13-08	
EXHIBITS: Sketch Plan for Luther Village III: Planned Neighborhood Design – Senior Citizen Housing Option Letter dated March 21, 2013 from Landmark Science & Engineering	
EXPENDITURE REQUIRED: N/A **AMOUNT BUDGETED**: N/A **FUNDING SOURCE (Dept./Page in CIP & Budget)**: N/A	
TIMETABLE: The Planned Neighborhood Design option review process consists of at least two review steps which involve City Council and then the Planning Commission. This is the first of the steps.	
RECOMMENDED ACTION: The City Council shall determine whether or not the proposed project known as the Luther Village III: Planned Neighborhood Design – Senior Citizen Housing Option is of such a design and type that warrants further review by the Planning Commission. If Council determines that further review is warranted, the project should be referred to the Planning Commission.	

BACKGROUND AND ANALYSIS

Previous Applications:

The subject site for Luther Village is located east of John Hunn Brown Road and west of the continuation of Babb Drive in Dover, Delaware. This area is northeast of and adjoining the Dover Crossing Shopping Center (Target and Safeway). The subject site was originally part of a 122.3+/- acre property previously proposed as the Amberfield Subdivision. A Minor Lot Line Adjustment plan recorded on May 30, 2002 created a thirty-four (34) acre parcel for the Luther Village PND: Senior Citizen Housing Option project. The remaining area was approved for a separate residential development with the application for Clearview Meadow: Planned Neighborhood Design (C-04-01 and SB-04-04). Access to the Luther Village site is provided via Babb Drive from John Hunn Brown Road or from the street network of the adjacent Clearview Meadow subdivision that also leads to Babb Drive.

Overall, the proposed **Luther Village Planned Neighborhood Design-Senior Citizen Housing Option Plan** encompasses a total of nine (9) development phases with eight (8) apartment buildings and a town center building for the senior citizen community. The project consists of a proposal for 524 apartment units (473 apartment units shown) and the constructed and associated road system, parking, open space, and stormwater management areas. Each phase typically consists of an apartment building, associated parking lots, stormwater management elements, active recreation areas such as walking trails, and open space landscaping.

As completed to date, Luther Village Phase 1 (Application S-03-07) involved the southwest portion of the Luther Village site for a 68 unit apartment building, active recreation walking trail area and with the stormwater management located in the northwest corner of the site. As completed, Luther Village Phase 2 consists of a 32 unit apartment building. Therefore, there are one hundred (100) existing apartment units on the property.

Due to lack of recent construction activity, the Plan approval for the overall Master Plan for the Luther Village Planned Neighborhood Design-Senior Citizen Housing Option has lapsed. This submission restarts the process for approval of the project. For Luther Village Phase 3, a 48 unit apartment building with a one story resident activity room building is proposed. The Sketch Plan (dated 3/21/2013) also depicts the layout for continuation of the internal loop drive, apartment buildings, town center building, parking, stormwater management, etc.

Planned Neighborhood Design: Senior Citizen Housing Option:
The applicant is seeking approval under the Planned Neighborhood Design Ordinance for the Senior Citizen Housing Option (see *Zoning Ordinance*, Article 3, Section 24.1 (b)). The Ordinance sets forth a two or three-step review and approval process. In the first step, the developer shall meet with the City Council and present a general sketch plan. The City Council shall determine whether or not the proposed project is of such a design and type that warrants further review by the Planning Commission.

If City Council determines that further review is warranted, then the project shall proceed to the second step which is a more detailed Conditional Use Site Plan review and public hearing process before the Planning Commission. A third review step with the Planning Commission may be required depending on the type, physical size, and complexity of the project application. This submission to City Council represents the first step in the review process for the Luther Village III PND-SCHO.

The PND: Senior Citizen Housing Option is permitted all zoning classifications (with the exception of the M, IPM and C-4 zoning classifications) as a conditional use. Article 3 §24.1b notes that "preference shall be given to those projects which are within close proximity to public transit services and which are situated within one-quarter (1/4) mile of a grocery store, pharmacy, restaurant, physician offices, senior center or similar convenience service establishment." The PND: Senior Citizen Housing Option is intended to "…encourage the development of high quality housing opportunities design to accommodate the particular needs of senior citizens" by allowing the Planned Neighborhood Design Option through the Conditional Use process. The PND must present a community design that is in accordance with the goals and policies of the Comprehensive Plan. The sketch plan shall reflect general layout of streets, open space, and housing areas and types.

Comprehensive Plan Recommendations

The City of Dover *2008 Comprehensive Plan as amended* recommends that this property be utilized for Residential High Density development. As described in the *Comprehensive Plan*, High Density involves a development pattern of eight or more dwelling units (page 147-148). The proposed Luther Village project involves a site density of 15.6 dwelling units per acre.

The *Comprehensive Plan* also establishes stated goals for various types of land uses within the City limits. The stated goal for Residential Land Uses is "to develop and maintain an adequate supply of housing of varying type, size, and densities that are aesthetically pleasing and located within neighborhoods designed or redesigned to promote convenience, conservation, and access to the greater community, but which are properly buffered through distance and landscaping from incompatible land uses."

The *Comprehensive Plan* also acknowledges the fact that the residents aged 65+ is a rapidly growing segment of the population that will require more specialized services (page 23). This trend was also identified in previous Comprehensive Plans and in response, a previous Comprehensive Plan implementation strategy recommended the development of a Zoning Code amendment permitting Senior Citizen housing developments near the community services and transit routes that senior citizens depend upon. As a result, the Planned Neighborhood Design: Senior Citizen Housing Option Ordinance was developed and adopted by City Council on July 14, 1997. Multiple projects have utilized these provisions including the Luther Village project's Phases 1 and 2. This project for Luther Village III is being developed following the Senior Citizen Housing Option of the Planned Neighborhood Design.

Summary Comments

It is important to keep in mind that this proposal does not involve a rezoning of the land. The Planned Neighborhood Design – Senior Citizen Housing Option is plan specific. The land would remain zoned RG-2 (General Residence Zone). The PND option allows for a greater variety of housing types and allows for commercial uses while requiring 25% open space. Also by the *Zoning Ordinance* provisions, in the PND: SCHO the units shall be deed restricted to require that the head of household for each housing unit be at least 55 years of age or older. This continuation of the Luther Village PND-SCHO project proposes the construction of apartment buildings as the housing unit style.

The Planning Staff recommends this Concept Plan be forwarded to the Planning Commission for further review and consideration through the Conditional Use process. It is important to note this report provides a summary of the project and does not represent Site Plan review commentary. A detailed Site Plan review for code compliance and design considerations is performed through the Conditional Use Site Plan Review process for a Planned Neighborhood Design – Senior Citizen Housing Options.

<u>Advisory Comments to Applicant:</u>

Should City Council choose to forward this proposal on to the Planning Commission for Conditional Use review, the applicant shall prepare the Conditional Use Site Plan submission in accordance with the requirements set forth in Article 3, Section 24 and Article 10, Section 1 of the City of Dover *Zoning Ordinance*. The act of forwarding a proposal to the Planning Commission for further review is not intended to represent, nor shall it be construed to mean that the project is approved. The approval authority over Conditional Use applications rests with the Planning Commission.

Landmark
Science & Engineering

March 21, 2013 C-1243-3

Ms. Dawn Melson-Williams
City of Dover Planning
P. O. Box 475
Dover, DE 19903

SUBJECT: LUTHER VILLAGE III
PND SKETCH PLAN APPLICATION
DOVER, DELAWARE

Dear Dawn:

Enclosed on behalf of the Owner, Martin Luther Foundation of Dover, Inc., are three copies of the Sketch Plan and a check (#102) in the amount of $100.00 made out to the City of Dover. A pdf version of the Sketch Plan and this letter have been emailed to you. These submittal items represent step 1 of the City's Planned Neighborhood Development process for the Luther Village project.

Martin Luther Foundation of Dover, Inc. is proposing in phase three (3) to construct a 48 unit, four (4) story apartment building on their existing Luther Village campus. Currently, there are two existing age and income restricted apartment buildings totaling 100 units on the approximate 33.6 acre campus. The future buildings' uses are to be a continuation of the current affordable apartment housing for low income seniors.

The entire property is presently zoned RG-2. Garden apartments are presently one of the permitted uses in RG-2. When the property was rezoned a few years ago, the existing two apartment buildings were already on the site. We feel that a series of

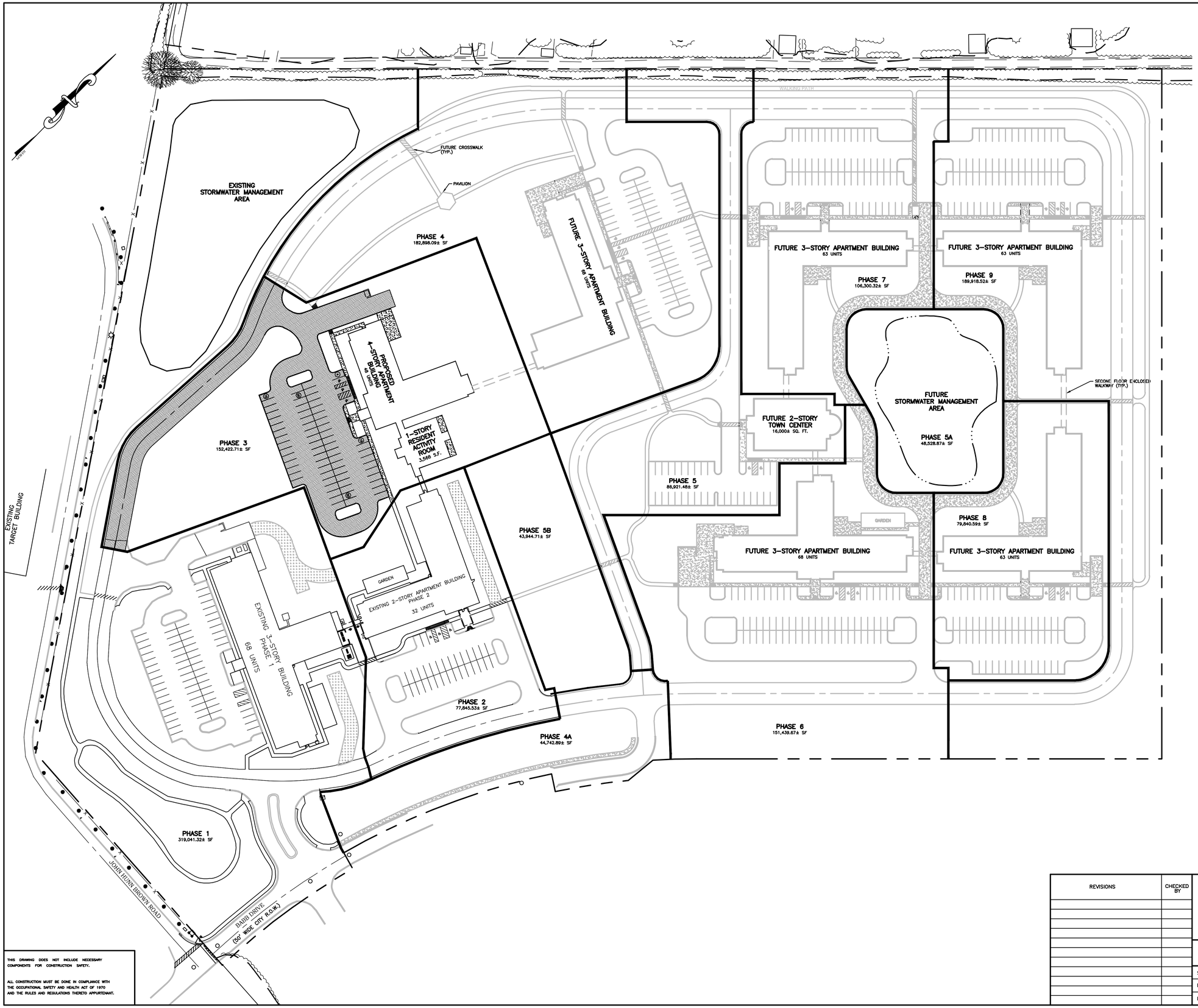
interconnected apartments in a planned neighborhood is a continuation of what is already built and meets the goal of the City's comprehensive plan.

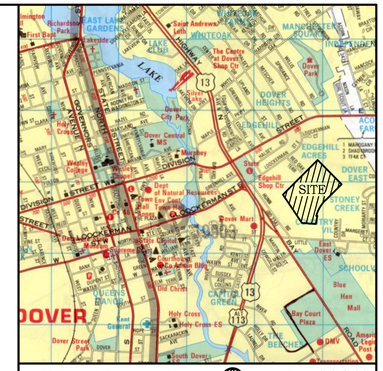
Please contact me with any questions concerning this submission.

Sincerely yours,

Keith R. Kooker,
Branch Manager

cc: Mr. Kenneth Richter, Deputy Director, Luther Towers of Dover (via email)
Mr. Gary Coy, Executive Director, Luther Towers of Dover (via email)





LOCATION MAP 1"=2000'

COPYRIGHT ADC THE MAP PEOPLE
PERMITTED USE NUMBER 20301164

ADC MAP NO. 17

DATA COLUMN

1. TAX PARCEL # ED-05-77.06-02-90.00, 90.01 & 90.02
2. EXISTING AND PROPOSED ZONING:
   RG-2 (GENERAL RESIDENCE)

EXISTING RESTRICTIONS:		PROPOSED RESTRICTIONS:
MIN. LOT AREA PER DU:	1700 SF/DU	SAME
MIN. LOT WIDTH:	100 FT.	SAME
MIN. LOT DEPTH:	125 FT.	SAME
BLDG. SETBACK FRONT:	30 FT.	SAME
BLDG. SETBACK SIDE:	25 FT.	10 FT.
BLDG. SETBACK TOTAL SIDE:	50 FT.	SAME
BLDG. SETBACK REAR:	30 FT.	10 FT.
BLDG. HEIGHT:	40 FT.	55 FT.
BLDG. STORIES	3	4
LOT COVERAGE:	60%	SAME
ACCESS TO PUBLIC STREET:	YES	NO

3. TOTAL PROPERTY AREA: 33.63 ACRES
4. PROPOSED USE: PLANNED NEIGHBORHOOD DEVELOPMENT SENIOR CITIZEN HOUSING
5. DENSITY:
   TOTAL PROPOSED DWELLING UNITS: 524 (51 UNITS NOT SHOWN, BUT PREVIOUSLY APPROVED)
   TOTAL PROPOSED DENSITY: 15.6 DU/ACRE (524/33.63)
6. PARKING DATA (PER CITY OF DOVER):
   REQUIRED BUILDING 3 PARKING: 48 X 1.25 = 60 SPACES
   BUILDING 3 SPACES PROVIDED = 69 SPACES
7. FLOOD PLAIN: ZONE C
   NO 100-YEAR AND OR 500-YEAR FLOOD PLAIN EXISTS ON THIS PARCEL, IN ACCORDANCE WITH FLOOD INSURANCE RATE MAP 10001C0167H DATED MAY 5, 2003.
8. WETLANDS: NONE
   NO JURISDICTIONAL WETLANDS EXIST ON THE SUBJECT PARCEL IN ACCORDANCE WITH A LETTER BY LANDSCAPE ARCHITECTURAL SERVICES, LLC. DATED 5-29-02.

LEGEND

- PROPOSED PAVEMENT
- PROPOSED CONCRETE/SIDEWALK
- PROPOSED PARKING STRIPING
- (10) PROPOSED PARKING COUNT
- FUTURE SIDEWALK AREAS
- GRASS GEOBLOCK FIRE LANE

SKETCH PLAN
FOR
LUTHER VILLAGE III
CITY OF DOVER – KENT COUNTY
DELAWARE

OWNER
MARTIN LUTHER FOUNDATION OF DOVER, INC.
430 KINGS HIGHWAY
DOVER, DE 19901

0 30 60 120
GRAPHIC SCALE

THIS DRAWING DOES NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY.

ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND THE RULES AND REGULATIONS THERETO APPURTENANT.

REVISIONS	CHECKED BY

Landmark Science and Engineering
NEW CASTLE DE (302) 323-9377
DOVER, DE (302) 734-9397
GEORGETOWN, DE (302) 854-9138
HAVRE DE GRACE, MD (410) 939-2144
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SCALE: 1" = 60'		DRAWN BY: BES	
DESIGNED BY: KRK	CHECKED BY: KRK	DRAWING NAME	SKETCH.DWG
DATE: 3/21/13	COMM. NO. C 1243-3	FILE NO. 001	SHEET NO. 1 of 1

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UTILITY COMMITTEE

The Utility Committee Meeting was held on March 25, 2013 at 5:02 p.m. with Chairman Bonar presiding. Members present were Mr. Perza and Mr. Snaman. Mrs. Williams and Mr. Blakeman were absent. Members of Council present were Mr. Lynn, Mr. Hutchison, and Council President Leary. Mayor Carey was also present.

AGENDA ADDITIONS/DELETIONS
By unanimous consent, the agenda was approved as presented.

Presentation by Calpine and KVAERNER on Employment and Construction Plans
Mr. Scott Koenig, City Manager, advised members that the Calpine Corporation had initiated construction of the Garrison Energy Center and was currently working with a third-party company to extend the existing temporary road. He stated that a few weeks ago, Calpine announced that they had entered into an Engineering, Procurement, and Construction (EPC) contract with KVAERNER to finalize the internal design and construction documents specifying delivery of the energy center to Calpine by June 2015 so that all targets for delivering power to the grid would be met.

Mr. Eugene "Junior" Wiley, Jr., Site Manager for KVAERNER at the Garrison Tract facility, briefed members on the KVAERNER company, which is a wholly union contractor. He reviewed the Garrison Schedule ***(Attachment #1)*** and stated the intent to mobilize by April 1, 2013. He reminded members that the previously mentioned roadway would be installed by Calpine and was not part of the scope of work for KVAERNER. Mr. Wiley stated that this project was a joint venture with Parsons Brinckerhoff (located in San Francisco, California), the engineer of record. He indicated that the first task would be to attend to environmental and stormwater protection issues. In reviewing the schedule, Mr. Wiley indicated that this was a large project, particularly for this area; however, there would not be a large influx of workers on the site immediately. He projected that approximately 100 employees would be working at the site by the end of the year. He estimated that there would be approximately 200-250 employees on site from April 2014 through July or August of 2014, and by the end of 2014, this number would drop back to approximately 100. He anticipated that the engineering staff would assist Calpine with the start-up in October or November 2014 and they would continue working with Calpine through the Spring of 2015.

Mr. Wiley assured members that efforts were being made to pursue local talent and services for employment. He provided a list of various local unions that would be contacted to obtain craftsmen to work on the project ***(Attachment #2)***.

Responding to Mr. Hutchison, Mr. Wiley indicated that all permits necessary to begin this project had been obtained and he relayed appreciation to the City inspectors for their assistance in this endeavor.

In response to Mr. Snaman regarding the gas pipeline, Mr. Wiley stated his understanding that gas was to be provided to the site by October 2013; however, he was unsure if approval had been obtained from the Federal Energy Regulatory Commission (FERC). Mr. Bonar stated that he would attempt to obtain this information.

Mr. Lynn noted that the project was located within his Council District and requested that all deference and courtesy be granted to the residents of Wild Meadows as the construction gets underway, explaining that the project was located in close proximity to the subdivision. He requested assurance that the project would be constructed with as little disruption to residents' daily lives as possible. Concurring, Mr. Wiley stated that he was acting as if he lived in the area and planned to request an opportunity to meet with residents in an effort to develop a relationship and provide a line of communication. Responding, Mr. Lynn offered to introduce Mr. Wiley to the residents at a homeowner's association meeting and requested that he provide a presentation, including a question and answer period. He felt this would be helpful to residents of Wild Meadows as well as Persimmon Park Place.

Referring to an email forwarded to him by Mr. Lynn, Mr. Koenig stated that tracks from the parking lot to the back of the Wild Meadows properties were the result of either the City's construction crew or the boring contractor working on the water line to the rear of the property. He explained that the City was currently extending water from just outside the Wild Meadow Subdivision down to the fence point where water would be delivered to KVAERNER for construction. He assured members that the area would be repaired once the weather became more favorable, noting that the area was very muddy.

Mr. Koenig advised members that the Eastern Shore Natural Gas Company had contacted the City to set up a meeting to discuss how gas service would be provided to the Garrison Tract. He stated that staff preferred that the gas service be extended all the way down the Route 1 right-of-way, entering the western side of the subdivision in order to take advantage of plans for distributing it to the subdivision in the future.

Responding to Mr. Koenig, Mr. Bonar requested that the representatives of Wild Meadows be made aware of such issues.

No further action was taken by the Committee.

Proposed Amendments to the Governing Policy for Energy Commodity Risk Management

Members were provided proposed amendments to the Governing Policy for Energy Commodity Risk Management. Mr. Scott Koenig, City Manager, reminded members that the City had retained The Energy Authority (TEA) and delegated responsibility to this organization to provide Risk Management Services. As a result, the City had issued the Governing Policy for Energy Commodity Risk Management to outline the philosophy, framework, and the delegation of responsibilities related to Dover's energy commodity risk management.

Mr. Koenig briefly reviewed the proposed amendments relative to Commodity Futures Trading Commission (CFTC) reporting (Page 15); another financial product, Covered Swap (Page 16); and the addition of Appendix D - Swap Transaction Representatives (Page 24). He noted that the quadruple X's (XXXX) in Appendix D would require the insertion of either "the City of Dover" or "TEA", and assured members that this would be completed prior to submission of the proposed amendments to City Council.

Mr. Koenig stated that staff recommended approval of the proposed amendments so that the policy would be in compliance with current law.

Responding to Mr. Perza, Mr. Koenig explained that Mr. Kirk Betts serves as the City's Power Supply Attorney and had reviewed the proposed amendments from his knowledge of the Dodd-Frank legislation and the energy market, through which the City conducts trades.

Mr. Snaman moved to recommend approval of the proposed amendments to the Governing Policy for Energy Commodity Risk Management (*Attachment #3*) to comply with federal regulations on power supply transactions. The motion was seconded by Mr. Perza and unanimously carried.

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

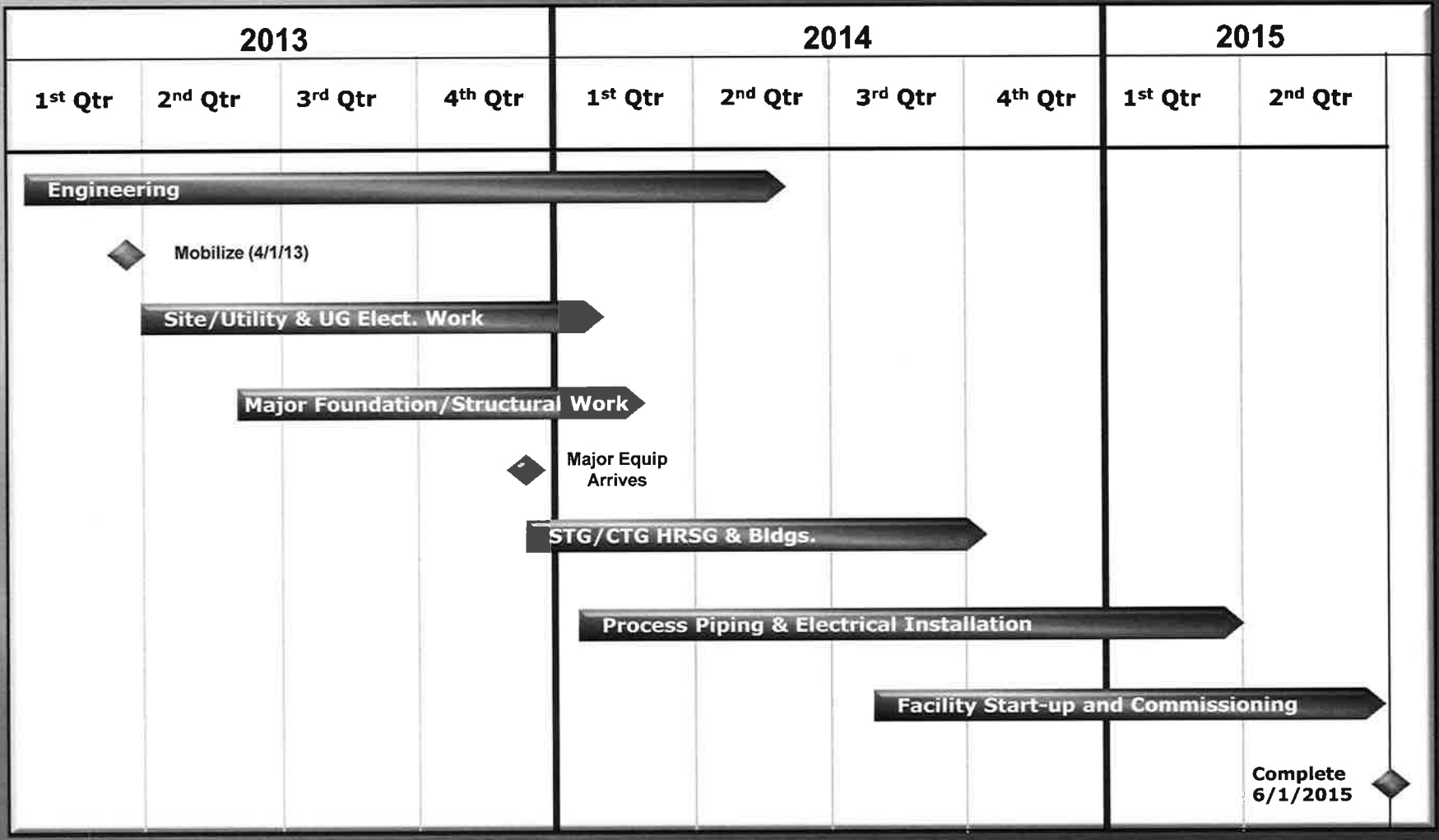
Meeting Adjourned at 5:21 p.m.

David L. Bonar
Chairman

DLB/TM/jg/js/mk/dd
S:\AGENDAS-MINUTES-PACKETS\Committee-Minutes\2013\03-25-2013 UTILITY.wpd

Attachments
Attachment #1 - Garrison Schedule - KVAERNER
Attachment #2 - List of Local Unions - KVAERNER
Attachment #3 - Proposed Amendments to the Governing Policy for Energy Commodity Risk Management

Garrison Schedule



ATTACHMENT #1
Utility Committee Meeting of 03/25/2013

Craft	Contact	Phone	Fax	Address	Email
Sheet Metal Workers #19	Joe Schorah	302-275-7635	302-995-1350	911 New Road Wilmington, DE 19805	jschorah@lu19.com
Painters DC-21 Zone 5	Bernie Snyder	215-677-7980	215-677-3877	911 New Road Wilmington, DE 19805	bsnyder@dc21.com
Boilermakers #193	Michael Herd	410-355-2344	410-355-2952	1101 W.Patapsco Ave Baltimore, MD 21230	mohawkmike193@comcast.net
Pipefitters #74	Anthony Papili	302-636-7400	302-325-3526	201 Execution Dr. Newark, DE 19702	pip@ualocal74.com
Operating Engineers #542	Ted Janeka	302-449-1915	304-449-0498	4268 N. Dupont Pkwy, Townsend, DE 19734	tedjaneka@gmail.com
Sprinkler Fitters #669	Ed Osienski	302-738-3669	302-738-3559	P.O. Box 9040 Newark, DE 19714	eosienski@comcast.net
Millwrights #1906	Richard Kelly	215-569-2558	215-569-1077	1803 Spring Garden St. Philadelphia, PA 19130	rskelly@philamillwrights.com
Insulators #42	Bob Carl	302-328-4203	302-328-4964	1188 River Rd New Castle, De 19720	local42bm@comcast.net
Cement Masons #592	Joe Caucci	800-221-7507	215-271-5222	2543 Snyder Ave Philadelphia, PA 19145	joe592@verizon.net
Carpenters #626	Ed Woodrum	302-328-9439	302-328-9461	626 Wilmington Rd New Castle, DE 19720	ewoodrum@carpentersu.org
Laborers #199	Jim Maravelias	302-654-2880	302-654-4197	308 Marcus Ct. Newark, DE 19703	maravelias@aol.com
Ironworkers #451	Jeff Hendrickson	302-994-0946	302-994-1208	203 S. Dupont Rd Wilmington, DE 19804	jeffiu451@verizon.net
Electricians #313	Douglas Drummond	302-328-0773	302-322-5083	814 W. Basin Rd New Castle, DE 19720	ddrummon@ibew313.org
Bricklayers #1	Rick Tulowitzki	215-852-4054	302-428-1630	2706 Black Lake Place Philadelphia, PA 19154	rt@bac1pa-de.org
Teamsters #326	Len McCartney	302-328-2387	302-328-5695	451 E. Churchmans Rd New Castle, DE 19720	teamsters326@aol.com

ATTACHMENT #2
Utility Committee Meeting of 03/25/2013

City of Dover, Delaware

Governing Policy

For

Energy Commodity
Risk Management

Effective: September 10, 2012

Approved by: City of Dover Council

Date: September 10, 2012

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PURPOSE OF THE RISK MANAGEMENT POLICY

A. Introduction

The City of Dover ("**City**") and its customers are routinely exposed to energy price risk, volume variability risk, basis risk and credit risk – herein referred to collectively as energy commodity risk - in the normal conduct of serving its electric load requirements. Volatility of energy commodity prices and volumetric uncertainty (either supply/generation or load obligations) impose a substantial and direct risk to the City's financial and operating performance.

By authority of its charter, the City has responsibility for overseeing the City's electricity operations, including the management of its cost of serving Dover's customers. By agreement dated May 6, 2011 and approved by the City (the "**EMA**"), the City has engaged The Energy Authority, Inc. ("**TEA**") to assist the City with Asset Management and Strategic Planning Services, Risk Management Services, and Energy Management Services.

This Policy for Energy Commodity Risk Management ("**Policy**") is established the explicit understanding that the City has retained and delegated responsibilities to TEA to provide Risk Management Services.

Additionally, the City has issued this Policy for dealing with the philosophy, framework and delegation of responsibilities necessary to govern activities related to Dover's energy commodity risk management. As set forth herein, the City has established an organizational structure, delegated responsibility and established internal controls and procedures to ensure that all transactional and oversight activities are conducted in compliance with this Policy and in accordance with the City's normal reporting, legal, financing and regulatory requirements relating to energy assets and transactions.

B. Scope of Policy

This Policy covers all transactions entered into the by the City of Dover designed to meet the City's electric load requirement and the management of risk related to these transactions.

In the event of conflict between this Policy and the EMA, the Policy shall control. This Policy is separate and distinct from enterprise risk management policies and procedures addressing the City's safe operation of its generating stations and energy infrastructure, insurance requirements, permit compliance, employee matters

regulatory compliance with laws and regulations of the State of Delaware and Federal Agencies such as EPA, FERC, NERC and CFTC or other potential risks to the City beyond the purchase and sale of fuel and electric power and its ancillary products.

C. Objectives and Risk Philosophy

The objectives of the Policy are to identify energy commodity price and credit risk exposures and give the City a framework for the quantification and management of these exposures. The Policy will identify the reports needed to convey how the identified risk exposures can potentially impact the City's overall cost of providing electricity service to its customers and report on the risk management of the transactions associated with City's electric load requirements.

Under the Policy, risk management activities will be conducted consistent with the City's overall objective of appropriate risk mitigation. There are several objectives of the Policy which, when taken and executed together, serve to manage the City's energy commodity price exposures. Specifically, the Policy:

- Establishes framework for developing credit limits for counterparties and quantifies and manages the credit exposures related to potential counterparty abrogation
- Quantifies the impact of the above exposures on City's financial results
- Manages the impact of the above exposures in line with the City's identified level of risk tolerance
- Provides clear delineation of responsibilities and authority, outline a separation of duties, and ensure reporting of risk is timely and accurate.
- Ensures that the impact of any action affecting the City's position is consistently quantified, monitored and authorized.

The City's risk management activities will be conducted consistent with its overall objective of appropriate risk mitigation and never for purposes of speculation.

D. Policy Administration

This Policy has been approved by the Executive Risk Management Committee and The Utility Committee of the Dover City Council. The Utility Committee must approve modifications to the Policy with the exception of the appendix information which can be modified with the approval of the Executive Risk Management Committee.

MANAGEMENT AND CONTROLS

This Policy articulates the management and organization of the City and TEA to serve as a control framework outlining delegation of duties and responsibilities.

A. Utility Committee of The City Council

The Utility Committee of The City Council (The Committee) has a responsibility to provide approval of this Policy. With this approval, The Committee also assumes additional duties. They will understand the risks the City is and could be exposed to due to their energy commodity risk management activities. In this role, the Committee will have a responsibility to also understand the City's policies and procedures, internal controls and systems which are used to help manage the City's energy commodity risks.

The Committee will approve any amendments to the Policy or limits within. The Executive Risk Management Committee will update the Committee periodically regarding the Policy and its functions. It will be the Committee's responsibility to:

- Discuss guidelines and strategic policies that govern the process by which the Energy Risk Management Committee assesses and manages risks
- Review and approve the risk policy at least annually
- Approve new members of the Executive Risk Management Committee
- Acknowledge the risk inherent in transactions covered under this Policy

B. Executive Risk Management Committee

An Executive Risk Management Committee ("**ERMC**") has been formed to provide executive management oversight for the City's energy commodity risk management activities. The ERMC is charged with the creation, amendment and administration of this Policy, including acquiring any approvals required by the Utility Committee, and will ensure that all energy commodity risk management activities of the City are performed consistent with this Policy. The ERMC will meet at least monthly to review compliance and conduct its business as described in this Policy.

The ERMC shall be comprised of the following voting members: The City Manager, The Director of Utility, The City's Controller and TEA's Member Service Manager.

The City's ERMC will make decisions following the process outlined in this Policy. TEA's Member Services Manager may include representatives from other areas within TEA in the monthly ERMC meetings who will attend in person or by conference call as non-voting advisors. Other City employees and TEA staff may also be asked to attend meetings from time-to-time, as the ERMC deems necessary. The responsibilities of the ERMC shall include:

- Establish scope and frequency for management reporting to the Utility Committee.
- No less than annually, review the City's Energy Commodity Policies and Procedures for correctness and completeness.

- Review and approve any new risk report or change to an existing risk report provided by TEA to monitor risks outlined in this Policy.
- Understand and approve any models, methodologies, and assumptions used for measuring risks such as volume risk, process risk, counterparty risk and commodity risk.
- Monitor the City's risks and ensure they are within the limits and are being managed according to what is indicated within the City's Policy and associated procedures
- Understand the City's risk management objectives and risk tolerances.
- Review and approve the risk management and trading strategy programs and associated risk. Each program should be reviewed to ensure alignment with Policy objectives and compliance with risk limits within this Policy.
- Periodically review any risk management program approved in light of recent market changes, and ensure continued compliance with its established guidelines
- Review and approve new products, markets, trading counterparties and credit limits
- Review all violations and exceptions to this Policy and report such to the Committee.
- Approve the individuals or companies that engage in the City's commodity transactions and are subject to the limits within this Policy.
- Ensure that the individuals or companies authorized to transact on behalf of the City as well as manage its risks, are appropriately trained and qualified.
- Ensure independence and segregation of duties between front, middle and back office at TEA.

Recommend changes to this Policy to the City's Utility Committee for approval and ensure the Utility Committee understands the City's overall compliance with this Policy and associated procedures

The ERMC will meet at least monthly to review risks identified and reported on by the Policy, this meeting shall be chaired by The City Manager. Minutes of each meeting of the ERMC shall be recorded and reflect any decisions and follow-up action items to be performed. These minutes will be reviewed and approved by the members of the ERMC in a timely manner.

Each member of the ERMC has a unique role as defined below:

1. City Manager

The City Manager is independent of all commercial functions and carries the responsibility of establishment and maintenance of risk management for the City. The City Manager will be a voting member of the ERMC and act as a chair of the ERMC. Other responsibilities include:

- Ensure this Policy is maintained.

- Oversee reviews of the City's energy commodity risks, limits, risk measurement methodologies and models, and programs and recommend changes to the ERMC.
- Ensure potential transactions and their impacts on the City's risks and limits defined within this Policy.
- Develop and monitor the implementation of the Policy, and oversee other risk management processes and procedures established by this Policy or otherwise by the ERMC.

2. Director of the Utility

The Director of the Utility is responsible for all trading, hedging, pricing, structuring, and market and operational risk management activities associated with the City. The Director of the Utility will be a voting member of the ERMC. Other responsibilities include:

- Review the effectiveness of transaction processing systems and procedures relating to risk measurement.
- Recommend operational risk and business risk assessment guidelines.

3. Controller

The Controller is independent of all commercial functions and carries the responsibility of the City's accounting practices. The Controller will be a voting member on the ERMC. Other responsibilities include:

- Perform financial accounting including accounting for hedging and derivatives activities.
- Comply with tax rules and make appropriate tax elections.
- Record realized and unrealized gains and losses.
- Reconcile general ledger, cash transactions and margin accounts.
- Implement tax-hedge accounting policies and other regulatory tax requirements.
- Develop and maintain documentation outlining standard procedures for conducting business.
- Invoice counterparties and resolve billing disputes.
- Perform daily/weekly/monthly transaction checkout with counterparties.
- Develop and maintain documentation outlining standard procedures for conducting business.

4. TEA Member Services Manager

The TEA Member Service Manager roles and responsibilities are defined exhibit B of the EMA between the City and TEA. The TEA Member Service Manager will be a voting member on the ERMC. Other responsibilities include:

- Monitor risk reports between ERMC meetings.
- Report to the Committee and the ERMC on the City's adherence to all limits and functions within this policy.
- Engage the ERMC in discussions regarding events or developments that could expose the company to potential losses.
- Recommend to the ERMC specific risk limits consistent with the City's risk management objectives, risk tolerance, and risk management policy.
- Coordinate and distribute independent market fundamental analysis.
- Provide advisory support and recommendations as specified in Article 5 of the EMA.

DISCUSSION OF RISKS

This Policy covers the management of all material energy market risks faced by the City. A comprehensive list of risks that are or could be relevant to City is shown in Appendix C of the Policy. Among the most critical of these risks are commodity risk, counterparty risk, process risk, volume risk, and budget risk. These risks are measured by the limit structure and controls outlined in the Policy.

Commodity risk represents the potential adverse impacts to the value of the City's portfolio due to changes in the market. Commodity risk encompasses volatility risk, forward price risk, basis risk, correlation risk and liquidity risk.

Counterparty risk represents the potential losses the City could incur due to delivery risk and receivable risk. Delivery risk stems from a supplier or trading counterparty that is unable or unwilling to perform on its commitments including but not limited to delivery or receipt of commodities. Receivable Risk includes the City's risk associated with a counterparty's timeliness of payment for services rendered.

Process risks represents the risks associated with process problems including, but not limited to, inaccurate data capture, untimely trade execution or settlement problems. Controls over process risks are embedded in the organizational structure of TEA through the design processes and operating procedures.

Volume Risk represents the potential for unforeseen changes from projections of excess or shortfall of capacity or energy from the actual needs. When variances are large coupled with large costs to transact and adverse moves in market prices this risk could be realized. In management of this risk, the City must be aware of the fact that unexpected variations in volume are often highly correlated with price movements.

Budget Risk represents the potential to deviate outside of tolerable bounds of the City's budget. Deviations from budget can be caused by forecast error or unforeseeable adverse changes in market prices.

MARKETING AND TRADING PRACTICES

A. Standards of Conduct

Individuals authorized to transact for the City shall not misrepresent, conceal or withhold information regarding energy commodity trading and risk management transactions to any person responsible for the accurate recording and/or reporting of such transactions; participate in any such transaction or similar activity for the benefit of any party other than the City; or hold or be a beneficiary of any financial interest in any entity with which the employee is engaged in trading or other business activity (other than ownership of an interest in a mutual fund managed by another party). Further, no employee authorized to place or execute such transactions may engage in trading power or energy commodities derivative instruments for his or her personal account.

B. Products, Activities and Limitations

Pursuant to achieving the City's core objectives for the purpose of energy commodity risk management, the following limitations shall apply.

- Permissible instruments will be restricted to the products and instruments specified in Appendix A – Approved Products of the Policy;
    - All physical forward transactions shall be governed by the Edison Electrical Institutive (EEI), North American Energy Standards Board (NAESB), or similar agreements with counterparties approved by the City.
    - The City reserves the right to enter into financial hedge transactions to effectuate Policy objectives, but does not authorize TEA to enter into financial hedge transactions on its behalf. Any such financial transactions that the City may enter into shall be governed by ISDA agreements with counterparties as approved by the City.
- The maturity for each permissible instrument will be restricted to the maturity limits specified in the risk limits section of the Policy.
- Transaction volumes for each risk management transaction will be restricted to the amounts specified in the Risk Limits section of the Policy.
- Risk management transactions will be outlined in the ***City of Dover Hedge Program*** which will be approved by the ERMC. Risk management transactions may include the following:
    - Hedging the forward price of purchased power for delivery to the City as needed to meet its electric load requirements.

- Hedging the forward price of natural gas and fuels as needed to generate power to meet the City's electric load requirements.
- Unwinding of hedges to accommodate changes in expected load requirements, or for economic reasons subject to explicit constraints set by the ERMC.

C. Contract Documentation and Confirmations

No over-the-counter transaction may be executed until an EEI, NAESB, or similar agreement has been authorized by the City, approved by the ERMC and fully executed by the parties.

Written confirmations will be required from counterparties, as defined in the Master Service Agreement between the City and counterparty, within one business day or such longer time as required by the contract in question for all risk management transactions. Contemporaneous with any commitments and prior to receipt of written confirmations, verbal commitments shall be memorialized internally as to instrument structure, quantity, relevant time horizon, price and any other relevant terms; such internal documentation shall be time stamped and correlated to the ultimate written confirmation to or from the counterparty. Both the internal documentation as well as the written confirmation from the counterparty shall be provided to TEA's Risk Control Group immediately upon receipt for verification.

In the event that there is a material failure to provide timely documentation or confirmations, then at the City Manager's sole discretion, the offending individual's authorization may be suspended. Similarly, if the failure to provide timely documentation or confirmations is due to the failure of counterparty, then at the discretion of the City Manager, a moratorium may be imposed on transactions with that counterparty. In such cases, the City Manager shall notify the ERMC of the issues leading to the suspension or moratorium shall.

Nothing herein shall inhibit the City Manager from bringing control issues to the TEA's Member Services Manager prior to a decision on materiality or the imposition of a suspension of trading privileges or counterparty moratorium.

D. Training

The ERMC will ensure that all City employees and/or TEA Staff that will execute transactions on behalf of the City will have appropriate training in the markets in which the transactions occur.

E. New Product Protocol

As required to manage the City's energy commodity risk the ERMC shall approve new products provided the requirements of the ***New Product Approval Procedure*** are met.

RISK LIMITS AND RISK MEASUREMENTS

A. Limits

The limit structure is designed to quantify the types of risk in City's energy commodity portfolio. The City will manage and report on its energy commodity market risk using Volume/Maturity/Value Limits, a Cost of Service Limit and a Hedge Loss Limit.

1. Volume/Maturity/Value Limits

Transaction limits for the Individuals Authorized to execute transactions and the maturity limits for each permissible instrument are listed below. Transactions for amounts in excess of those listed may be executed only upon approval of the ERMC. This limit, maturity and value structure is not intended for use when transacting day-ahead and real time in the PJM market.

Volume/Maturity/Value Limits		**Maximum Daily Notional Limits**	
		Volume	**Value ($000)**
Power (MW) Hourly Limit	Balance of the Month through 12 Months	50	20,000
	Between 13 Months and 24 Months	50	20,000
	Between 25 Months and 36 Months	25	10,000
	Between 37 Months and 48 Months	25	10,000
	Between 49 Months and 60 Months	25	10,000
Natural Gas (MMBtu) Monthly Limit	Balance of the Month through 12 Months	30,000	400
	Between 13 Months and 24 Months	30,000	400
	Between 25 Months and 36 Months	10,000	200
	Between 37 Months and 48 Months	10,000	200
	Between 49 Months and 60 Months	10,000	200
#2/#6 Fuel Oil (Bbl) Monthly Limit	Balance of the Month through 12 Months	6,000	400
	Between 13 Months and 24 Months	6,000	400
	Between 25 Months and 36 Months	3,000	200
	Between 37 Months and 48 Months	3,000	200
	Between 49 Months and 60 Months	3,000	200

The amounts in the table above refer to the maximum volume of orders that can be placed in any one day the individuals authorized to conduct trades for the specified time period. On any one day the maximum transaction volume placed can be for up to 50 MegaWatts per hour for every hour during a single calendar month (including both on-peak and off-peak hours), OR 25,000 MMBtu per month for all months pertinent to the natural gas transaction, OR 6,000 Bbl per month for all months pertinent to the oil transaction.

For no reason should a transaction be executed that exceeds the City's electric load requirements. If there is an adjustment to the City's electric load requirements and the existing transactions greater than 100% of the adjusted electric load requirements the ERMC will review and approve the offsetting strategy deployed in sufficient proportion to mitigate the encroachment.

B. Stress Testing and Back Testing

The City's positions shall be periodically stress tested and models shall be back tested. The processes around these tests are outlined in the ***Stress Testing and Back Testing Procedure***.

C. Instances of Exceeding Risk Limits

Should the City or TEA enter into a transaction that causes the portfolio to exceed any above mentioned limits the Director of the Utility shall, in addition to notifying the ERMC, also notify the Chair of The Committee as soon as practicable and shall provide periodic reports to the Chair on the status the transactions for as long as the City is exceeding its limits. The ERMC will review and determine whether any liquidation or offsetting of transactions is warranted. The incident will be documented as a Policy Exception by the Director of the Utility.

CREDIT POLICY

Credit Risk is the risk due to the uncertainty in a counterparty's ability to meet its contractual obligations. The primary objective of this credit policy is to mitigate, to the extent commercially reasonable, the credit risks associated with transactions covered in this Policy while still allowing the City to achieve its objectives.

A. Measuring Credit Risk

The status of credit risk will be measured and reported through reports provided by TEA.

The current credit exposure will be reported at the agreement level via a Counterparty Credit Report provided by TEA. This information will be made available in real time to TEA trading personnel so that it can be checked prior to executing transactions for the City. Those responsible for risk oversight at the City and TEA will have access to this information no less frequently than once per day. The ERMC will monitor overall credit utilization and any credit exceptions at least monthly. When measuring the

current credit risk, netting will be applied to the exposure if the City's contract with a counterparty includes provisions for netting.

B. Analysis and Extension of Credit Limits

Physical and financial commodity transactions will be executed with counterparties approved by the ERMC with credit available to support the transactions. The creditworthiness of a counterparty will be determined by both qualitative and quantitative factors. Factors shall include, but not limited to:

- A company's debt credit ratings provided by the rating agencies.
- Financial data such as an analysis of the income statement, balance sheet, and cash flow, as well as liquidity and capital structure.
- Subjective factors such as company's fuel diversity, overall size, risk management policy and internal controls, geographic diversity, and market intelligence.

A credit limit is the amount of unsecured credit granted to a counterparty. Unsecured credit exposure includes amounts owed by the counterparty, whether billed or not, and the mark-to-market differences in value of any collateral which the counterparty has provided the City. Any net exposure above the collateral threshold will require the posting of collateral by a counterparty. Further information on the City's procedure for establishing credit is contained in the ***Counterparty & Credit Review Process***.

Collateral thresholds, term limitations and credit exposure limits will be subject to the maximums indicated in Appendix B, based upon the lower of the S&P and Moody's credit ratings.

At no time will the City incur a credit exposure with any counterparty greater than $60,000,000.

C. Instances of Exceeding Credit Limits

The City and TEA are restricted by the credit limits approved by the ERMC. The ERMC can suspend trading with a counterparty, if that counterparty's credit limit has been reached or exceeded. **The City or TEA traders shall not exceed the Counterparty Credit Limit by executing transactions with any counterparty without approval of the ERMC.**

The ERMC will determine when it's appropriate to require additional collateral if a counterparty's credit exposure exceeds its credit limit. Collateral includes standing letter of credit, cash, and prepayments.

All credit exceptions will be documented and reported to the ERMC and the Committee as Policy Exceptions.

REPORTING

A. Risk Reporting

Preparation of timely reports is critical to monitoring risk. TEA will furnish the required reports on a regular frequency for the City in a format acceptable to the ERMC. In addition, the ERMC and its designees will be provided access to the City's risk reports as updated daily via TEA's secure Web Portal.

Reports required on a monthly basis and for periodic meetings of the ERMC include the following:

- **Profit and Loss Report**

The Profit and Loss (P&L) Report shows the daily realization of transactions at either the transaction price or the market price as transaction roll from unrealized to realized. This report should show volumes, transaction prices and market prices of realized physical and financial power and fuel transactions.

- **Mark to Market Report**

The Mark to Market ("MTM") Report conveys the potential transaction exposure if the energy commodity portfolio was liquidated at the most recent market settlement prices. This report should show volumes, transaction prices and market prices of unrealized physical and financial power and fuel transactions.

- **Activity Report**

The Activity Report presents a summary of all energy commodity risk management activities undertaken, including new transactions taken, existing transactions settled/liquidated, and any transactions unwound.

- **Cost of Service Report**

The City's exposure to energy price risk shall be monitored and reported on a Cost-of-Service basis. All calculations are at the wholesale level. The Cost-of-Service recognizes all prior (expired) months within the Power Year on the basis of actual (incurred) costs, and recognizes all forward (pending) months within the Power Year on the basis of expected forward power and fuel prices and expected forward load-following risks. As defined below, the Cost-of-Service is an aggregation of Forward Energy Commodity Portfolio Cost, the Load Following Cost Expectation and the City's Budget Target for Purchase Power Expense.

  - The Net Purchased Power Cost shows the net cost of all physical and financial transactions related to the City's anticipated commodity requirements for power and fuel and is based on the price of all hedge transactions plus the forward

market price of all unhedged transactions valued at current forward prices for energy commodities, customer-level cost per MWH of all physical and financial transactions related to Dover's actual plus anticipated energy.

- The expected fixed costs defined as load-serving entity (LSE) capacity costs, transmission costs and TEA management fees.
- The Expected Load-Following Cost for a specified power year is defined as the expected cost (or revenue) associated with intra-month load variations due to weather or other events affecting demand. As an interim measure due to lack of necessary market information and the rapid evolution of the PJM RTO market, the ERMC has specified $2.50 per MWH as an estimate of the Load Following Cost to be used for estimating the City's Forward Cost-of-Service Report. The ERMC will update the Expected Load Following estimate while lack of necessary market information persists no less than annually.
- The Budget Target for Purchase Power Expense represents the City's view of expected purchase power expense.

B. Credit Reporting

- **Counterparty Credit Report**

The Counterparty Credit Report conveys the exposure to all counterparties with which the City has credit exposure resulting from its energy commodity risk management activities.

- **CFTC Reporting**

The City understands that transacting over the counter (OTC) swaps carries an additional Commodity Futures Trading Commission (CFTC) reporting function. Once required by the CFTC, the City will report on how it~~FPUD~~[KB1] generally meets its financial obligations associated with entering into non-cleared swaps in a manner acceptable to the CFTC.

C. Hedge Effectiveness Reporting

If the City's transactions require a hedge effectiveness test, those testing results will be reported to the ERMC no later than one month after the end of the financial reporting period. The report will include a summary of testing methodology, assumptions of the testing and the outcome of results with a pass or fail by transaction.

INFORMATION TECHNOLOGY SYSTEMS

Since information systems play a vital role in The City's trading abilities, the City shall ensure that the information systems and technology used to store all transaction information is maintained and secure. The City's transactions will be stored in TEA's

enterprise trading and risk management system. TEA uses the TriplePoint Commodity XL (CXL) system, integrated with Commodity XL for Credit Risk (Credit Risk). TEA has assigned a Database Administrator (DBA) that is charged with the database security and maintenance for the transaction database, CXL.

The following safeguards for data security and backup will be installed:

- Transaction data stored in the system of record will be replicated daily to ensure data redundancy;
- The CXL database will be backed up at least daily after the close of business.

POLICY DISTRIBUTION AND COUNSEL

A. Distribution Outside The City

The City's Policy is restricted to the use of the City and TEA organizations. It shall not be distributed outside these organizations without the consent the ERMC.

B. Designated Counsel

Questions about the interpretation of any matters of this Policy should be referred to ERMC. The ERMC will provide clarification and explanation on any updates to this Policy.

All legal matters stemming from this Policy will be referred to the City's Legal Counsel.

APPENDIX A – Approved Products

The following shall constitute a list of approved forward hedge products to be utilized by TEA to manage the City's energy commodity portfolio:

- Forward Physical Power Peak
- Forward Physical Power Off-Peak
- Forward Physical Power All Hours
- Forward Physical Natural Gas Delivered Dover via Eastern Shore Pipeline
- Forward Physical Residual Fuel Oil (#6) Delivered Dover
- Forward Physical Residual Fuel Oil (#2) Delivered Dover
- Capacity
- Forward Financial Power Peak
- Forward Financial Power Off-Peak
- Forward Financial Power All Hours
- Financial Call Option
- Financial Put Option
- Covered Swap

The above instruments can be executed by TEA on behalf of the City of Dover for the current and next two successive Power Years (July to June).

APPENDIX B – Approved Counterparties and Threshold Tables

This Appendix establishes approved counterparties and their Collateral thresholds. Collateral thresholds, term limitations and credit exposure limits that are subject to the following maximums based upon the lower of the S&P and Moody's credit ratings:

Credit Thresholds from Dover Extended to the Counterparty

Constellation Energy

Threshold	S&P	Moody's
$ 60,000,000	AAA	Aaa
$ 50,000,000	AA- to AA+	Aa3 to Aa1
$ 50,000,000	A- to A+	A3 to A1
$ 40,000,000	BBB+	Baa1
$ 30,000,000	BBB	Baa2
$ 20,000,000	BBB-	Baa3
$ -	Below BBB-	Below Baa3

Integrys

Threshold	S&P	Moody's
$ 20,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ 1,000,000	BBB-	Baa3
$ -	Below BBB-	Below Baa3

Sempra Energy

Threshold	S&P	Moody's
$ 20,000,000	A or above	A2 or above
$ 20,000,000	A- to A+	A3
$ 15,000,000	BBB+	Baa1
$ 10,000,000	BBB	Baa2
$ -	BBB- or lower	Baa3 or lower

Conectiv

Threshold	S&P	Moody's
Unspecified *	Above BBB+	Above Baa3
$ -	Below BBB-	Below Baa3

*** Conectiv does not have a defined credit threshold, so for planning purposes, a $10,000,000 threshold is imposed as a conservative limit**

Macquarie Cook Power

Threshold	S&P	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

FPL Energy

Threshold	S&P	Moody's
$ 30,000,000	AAA	Aaa
$ 25,000,000	AA- to AA+	Aa3 to Aa1
$ 20,000,000	A- to A+	A3 to A1
$ 15,000,000	BBB+	Baa1
$ 10,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Deutsche Bank

Threshold	S&P	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Barclays Bank

Threshold	S&P	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	Aa3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Credit Thresholds from the Counterparty Extended to Dover

Constellation Energy

Threshold		Fitch	Moody's
$	40,000,000	AA- or Above	Aa3 or above
$	30,000,000	A+	A1
$	20,000,000	A	A2
$	10,000,000	A-	A3
$	-	BBB or below	Baa1 or below

Integrys

Threshold		Fitch	Moody's
$	20,000,000	AAA	Aaa
$	20,000,000	AA- to AA+	Aa3 to Aa1
$	15,000,000	A- to A+	A3 to A1
$	10,000,000	BBB+	Baa1
$	5,000,000	BBB	Baa2
$	1,000,000	BBB-	Baa3
$	-	Below BBB-	Below Baa3

Sempra Energy

Threshold		Fitch	Moody's
$	27,000,000	A- or above	A3 or above
$	5,000,000	BBB+	Baa1
$	1,000,000	BBB	Baa2
$	-	BBB- or lower	Baa3 or lower

Conectiv

Threshold		Fitch	Moody's
Unspecified *		Above BBB+	Above Baa3
$	-	Below BBB-	Below Baa3

***Conectiv does not have a defined credit threshold, so for planning purposes, a $10,000,000 threshold is imposed as a conservative limit**

Macquarie Cook Power

Threshold	Fitch	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	AA3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

FPL Energy

Threshold	Fitch	Moody's
$ 23,000,000	AAA	Aaa
$ 18,000,000	AA- to AA+	AA3 to Aa1
$ 13,000,000	A- to A+	A3 to A1
$ 8,000,000	BBB+	Baa1
$ 3,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

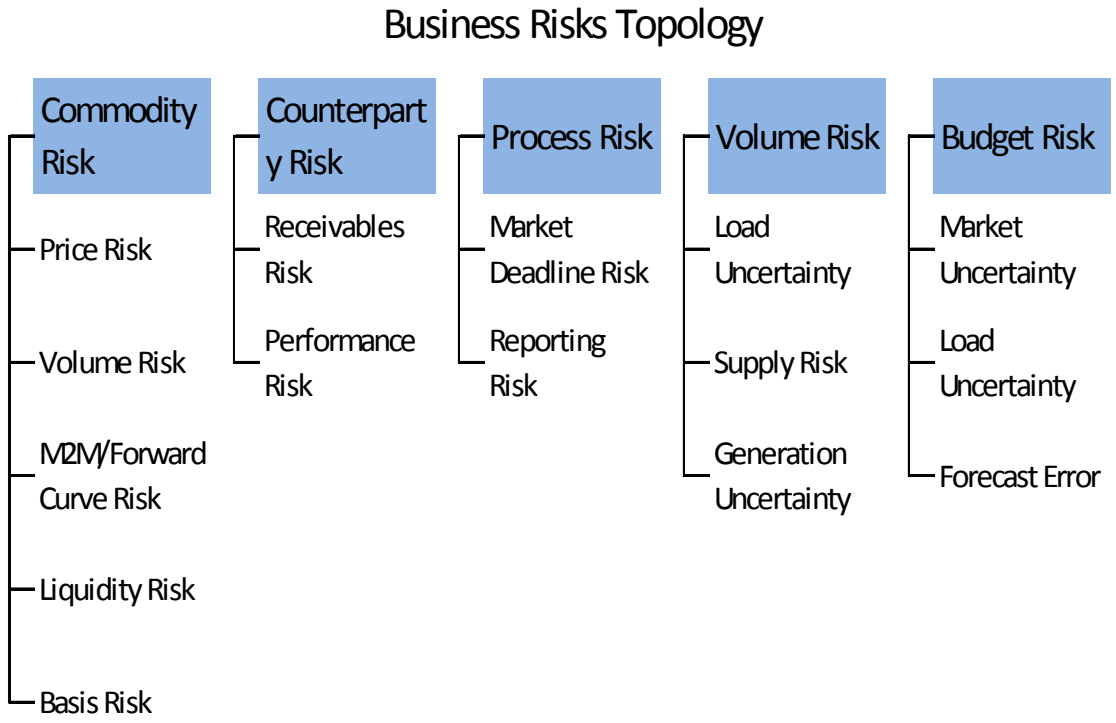
Deutsche Bank

Threshold	Fitch	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	AA3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

Barclays Bank

Threshold	Fitch	Moody's
$ 25,000,000	AAA	Aaa
$ 20,000,000	AA- to AA+	AA3 to Aa1
$ 15,000,000	A- to A+	A3 to A1
$ 10,000,000	BBB+	Baa1
$ 5,000,000	BBB	Baa2
$ -	BBB- or below	Baa3 or below

APPENDIX C – Business Risks



~~APPENDIX D – Glossary~~

~~**Back Office** – That part of a trading organization which handles transaction accounting, confirmations, management reporting, and working capital management.~~

~~**Bilateral Transaction** – Any physical or financial transaction between two counterparties, neither of whom is an Exchange or market entity (e.g. MISO).~~

~~**Capacity** – The real power output rating of a generator or system, typically in megawatts, measured on an instantaneous basis.~~

~~**Commodity** – A basic good used in commerce that is interchangeable with other commodities of the same type. Commodities are most often used as inputs in the production of other goods or services. The quality of a given commodity may differ slightly, but it is essentially uniform across producers. When they are traded on an exchange, commodities must also meet specified minimum standards, also known as a basis grade.~~

Financial Bilateral Transaction – A Bilateral Transaction that is non-physical and is defined by a Source Point, Sink Point, and Delivery Point that may be any CP Nodes as specified by the Midwest ISO.

Financial Forward – An agreement regarding a position in a specified commodity, a specified price, and a specified future settlement date, that does not result in physical delivery of the commodity. Rather one party in the agreement makes a payment to the other party on the basis of the commodity price at the future date.

Front Office – That part of a trading organization which solicits customer business, services existing customers, executes trades and ensures the physical delivery of commodities.

Hedging Transaction – A transaction designed to reduce the exposure of a specific outstanding position or portfolio; "fully hedged" equates to complete elimination of the targeted risk and "partially hedged" implies a risk reduction of less than 100%.

Mark-to-Market Value – A measure of the current value of unrealized positions; includes both Open Positions and Closed Positions.

Middle Office – That part of a trading organization that measures and reports on market risks, develops risk management policies and monitors compliance with those policies, manages contract administration and credit, and keeps management and the Board informed on risk management issues.

Policy – Dover's Governing Policy for Energy Commodity Risk, as amended and approved by The Utility Committee.

Portfolio – A collection of transactions.

Realized Gains/(Losses) – The amount earned (or lost) from a transaction , considered to be **realized** once the time for performance has lapsed (e.g. delivery of power in the case of physical transactions or expiration of an option in the case of financial transactions).

Term – The total duration of a contract, defined as the number of days between the beginning flow date and ending flow date, inclusive.

Unrealized Gains/ (Losses) – The amount expected to earn (lose) on a specific transaction(s); however, the time for performance has not lapsed. The total value of Unrealized Gains/ (Losses) is the Mark-to-Market value.

APPENDIX D – Swap Transaction Representative

Purpose:
To ensure that ~~XXXX~~ the City of Dover, a Special Entity under the Dodd-Frank Financial Reform Act, selects a qualified representative ("Representative") to provide advice and guidance when entering into swap transactions with Swap Dealers or Major Swap Participants.

Definitions:
Special Entity: As defined in 7 U.S.C. 6s(h)(2)(C) and further interpreted in 17 C.F.R. 23.401(c). ~~XXXX~~ The Energy Authority "TEA" is a Special Entity as defined by 17 C.F.R. 23.401(c)(2).

Swap Dealer: As defined in 7 U.S.C. 1a(49) and further interpreted in 17 C.F.R. 1.3(ggg)

Major Swap Participant: As defined in 7 U.S.C. 1a(33) and further interpreted in 17 C.F.R. 1.3(hhh)

Representative: As defined in this policy and 17 C.F.R. 23.450

Policy:
Selection: ~~XXXX~~ The City of Dover shall endeavor to seek and employ an individual or entity that will voluntarily act as a Representative for all energy commodity swap transactions between ~~XXXX~~ the City of Dover and any Swap Dealer or Major Swap Participant. The Representative must meet the following qualifications identified in 17 C.F.R. 23.450(b):

(i) Has sufficient knowledge to evaluate the transaction and risks;
(ii) Is not subject to a statutory disqualification;
(iii) Is independent of the swap dealer or major swap participant;
(iv) Undertakes a duty to act in the best interests of the Special Entity it represents;
(v) Makes appropriate and timely disclosures to the Special Entity;
(vi) Evaluates, consistent with any guidelines provided by the Special Entity, fair pricing and the appropriateness of the swap; and
(vii) In the case of a Special Entity as defined in § 23.401(c)(2) or (4), is subject to restrictions on certain political contributions imposed by the Commission, the Securities and Exchange Commission, or a self-regulatory organization subject to the jurisdiction of the Commission or the Securities and Exchange Commission; provided however, that this paragraph (b)(1)(vii) of this section shall not apply if the representative is an employee of the Special Entity.

The Representative and ~~XXXX~~ the City of Dover shall enter into a legal agreement that binds the Representative to comply with items (i) through (vii) in this policy.

At no longer than any 12 month interval, ~~XXXX~~ the City of Dover shall review the performance of the Representative to ensure compliance with items (i) through (vii) in this policy.

APPENDIX E – Glossary

Back Office – That part of a trading organization which handles transaction accounting, confirmations, management reporting, and working capital management.

Bilateral Transaction - Any physical or financial transaction between two counterparties, neither of whom is an Exchange or market entity (e.g. MISO).

Capacity – The real power output rating of a generator or system, typically in megawatts, measured on an instantaneous basis.

Commodity - A basic good used in commerce that is interchangeable with other commodities of the same type. Commodities are most often used as inputs in the production of other goods or services. The quality of a given commodity may differ slightly, but it is essentially uniform across producers. When they are traded on an exchange, commodities must also meet specified minimum standards, also known as a basis grade.

Financial Bilateral Transaction – A Bilateral Transaction that is non-physical and is defined by a Source Point, Sink Point, and Delivery Point that may be any CP Nodes as specified by the Midwest ISO.

Financial Forward – An agreement regarding a position in a specified commodity, a specified price, and a specified future settlement date, that does not result in physical delivery of the commodity. Rather one party in the agreement makes a payment to the other party on the basis of the commodity price at the future date.

Front Office – That part of a trading organization which solicits customer business, services existing customers, executes trades and ensures the physical delivery of commodities.

Hedging Transaction - A transaction designed to reduce the exposure of a specific outstanding position or portfolio; "fully hedged" equates to complete elimination of the targeted risk and "partially hedged" implies a risk reduction of less than 100%.

Mark-to-Market Value – A measure of the current value of unrealized positions; includes both Open Positions and Closed Positions.

Middle Office – That part of a trading organization that measures and reports on market risks, develops risk management policies and monitors compliance with those policies, manages contract administration and credit, and keeps management and the Board informed on risk management issues.

Policy – Dover's Governing Policy for Energy Commodity Risk, as amended and approved by The Utility Committee.

Portfolio – A collection of transactions.

Realized Gains/(Losses) – The amount earned (or lost) from a transaction , considered to be **realized** once the time for performance has lapsed (e.g. delivery of power in the case of physical transactions or expiration of an option in the case of financial transactions).

Term – The total duration of a contract, defined as the number of days between the beginning flow date and ending flow date, inclusive.

Unrealized Gains/ (Losses) – The amount expected to earn (lose) on a specific transaction(s); however, the time for performance has not lapsed. The total value of Unrealized Gains/ (Losses) is the Mark-to-Market value.

LEGISLATIVE, FINANCE AND ADMINISTRATION COMMITTEE

The Legislative, Finance, and Administration Committee meeting was held on March 25, 2013, at 5:30 p.m. with Chairman Lynn presiding. Members present were Mr. Anderson (arrived at 5:38 p.m.), Mr. Hare, Mr. Rushe, and Mr. Shevock. Members of Council present were Council President Leary, Mr. Dixon, Mr. Perza, Mr. Bonar, and Mr. Hutchison. 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.

Evaluation of Bids - Infield Groomer Replacement

Mr. Scott Koenig, City Manager, advised members that the Grounds Division utilizes a 1998 Chi Tech ball field tractor to drag the six (6) softball fields. The 15-year-old piece of equipment was purchased in 2002. Staff had not originally planned to replace the tractor, since the City's small engine mechanic had been able to keep it operational; however, it was recently discovered that the manufacturer filed for bankruptcy several years ago. This will prevent staff from obtaining necessary parts and, as a result, the Grounds Division will not be able to provide adequate maintenance of the City's softball fields. Mr. Koenig noted that the Department of Planning, Inspections, and Recreation currently receives approximately 20% of the Recreation Division's revenues from softball leagues each year.

Staff solicited quotes for the purchase of the Infield Groomer. The sole quote was received from Turf Equipment and Supply Company from Jessup, MD in the amount of $17,372.12. Mr. Koenig explained that funding for this purchase would be available from General Fund savings realized from the purchase of the Grounds Division's FY 2013 budgeted #552 Dump Truck and #562 Wing Mower, equating to a total of $17,396.45 total savings.

Staff requested authorization to purchase an Infield Groomer at a cost of $17,372.12 from Turf Equipment and Supply Company and approval of a budget revision to allow for the use of savings realized, as identified by staff, to pay for the unbudgeted but necessary purchase.

Mr. Rushe moved to recommend approval of staff's request, seconded by Mr. Shevock and unanimously carried. *(City Clerk's Office Note: Due to a defect in the bid process, staff will present a revised recommendation* ***(Attachment #1)*** *at the April 8, 2013 City Council meeting.)*

FY12 Audit - Required Auditor Communications

In accordance with Section 46 of the City Charter, the City's financial books are audited by independent auditors each year. Mrs. Donna Mitchell, Controller/Treasurer, indicated that the auditor's results are typically presented when the Comprehensive Annual Financial Report (CAFR) is submitted to City Council for adoption; however, since additional research was required to complete the federal grant audit and, since there was nothing material to the CAFR in this respect, the auditor's communications were delayed until completion of the audit and presentation of the federal grant audit. She reminded members that SB & Company, LLC, served as the City's auditor.

Mrs. Mitchell introduced Mr. William Seymour, Engagement Partner with SB & Company, LLC, who reviewed a presentation entitled "Communications with Those Charged With Governance for the Year Ended June 30, 2012," which included the results of their audit of the June 30, 2012 financial statements of the City of Dover. Mr. Seymour noted that, in accordance with generally accepted auditing standards, an unqualified opinion had been issued on the financial statements for the governmental, enterprise, and fiduciary funds (including pension funds).

Mr. Seymour relayed appreciation to City management for their assistance in conducting the audit and introduced Mr. Travis Milnes, Audit Senior with SB & Company, noting that Mr. Milnes had performed most of the work on the City's audit.

Referring to Page 18 of the "Single Audit Together with Reports of Independent Public Accountants for the Year Ended June 30, 2012," Mr. Lynn relayed concern with the findings regarding the Community Development Block Grants (CDBG) and questioned which sub-recipients were not provided the necessary information to comply with federal requirements. Responding, Mrs. Mitchell stated that these findings related to last year's audit and explained that the auditors were required to include this information in the audit report for two (2) years.

Elaborating, Mr. Seymour indicated that this concern was identified last year and the auditors were required to "close out" the issue. He indicated that if these three (3) findings remain in next year's single audit, they will be included as an update. If management alleviates the issue, the problem will disappear; if not, the auditors will re-report it.

Responding, Mrs. Mitchell advised members that corrective action was taken last year and a procedure was developed to address this issue. She confirmed that staff was now following the procedure and assured members that the issue had been resolved.

Mr. Rushe moved to recommend acceptance of the FY12 Audit - Required Auditor Communications Report, as presented. The motion was seconded by Mr. Anderson and unanimously carried.

Proposed Ordinance #2013-06 Amending Chapter 2 - Administration, Article II - City Council, Division 2 - Meetings of the Dover Code - Excused Absences

Mr. Lynn stated that, at his request, staff had prepared Proposed Ordinance #2013-06 amending Chapter 2 - Administration, Article II - City Council, Division 2 - Meetings of the Dover Code, which would establish a procedure for excusing City Council member absences and provide a list of excusable absences.

Mr. Hare questioned if there was a need for such an ordinance and suggested that the current process of reviewing each issue on a case-by-case basis be continued.

Responding, Mr. Lynn stated that the absence of members of Council was addressed in the Charter in a broad and ambiguous manner that did not provide Council information for handling excused absences. He reminded members that the current Charter simply indicates that no Council Member

shall have three (3) consecutive absences unless they are excused absences but does not define what would constitute an "excused absence." He stated that this matter became an issue when members of Council were advised that Mr. Anderson would be deployed with the National Guard and would miss several meetings (possibly years). He felt that since there was no definition for "excused" absences, there was a danger that such absences could be used for political gain.

In response to Mr. Hare's suggestion regarding the suspension of salary after six (6) weeks of such absence, Mr. Lynn stated his opposition and questioned if individuals who are fighting in Afghanistan should be penalized by removing their pay for something completely out of their control.

Mr. Hare reiterated his concerns regarding fairness to the citizens if members of Council receive compensation during extended absences and suggested that salaries be suspended during such leaves of absence.

Responding to Mr. Shevock, Mr. Lynn advised members that when his father, Mr. Pat Lynn, was absent for a significant amount of time while battling cancer during his term as a Commissioner for Kent County Levy Court, no action was taken by members of Levy Court, which allowed his father to continue to serve his term until his death.

As for the history of such occurrences within the City of Dover, Council President Leary cited recent instances of members of Council who were ill and continued to serve until their deaths, such as Mrs. Russell and Mr. Pitts. He recalled previous situations when members of Council, such as Mr. Fenimore and Mr. VanSant, became ill during their terms of office, noting that at that time members of Council were compensated per meeting attended.

In response to Mr. Shevock, Mr. Lynn felt that if several members of Council were to be excused, and if this resulted in difficulty obtaining a quorum to conduct business, members of Council could revisit the issue of excused absences.

Mr. Anderson relayed his support for the proposed amendment. With regard to excused absences, he felt that the Council President should be authorized to excuse absences and that an appeal process should be established that would allow Council to reverse the action taken by the Council President.

In reviewing the proposed amendment, Council President Leary felt that members may be trying to "fix something that is not broken." It was his feeling that sometimes Council tries to codify issues to the point where they become confining and unworkable. He noted that there had never been an issue involving the absence of members of Council, regardless of the reason (vacation, sickness, etc.) and he did not feel that there was value in codifying this to the degree presented in the proposed amendment.

Mr. Bonar advised members that, to his knowledge, absences in the State Legislature are handled under House and Senate rules that require a member who is going to be absent to notify the Speaker of the House, or the President Pro Tempore or President of the Senate. He reminded members that

the late Representative Hazel Plant (Wilmington) was unable to attend any meetings of the legislative session for almost two (2) years and that several individuals assisted in representing her district. He felt confident that members of Council would do this during Mr. Anderson's absence.

Based on previous discussions by Council regarding this issue, Mr. Perza expressed his sense that members of Council collectively serve as judges of each other's actions, explaining that if a member's absence was unacceptable or was interfering with City business, Council had the responsibility to the City to address the issue and take appropriate action. He felt that this was a political question reserved to members of Council and was hesitant to define it by ordinance. He suggested that, should an emergency arise that would make it necessary to fill seats within a short period of time, members of Council should not be prohibited from doing so by a member's creative use of "excused absence" as a loophole to avoid a responsibility. Mr. Perza suggested that no action be taken and to allow for such judgement to remain in the hands of Council.

In response to the analogy provided by Council President Leary, Mr. Lynn advised members that if a member of Council wished to take an extended vacation (three (3) to four (4) months), the ordinance would require the City Clerk to inform Council of the reason for the absence and, upon passage of a motion by the majority of the members present, the absent member would be considered excused. As an attorney, he explained that in his experience "ambiguity is rife for mischief" and would be exploited. Although this had not happened yet on City Council, he stated that this would not preclude it from happening in the future.

Mr. Hare reiterated his concern regarding the absent member continuing to receive compensation, should the Committee recommend adoption of the proposed ordinance amendment. It was his feeling that members of Council were not above City employees and noted that a City employee who had to take extended leave would not continue to receive compensation. He also felt that it would not be fair to citizens if an elected representative continued to receive compensation while unable to serve as a member of Council. He suggested that a member should not continue to receive compensation for any leave of absence that extends beyond three (3) meetings.

Mr. Dixon indicated his concurrence with Council President Leary and suggested that members of Council should not attempt to fix something that was not broken.

Mr. Anderson moved to release Proposed Ordinance #2013-06 from the Committee without a recommendation. The motion failed due to the lack of the second.

Mr. Hare moved to recommend adoption of Proposed Ordinance #2013-06, stipulating that there be an amendment that, after the three (3) meetings, if excused, a member's pay would be suspended until the member returns *(Attachment #2)*. The motion was seconded by Mr. Anderson and carried by a vote of three (3) yes (Anderson, Hare, and Shevock) and two (2) no (Lynn and Rushe).

City Hall Replacement - Potential RFP for Architectural Services for Conceptual Design

Members were reminded that during the Council Financial Workshop of January 7, 2013, the City Manager prepared a brief outline of a proposal to evaluate possible replacement of the existing City Hall building with a new West Wing and Connector. Mr. Scott Koenig, City Manager, advised members that currently, the City of Dover owns both the old Dover Public Library and the building at 5 East Reed Street. He explained that the Old City Hall, the Old Library, and 5 East Reed Street would all need building improvements over the coming years. It was staff's belief that it would be in the City's best interest to conduct a formal evaluation of the merits of replacing a majority of the City Hall building. This concept would allow all staff (from 5 East Reed Street and City Hall) to be in one (1) building, which would result in improved efficiency.

Mr. Koenig indicated that various entities had expressed an interest in the purchase/lease of the Old Library Site and other office space at 5 East Reed Street; therefore, the City of Dover would have options for filling or selling the office space being vacated.

Staff recommended authorization to issue a Request for Proposals (RFP) for architectural services to conduct space evaluation and conceptual planning for the replacement of the City's existing office space. An internal review committee would be put together to review the proposals submitted by interested architects. This conceptual planning expenditure would be budgeted in the FY 2014 Operational Budget.

Mr. Koenig assured members that once RFPs were received, they would be presented to Council for approval or disapproval of the proposal, explaining that he was unsure of the costs that would be involved in such a project.

In response to Mr. Hare, Mr. Koenig stated that there would be no costs to the City to request RFPs, with the exception of advertising the RFP and staff time in its preparation. The costs would be incurred if/when City Council endorsed an architectural contract. As expressed during the Council Retreat held on March 22, 2013, Mr. Hare relayed his support of the concept; however, he stated that since there was a budget shortage, he would not support moving forward with such a project unless it could be accomplished without an increase in taxes, rates, or fees.

Mr. Lynn reminded members that the time for borrowing was now, due to the low interest rates and labor costs and relayed his support for this endeavor.

Mr. Perza stated that if the costs for replacing the facilities were effectively the costs for upgrading the buildings, he would support further investigation by staff.

Council President Leary reminded members that they had a responsibility to the taxpayers to take care of the City's physical plant and cited grave concerns regarding the City's current facilities, including problems with duct work, asbestos, etc. He stated that there were a multitude of reasons to begin pursuing this matter at this time.

Mr. Hare moved to recommend that the City Manager be authorized to issue a Request for Proposals (RFP) for architectural services to prepare concepts to replace existing office space related to City Hall and 5 East Reed Street, as recommended by staff. The motion was seconded by Mr. Rushe and by a vote of four (4) yes (Hare, Lynn, Rushe, and Shevock) and one (1) no (Anderson).

Evening and Weekend Code Enforcement Coverage

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that there had been an increase in complaints regarding code violations that take place during evening and weekend hours. The Code Enforcement staff works during normal business hours, 8:00 a.m. through 5:00 p.m., Monday through Friday. In order to expand hours to include enforcement during the evenings and on weekends, she stated that it would be necessary to include funding for overtime expenses. She noted that a letter from Senator Bushweller had been received requesting that the City consider expanding its Code Enforcement coverage to include evenings and weekends due to complaints received by his office.

Mrs. Townshend stated that evening coverage could be achieved by flexing staff schedules to include later start and end times (for example, a schedule that would include one (1) 11:00 a.m. to 8:00 p.m. day each week), the expansion of enforcement to include weekends would have to be paid through overtime pay. She advised members that currently, $923 allocated to overtime remained in the Code Enforcement budget for FY 13. Overtime was budgeted in this Division to assist the Fire Marshal's Office with off-hour fire investigations. The remaining balance could be allocated to weekend code enforcement.

Should members support the expansion of Code Enforcement coverage to include evenings and weekends, Mrs. Townshend explained recommendations of staff, as follows:

- Adjust staff schedules to provide three (3) to five (5) days each week during the spring, summer and fall months when one (1) staff member would be on duty until 8:00 p.m. This would likely be reduced to one (1) evening per week in winter months when outdoor activity is less prominent.

- Provide four (4) hours of weekend coverage scheduled on Saturday or Sunday, and budget for overtime to pay for these added hours. Utilizing compensatory time for this would diminish Code Enforcement services, as each hour of compensatory time worked equates to 1.5 hours off during the normal workday.

- Budgeting for this amount of overtime for FY 14 would require approximately $5,500 in salaries, plus the associated benefit load.

Staff recommended that they be instructed to develop a schedule and budget overtime in FY 14 to support evening and weekend Code Enforcement coverage.

In response to Mr. Hare, Mrs. Townshend stated that the after hours coverage would be adjusted to compensate for hours of daylight/darkness during the winter and summer. However, she did not feel that it would be possible to avoid overtime by changing employees' weekly work hours, explaining her feeling that these employees were hired to work an 8:00 a.m. to 5:00 p.m. weekday schedule and should not be mandated to work weekends and evenings without additional compensation. She suggested the possibility of employees volunteering before they were scheduled for the evening/weekend hours. With regard to work being performed during hours when it is dark, Mrs. Townshend advised members that there have been complaints of businesses with non-functional parking lot lights. In addition, she stated that employees attend association meetings that are held in the evening when it is sometimes dark outside.

Rather than providing compensatory time or overtime, Mr. Hare suggested the possibility of hiring a part-time employee for evening and weekend coverage. Responding, Mrs. Townshend stated that although it was her feeling that the costs to hire a part-time employee would be greater than paying current employees overtime, staff could consider this suggestion.

In response to Mr. Shevock, Mrs. Townshend stated that, as an example, complaints were relayed at recent White Oak/Towne Point and Persimmon Park Place Homeowners' Association meetings regarding parking on the grass. She explained that when there is no grass growing in a yard and the area is rutted, it has a negative affect on the neighborhood. She stated that homeowners cannot be cited for ruts in their yard; however, they can be cited for parking on the grass. She anticipated that the weekend inspections would occur on either Saturday or Sunday.

Mr. Anderson questioned the level of complaints requiring code enforcement that could not be addressed during regular working hours. Responding, Mrs. Townshend stated that parking on the grass is a major complaint that could not be addressed during regular working hours since cars are not parked on the grass during those hours. In addition, she stated that several complaints had been received regarding trash being put out for pickup on the weekend when collection would not occur until later in the week.

Although he understood the concerns regarding trash, Mr. Hare cautioned staff to determine if there may be a legitimate reason for early placement at the curb, relaying an incident when an elderly couple had their sons work on the weekend to put bulk trash out that would not be picked up until later in the week. Responding, Mrs. Townshend stated that individuals are requested to contact the City to advise of such extenuating circumstances. However, she advised members that the complaints received regarding trash being put out during the weekend were not the result of extenuating circumstances, occurred on a regular basis, and were a nuisance to the neighbors.

Responding to Mr. Bonar, Mrs. Townshend stated that although she was not aware of other municipalities that had instituted evening and weekend code enforcement coverage, it was her feeling that the City of Wilmington and perhaps the City of Newark may have additional hours; however, she noted that most other municipalities are small and have only one (1) Code Enforcement officer. She stated that the counties tend to have a passive code enforcement policy.

Council President Leary advised members of problems with individuals running illegal boarding houses and the difficulty of these violations being observed during regular work day hours. (Mrs. Townshend noted similar issues with auto repairs.) He stated that when there are violations, such as a tractor trailer truck being parked in a neighborhood during weekend hours, the Police Department is called to respond. He questioned if there would be a cost savings for the Police Department if these types of issues could be handled by a code enforcement officer. Responding, Police Chief Hosfelt stated that having a Code Enforcement Officer available during the evening and weekend hours would benefit the Police Department's Community Policing Unit. He explained that certain violations are discovered during the evening and weekend hours and days often lapse before the incident is reported to the Inspections Department, since there are typically communications back and forth between the two (2) departments before they are able to "get together." It was Chief Hosfelt's opinion that the evening and weekend code enforcement coverage would prove to be beneficial to the City.

In response to Mr. Dixon, Mrs. Townshend stated that the extended hours of enforcement would be provided citywide and not specific to any one (1) council district. She stated that the idea would be to review specific complaints that have been received to determine locations, as well as those known areas of violations. She assured members that these efforts would be coordinated with the Police Department for safety reasons.

If the proposal were implemented, Mr. Hare suggested that members of Council ride along with a Code Enforcement Officer to show them problem areas in their districts.

Mr. Shevock moved to recommend approval of staff's recommendation that staff be instructed to develop a schedule and budget for overtime for FY 14 to support evening and weekend Code Enforcement coverage. The motion was seconded by Mr. Hare.

Mr. Hare moved to amend the motion to include a stipulation that staff try to develop the schedule without utilizing overtime if possible, seconded by Mr. Rushe and carried by unanimous consent.

The motion, as amended, to recommend approval of staff's recommendation that they be instructed to develop a schedule and budget for overtime for FY 14 to support evening and weekend Code Enforcement Coverage, with the stipulation that staff try to develop the schedule without utilizing overtime if possible, carried by a vote of three (3) yes (Hare, Rushe, and Shevock) and two (2) no (Anderson and Lynn).

Mr. Lynn recognized the Code Enforcement officers for a job well done.

Mr. Hare clarified that his intention for amending the motion was not to prohibit overtime but for staff to try to work out a schedule that would prevent as much overtime as possible.

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

Meeting Adjourned at 6:44 p.m.

Sean M. Lynn
Chairman

SML/TM/jg/js/dd
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Attachments
Attachment #1 - Revised Committee Action Form - Evaluation of Bids - Infield Groomer Replacement
Attachment #2 - Proposed Ordinance #2013-06, as Amended with LF&A 1

REVISED **ACTION FORM**

PROCEEDING: Legislative, Finance and Administration Committee **AGENDA ITEM**:
DEPARTMENT OF ORIGIN: Public Works **DATE SUBMITTED**: 03/28/2013
PREPARED BY: Sharon J. Duca, P.E., Public Works Director / City Engineer
SUBJECT: Evaluation of Bids – Infield Groomer
REFERENCE: N/A
RELATED PROJECT: N/A
APPROVALS: City Manager, Controller
EXHIBITS: N/A
EXPENDITURE REQUIRED: $ 17,348.00 **AMOUNT BUDGETED**: Budget Transfer Required **FUNDING SOURCE (Dept./Page in CIP & Budget)**: Funding Sources: Funding available from General Fund savings realized from the purchase of the Grounds Division's FY 2013 budgeted #552 Dump Truck and #562 Wing Mower ($17,396.45 total savings) CIP Page: 183 Account No.: 147-1500-522.40-23/40-24
TIMETABLE: Purchase Order to be issued upon Council approval and completion of budget transfer from 147-1500-522.40-23 to 147-1500-522.40-24 to consolidate budgetary savings into the appropriate account for the purchase.
RECOMMENDED ACTIONS: Staff recommends authorization to purchase the Infield Groomer, in the amount of $17,348.00, from Lawn & Golf Supply Co., Inc., based upon Bid #2013-013. Allow for the usage of budgetary savings realized, as identified under funding source above, to pay for the unbudgeted but necessary purchase of the Infield Groomer.

BACKGROUND AND ANALYSIS

The City of Dover Department of Public Works Grounds Division utilizes Vehicle #594, a 1998 Chi Tech ball field tractor, to drag the six (6) softball fields. This fifteen (15) year old piece of equipment was purchased used in 2002. It was not originally planned to replace #594 as our small engine mechanic has been able to keep it operational. It was discovered this year, however, that the manufacturer filed for bankruptcy several years ago and we are no longer able to obtain necessary parts. As such, the Grounds Division would not be able to provide adequate maintenance of the City's softball fields. The Department of Planning, Inspections and Recreation currently receives approximately twenty percent (20%) of the Recreation Division's revenues from the softball leagues each year.

Quotes were solicited in accordance with the City's purchasing policy under Bid #2013-013 INFIELD GROOMER. Quotes were opened on March 15, 2013. The following vendors submitted quotes for the equipment.

VENDOR	LOCATION	AMOUNT OF BID	MET OR EXCEEDED MINIMUM SPECIFICATIONS
FINCH SERVICES, INC.	WESTMINSTER, MD	$15,285.00	NO
LAWN & GOLF SUPPLY CO., INC.	PHOENIXVILLE, PA	$17,348.00	YES
TURF EQUIPMENT AND SUPPLY COMPANY	JESSUP, MD	$17,372.12	YES

City staff reviewed all bid packages submitted. The bid from Finch Services, Inc. was rejected as it was determined that it did not meet the minimum specifications for the equipment required. The Lawn & Golf Supply Co., Inc. and Turf Equipment and Supply Company bid packages were found to be free of math errors and/or discrepancies. It is staff's opinion that both bids represent fair market value. Staff requests authorization to purchase the Infield Groomer from the low bidder, Lawn & Golf Supply Co., Inc., in the amount of $17,348.00.

CITY OF DOVER DEPARTMENT OF PUBLIC WORKS

FY 2013 GROUNDS DIVISION VEHICLE PURCHASES

Vehicle Number	147-1500-522.40-23		147-1500-522.40-24	
	Budget	Actual	Budget	Actual
Vehicle #552 (1 Ton Crew Cab Dump Truck)	$47,000.00	$39,342.00	---	---
Vehicle #562 (Wing Mower)	---	---	$65,000.00	$55,261.55
Vehicle #594 (Infield Groomer)	---	---	---	$17,348.00
TOTAL	*$47,000.00*	*$39,342.00*	*$65,000.00*	*$72,609.55*

START BALANCE (BUDGET - ACTUAL)		**$ 7,658.00**		**$ (7,609.55)**
Transfer from 147-1500-522.40-23		$ (7,610.00)		$ 7,610.00
END BALANCE (POST TRANSFER)		**$ 48.00**		**$ 0.45**

CITY OF DOVER
PROPOSED ORDINANCE #2013-06 WITH LF&A #1
(LF&A Amendments Indicated in Yellow Highlight)

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

That Chapter 2 - Administration, Article II - City Council, Division 2 - Meetings, of the Dover Code be amended by inserting the text indicated in bold, blue, italics and deleting the text indicated in red strikeout as follows:

Sec. 2-51. - Regular meetings.

(a) *When and where held*. Regular meetings of the mayor and city council shall be held on the second and fourth Monday of each month at the time and place designated by the council president.

(b) *Notice*. Notice to the councilmembers of regular meetings shall not be required, except when the regular meetings are to be held at a place other than city hall.

(c) In order to ensure transcription accuracy, enhance accountability and deliver information efficiently to the public, all meetings of the Dover City Council and of any board, commission, task force or committee which is established by the City Charter or ordinance, or by motion or resolution of the city council shall be audio taped and all such recordings shall be maintained in an unedited format. Audio recording shall be required when the necessary equipment is in good working order and knowledgeable staff is available to operate the recordation system.

Sec. 2-52. - Special meetings.

(a) *When and where held*. Special meetings of the mayor and city council shall be called by the mayor or the council president. Designation of the time and place of the special meetings shall be delivered by verbal or written notice to each councilmember at least 24 hours prior to the meetings.

(b) *Waiver of notice*. The notice of the special meeting may be waived by the councilmembers individually.

Sec. 2-53. - Cancellation of meetings; one meeting per month required.

Any meeting of the mayor and city council provided for by this division may be cancelled by unanimous consent of the mayor and councilmembers, except that one meeting per month shall be held as is required by section 9 of the City Charter.

Sec. 2-54. - Excused absences.

In accordance with Article II, Section 13 of the City of Dover Charter, a council member shall forfeit their office if they fail to attend three consecutive regular meetings of the council without being excused by the council.

Draft

(a) Procedure for Excused Absences. Council members shall be required to contact the City Clerk's office no later than 4:00 p.m. of the day of the meeting requesting to be excused from the meeting and stating the reason for such absence. Failure to comply, except in cases of emergency, shall result in an unexcused absence. The Clerk shall inform the Council of the reason for the member's absence. Upon passage of a motion by a majority of the members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes. If the motion is not passed, the Clerk will note in the minutes that the absence is unexcused.

(b) Excused Absences. Excused absences shall be limited to those which meet both of the following requirements:

(1) The absent member must have informed the City Clerk's Office of their intended absence prior to the scheduled meeting. Failure to inform prior to the meeting shall result in an unexcused absence, unless extenuating circumstances prevent advance notice, and

(2) The absence is due to one of the following:

(i) A death in the family
(ii) Family or personal illness
(iii) City-related business
(iv) Personal leave (limited to one per fiscal year)
(v) Emergency
(vi) Decision by member's supervisor in employment
(vii) Required military service
(vii) Inclement weather
(viii) Accident
(ix) Scheduled vacations

(c) Suspension of Compensation. For council members who are considered excused, compensation shall be suspended after three consecutive regular council meeting absences. Compensation shall be reinstated when the council member resumes attendance at council meetings and shall be pro-rated based on their return date.

ADOPTED: *

S:\ORDINANCES\2013\Draft\2013-06 with LF&A #1 Amending Ch 2-Administration, Article II-City Council, Div 2-Meetings - Excused Absences.wpd

SYNOPSIS

The proposed ordinance would establish a procedure for excusing City Council member absences and provide a list of excusable absences. ***It would also suspend compensation after three consecutive excused absences.***

(SPONSORS: LYNN, DIXON, AND ANDERSON)

Actions History

March 25, 2013 - Introduced at Legislative, Finance, and Administration Committee

Draft

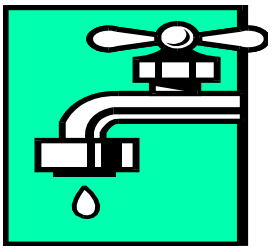
CITY OF DOVER

FINANCE & CENTRAL SERVICES DEPARTMENTS

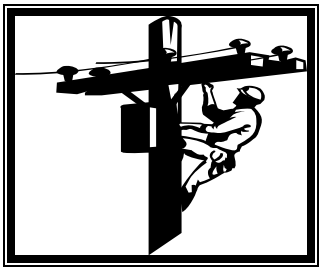
MONTHLY BUDGET REPORT

FEBRUARY 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
February 2013 Monthly Budget Reports

FINANCE DEPARTMENT ACTIVITY LEVELS

	FY12 YTD			FY13 YTD		
BANK TRENDS						
Number of Deposits Made (Hand, ACH & Wire, Lockbox FY13)	3,372			3,630		
Total Amount of All Deposits	$ 103,794,631			$ 102,271,631		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**637,090**	**100.0%**	**$ 14,628,638**	**564,403**	**100.0%**	**$ 13,587,434**
Wages and Hours Worked						
Regular	531,564	83.4%	$ 11,335,080	470,177	83.3%	$ 10,432,694
All over time	24,718	3.9%	$ 1,032,967	26,767	4.7%	$ 1,175,859
Other Paid or Unpaid Wages and Hours						
Vacation	45,650	7.2%	$ 1,199,713	31,489	5.6%	$ 813,339
Sick	16,588	2.6%	$ 405,278	13,850	2.5%	$ 349,276
Terminal Leave - Retiree Vacation/Sick Payout	8,501	1.3%	$ 279,896	14,209	2.5%	$ 415,031
Comp Time	7,125	1.1%	$ 201,261	5,787	1.0%	$ 162,642
Personal	1,209	0.2%	$ 32,949	1,059	0.2%	$ 29,813
Leave Without Pay	-	0.0%	$ -	-	0.0%	$ -
Other (description below)	1,736	0.3%	$ 141,494	1,067	0.2%	$ 208,780

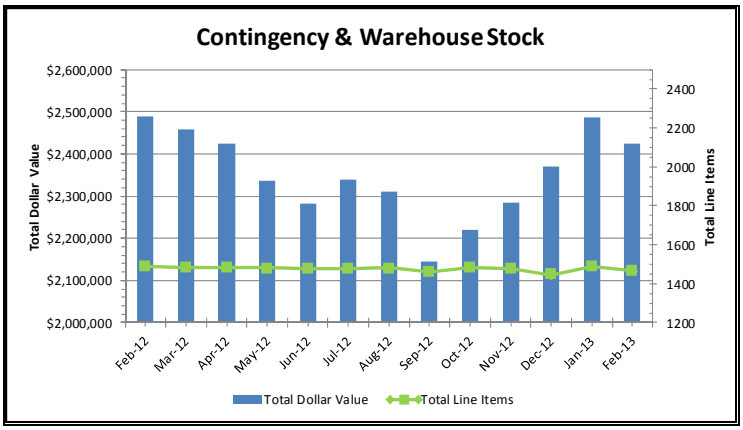
Other includes: pay adjustments, military differential pay, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity		
Number of Pay Periods	18	17
Number of Payroll Checks & Direct Deposits Issued	6,895	6,182
Number of Pension Checks Issued	1,914	1,974
Total Pension Benefits Paid - Defined Benefit Plan	$ 3,112,759	$ 3,262,281

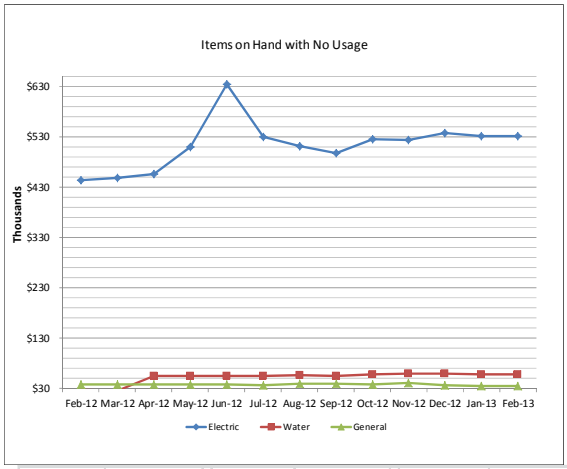
Payroll Checks & Direct Deposits issued: number of payroll checks issued includes separate checks for shoe allowance & clothing allowance.

ACCOUNTS PAYABLE		
Number of Check Vouchers	4,263	4,178
Number of EFT Vouchers	1,520	1,441
Vouchers Dollar Amount Disbursed	$ 63,971,288	$ 59,313,477

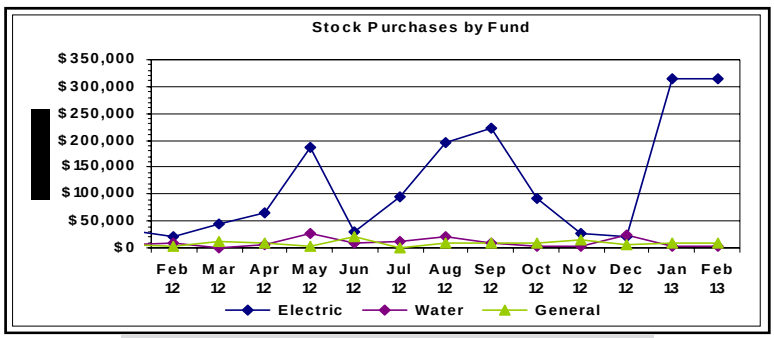
CENTRAL SERVICES ACTIVITY LEVELS



Value: $2,424,313 Line Items: 1,468



Electric:	$531,573	Water:	$57,868	General:	$35,611



Electric:	$315,288	Water:	$2,569	General:	$9,406

Fuel Use

Unleaded:	9,834.8	gallons
Diesel:	6,159.0	gallons
Total:	$ 49,172	

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

	Budget	Revised Budget	YTD	Balance	67% 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	433,220	320,580	57.5%
Fines & Police Revenues	1,162,400	1,162,400	737,101	425,299	63.4%
Franchise Fees	550,000	550,000	303,128	246,872	55.1%
Grants	708,500	708,500	410,057	298,443	57.9%
Intrafund Services	4,329,100	4,329,100	2,803,951	1,525,149	64.8%
Library & Recreation Revenues	602,100	602,100	405,327	196,773	67.3%
Licenses & Permits	2,508,300	2,508,300	2,205,574	302,726	87.9%
Property Taxes (Includes BID Revenue) (1)	11,049,000	11,115,000	11,089,054	25,946	99.8%
Sanitation Revenues	2,690,200	2,690,200	1,751,863	938,337	65.1%
Other Miscellaneous Revenues	130,500	130,500	115,372	15,128	88.4%
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	158,393	591,607	21.1%
Transfer Taxes	1,370,000	1,370,000	880,193	489,807	64.2%
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	30,294,185	5,476,115	84.7%
Total Beginning Balance & Revenues	**$ 38,370,900**	**$ 38,504,700**	**$ 33,856,022**	**$ 4,648,678**	87.9%
Expenditures					
City Clerk & Council	$ 441,100	$ 441,100	$ 266,483	$ 174,617	60.4%
Mayor, City Manager & Human Resources	822,100	822,100	544,434	277,666	66.2%
Police & Police Extra Duty	13,774,600	13,774,600	9,186,906	4,587,694	66.7%
Public Services	4,359,300	4,406,850	2,625,491	1,781,359	59.6%
Central Services	1,968,400	1,978,350	1,184,399	793,951	59.9%
Planning & Inspections	1,996,600	2,014,500	1,226,646	787,854	60.9%
Finance, Info Tech & Customer Services	2,423,400	2,423,400	1,513,427	909,973	62.5%
Library & Recreation	1,963,600	1,976,600	1,142,744	833,856	57.8%
Fire Department	688,300	688,300	459,006	229,294	66.7%
Assessor	187,500	187,500	122,061	65,439	65.1%
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	475,788	124,212	79.3%
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	309,614	190,386	61.9%
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	586,289	283,411	67.4%
Debt Service	624,200	624,200	340,951	283,249	54.6%
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	23,813,739	11,790,761	66.9%
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**	**$ 23,813,739**	**$ 14,690,961**	61.8%
Reserve Balances					
Contingency	$ 731,100	$ 731,100	$ 730,312		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 2/28/13 is $413,206.34 as compared to $622,057.09 in February 2012.

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

	Budget	Revised Budget	YTD	Balance	67% 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	3,163,268	1,567,432	66.9%
Wastewater Fees	3,834,600	3,834,600	2,426,927	1,407,673	63.3%
Kent County Treatment Fees	3,090,800	3,090,800	1,993,921	1,096,879	64.5%
Ground Water Adjustment Fees	1,257,600	1,257,600	895,086	362,514	71.2%
Water Tank Leases	313,500	313,500	178,629	134,871	57.0%
Interest Earnings - Water	8,700	8,700	2,616	6,084	30.1%
Interest Earnings - Water/Wastewater	17,100	17,100	5,081	12,019	29.7%
Miscellaneous	77,000	77,000	55,308	21,692	71.8%
Impact Fees - Water	317,000	317,000	318,536	(1,536)	100.5%
Impact Fees - Wastewater	350,000	350,000	146,050	203,950	41.7%
Total Revenues	13,997,000	13,997,000	9,185,422	4,811,578	65.6%
Total Beginning Balance & Revenues	**$ 15,161,600**	**$ 15,195,900**	**$ 12,438,697**	**$ 2,757,203**	81.9%
Expenses					
Water/Wastewater Operating Divisions					
Engineering & Inspection	$ 597,900	$ 601,900	$ 308,252	$ 293,648	51.2%
Water	408,200	415,000	247,103	167,897	59.5%
Water Treatment Plant	1,522,600	1,535,400	917,111	618,289	59.7%
Wastewater	993,000	997,000	484,223	512,777	48.6%
Construction & Inspection	345,700	353,200	216,961	136,239	61.4%
Kent County Treatment Fees	3,600,000	3,600,000	2,019,743	1,580,257	56.1%
Intrafund Services	1,235,400	1,235,400	773,917	461,483	62.6%
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	507,137	756,463	40.1%
Inventory/Fixed Asset Write-offs	5,000	5,000	5,000	-	100.0%
Other Employment Expenses	16,200	15,400	-	15,400	0.0%
Transfers Out					
General Fund	500,000	500,000	500,000	-	100.0%
Uncollectible Reserve	5,000	5,000	5,000	-	100.0%
Water I & E Fund	1,700,000	1,700,000	1,700,000	-	100.0%
Wastewater I & E Fund	1,200,000	1,200,000	1,200,000	-	100.0%
Capital Asset Reserve - Water	70,000	70,000	70,000	-	100.0%
Capital Asset Reserve - Wastewater	22,000	22,000	22,000	-	100.0%
Total Expenses	14,014,400	14,048,700	9,506,247	4,542,453	67.7%
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**	**$ 9,506,247**	**$ 5,689,653**	62.6%
Reserve Balances					
Contingency-Water	$ 103,724	$ 103,724	$ 103,583		
Contingency-Wastewater	$ 189,176	$ 189,176	$ 187,321		
Impact Fee Reserve - Sewer	NO BUDGET	NO BUDGET	$ 3,220,187		
Impact Fee Reserve - Water	NO BUDGET	NO BUDGET	$ 196,050		
Bond Coverage Ratio (Covenant 1.20)	3.73	3.33	4.46		

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

	Budget	Revised Budget	YTD	Balance	67% 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	60,174,186	24,897,214	70.7%
Utility Tax	1,595,200	1,595,200	990,265	604,935	62.1%
Weyandt Hall Rents	225,000	225,000	116,467	108,533	51.8%
Miscellaneous Revenues	979,700	979,700	905,247	74,453	92.4%
Interest Earned	107,800	107,800	83,137	24,663	77.1%
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	88,801	41,999	67.9%
Total Revenues	93,509,900	93,509,900	65,058,103	28,451,797	69.6%
Total Beginning Balance & Revenues	**$ 100,693,900**	**$ 100,711,400**	**$ 77,350,676**	**$ 23,360,724**	76.8%
Expenses					
Power Supply & Generation					
Hedged Energy	$ 39,468,900	$ 39,468,900	$ 26,127,125	$ 13,341,775	66.2%
Power Supply Management/Incentive	996,000	996,000	664,000	332,000	66.7%
Capacity Charges	12,564,800	12,564,800	7,449,157	5,115,643	59.3%
Dover Sun Park Energy	1,414,500	1,414,500	969,330	445,170	68.5%
Solar Renewal Energy Credits	-	351,600	-	351,600	0.0%
PJM Charges - Energy	17,508,300	13,752,300	8,767,763	4,984,537	63.8%
PJM Charges - Transmission & Fees	-	3,756,000	-	3,756,000	0.0%
Total Power Supply	71,952,500	72,304,100	43,977,375	28,326,725	60.8%
Plant Operations	5,914,900	5,914,900	3,534,292	2,380,608	59.8%
Generation Fuels	586,000	586,000	949,661	(363,661)	162.1%
Capacity Credits	(14,318,600)	(14,318,600)	(9,453,308)	(4,865,292)	66.0%
PJM Spot Market Energy	(772,700)	(1,124,300)	-	(1,124,300)	0.0%
PJM Credits	(427,000)	(427,000)	(2,212,483)	1,785,483	518.1%
Total Generation	(9,017,400)	(9,369,000)	(7,181,838)	(2,187,162)	76.7%
Total Power Supply & Plant	62,935,100	62,935,100	36,795,537	26,139,563	58.5%
Electric Operating Divisions:					
Transmission/Distribution	3,223,600	3,233,700	2,197,297	1,036,403	67.9%
Electrical Engineering	1,163,900	1,171,300	667,971	503,329	57.0%
Administration	501,200	501,200	236,745	264,455	47.2%
Meter Reading	212,500	212,500	143,463	69,037	67.5%
Systems Operations	517,600	526,300	354,035	172,265	67.3%
Intrafund Services	3,224,500	3,224,500	2,118,835	1,105,665	65.7%
Utility Tax	1,595,200	1,595,200	990,266	604,934	62.1%
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	17,246	17,754	49.3%
Green Energy Payment to DEMEC	129,000	129,000	89,831	39,169	69.6%
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	53,543	136,457	28.2%
Debt Service	3,323,600	3,323,600	2,251,376	1,072,224	67.7%
Transfers Out:					
General Fund	8,000,000	8,000,000	8,000,000	-	100.0%
Electric Improvement & Extension Fund	3,500,000	3,500,000	3,500,000	-	100.0%
Total Expenses	90,804,800	90,822,300	59,511,845	31,310,455	65.5%
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**	**$ 59,511,845**	**$ 41,199,555**	59.1%
Reserve Balances					
Contingency Reserve	$ 816,200	$ 816,200	$ 810,162		
Insurance Reserve	$ 750,000	$ 750,000	$ 729,375		
Rate Stabilization Reserve	$ 4,947,600	$ 4,947,600	$ 7,646,922		
Bond Coverage Ratio (Covenant 1.25)	2.74	2.87	5.12		
Megawatt Hours Sold & Purchased					
Sales to Customers MWh (excluding Street Light MWh)	709,972	709,972	504,007		71.0%
Sales per MWh	$ 119.824	$ 119.824	$ 119.392		99.6%
Purchased/Generated MWh	750,296	750,297	503,654		67.1%
All In MWh Supply & Generation	83.88	$ 83.880	$ 73.057		87.1%

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

	Budget	Revised Budget	YTD	Balance	67% 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	243,981	(85,981)	154.4%
Interest Earnings	-	-	13,888	(13,888)	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	2,871,269	2,066,131	
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	6,904,913	2,217,087	75.7%
Total Beginning Balance & Revenue	**$ 7,451,300**	**$ 9,267,600**	**$ 6,904,913**	**$ 2,362,687**	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	3,345,303	743,797	81.8%
Recreation	30,000	30,000	-	30,000	0.0%
Police	197,000	197,000	171,304	25,696	87.0%
Streets (1)	1,974,000	2,144,200	24,522	2,119,678	1.1%
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	4,022,152	5,066,348	44.3%
Budget Balance - Projects	81,100	179,100	-	179,100	0.0%
Total Budget Balance & Expenditures	**$ 7,451,300**	**$ 9,267,600**	**$ 4,022,152**	**$ 5,245,448**	43.4%
Reserve Balances					
Capital Asset Replacement Reserve	$ 503,000	$ 503,000	$ 504,770		
Parkland/Recreation	$ 202,600	$ 202,600	$ 201,800		

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

	Budget	Revised Budget	YTD	Balance	67% 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	69,719	(44,719)	278.9%
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	3,821,129	3,653,871	51.1%
Total Beginning Balance & Revenues	**$ 11,560,400**	**$ 13,927,200**	**$ 3,821,129**	**$ 10,106,071**	27.4%
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	363,737	5,398,863	6.3%
Wastewater	3,817,300	5,798,400	1,015,179	4,783,221	17.5%
Water Treatment Plant	24,100	24,100	-	24,100	0.0%
Water Construction	31,000	31,000	35,890	(4,890)	115.8%
Total Expenses	9,379,800	11,983,500	1,419,545	10,563,955	11.8%
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**	**$ 1,419,545**	**$ 12,507,655**	10.2%
Reserve Balances					
Capital Asset Replacement - Water	$ 501,100	$ 501,100	$ 502,913		
Capital Asset Replacement - Wastewater	$ 501,100	$ 501,100	$ 501,762		

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

	Budget	Revised Budget	YTD	Balance	67% of Budget
Beginning Balance - unaudited	$ 2,714,600	$ 3,534,600	$ -	$ 3,534,600	0.0%
Revenues					
Interest Earnings	40,700	40,700	34,166	6,534	83.9%
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	4,089,369	1,331	100.0%
Total Beginning Balance & Revenues	**$ 6,805,300**	**$ 7,625,300**	**$ 4,089,369**	**$ 3,535,931**	53.6%
Expenses					
Power Plant	$ 1,441,300	$ 1,786,600	$ 333,739	$ 1,452,861	18.7%
Transmission/Distribution	596,000	896,000	841,762	54,238	93.9%
Electrical Engineering	1,932,700	1,942,800	622,169	1,320,631	32.0%
Total Expenses	3,970,000	4,625,400	1,797,670	2,827,730	38.9%
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**	**$ 1,797,670**	**$ 5,827,630**	23.6%
Reserve Balances					
Depreciation Reserve	$ 9,864,800	$ 9,864,800	$ 9,806,392		
Future Capacity Reserve	$ 9,362,000	$ 7,362,000	$ 7,317,395		

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

	Budget	Revised Budget	YTD	Balance	67% of Budget
Beginning Balance - unaudited	$ 435,700	$ 435,700	$ -	$ 435,700	0.0%
Revenues					
Grants Revenue	300,000	300,000	9,116	290,884	3.0%
Transfer from General Capital Project Fund	1,606,700	1,606,700	-	1,606,700	0.0%
Interest Earned	500	500	57	443	11.4%
Total Revenues	1,907,200	1,907,200	9,173	1,898,027	0.5%
Total Beginning Balance & Revenues	**$ 2,342,900**	**$ 2,342,900**	**$ 9,173**	**$ 2,333,727**	0.4%
Expenses					
Program Expenses	$ 700,000	$ 700,000	$ 67,295	$ 632,705	9.6%
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	73,494	2,233,206	3.2%
Budget Balance - Working Capital	36,200	36,200	-	36,200	0.0%
Total Budget Balances & Expenses	**$ 2,342,900**	**$ 2,342,900**	**$ 73,494**	**$ 2,269,406**	3.1%

CITY OF DOVER
SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN UNRESERVED FUND
PERIOD ENDED FEBRUARY 28, 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	222,880	1,275	477,875	-	702,030
Recreation revenue	-	-	-	6,319	6,319
Investment income (loss)	96	27	71	4	198
TOTAL REVENUES	$ 345,242	$ 271,346	$ 477,946	$ 39,890	$ 1,134,424
EXPENDITURES:					
Program expenditures	$ 285,896	$ 98,862	$ -	$ 48,191	$ 432,949
Program expenditures - NSP	-	-	206,420	-	206,420
Program expenditures - CDBG	-	-	177,640	-	177,640
TOTAL EXPENDITURES	$ 285,896	$ 98,862	$ 384,060	$ 48,191	$ 817,009
Excess (deficiency) of revenues over expenditures	$ 59,346	$ 172,484	$ 93,886	$ (8,301)	$ 317,415
Other financing sources (uses):					
Operating transfers-out	(68,006)	-	-	-	(68,006)
Excess (deficiency) of revenues and other financing sources over expenditures & other uses	$ (8,660)	$ 172,484	$ 93,886	$ (8,301)	$ 249,409
FUND BALANCE AT BEGINNING OF YEAR	$ 178,432	$ 30,008	$ 16,197	$ 21,620	$ 246,257
FUND BALANCE AT END OF PERIOD	$ 169,772	$ 202,492	$ 110,083	$ 13,319	$ 495,666

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

February 2013

DEPARTMENT OF POLICE

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

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

March 27, 2013

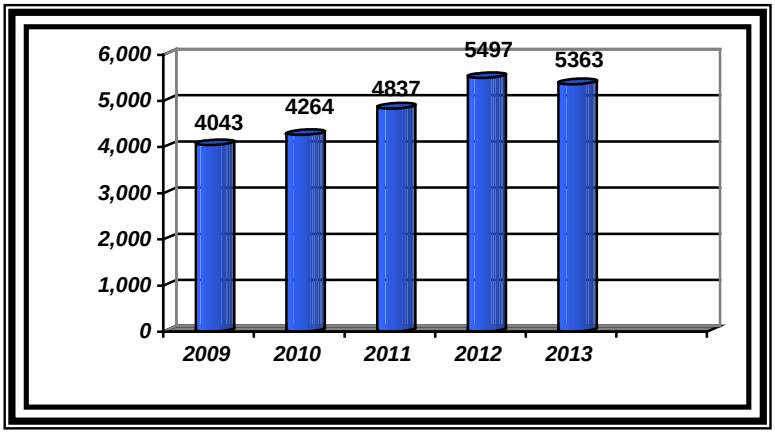
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

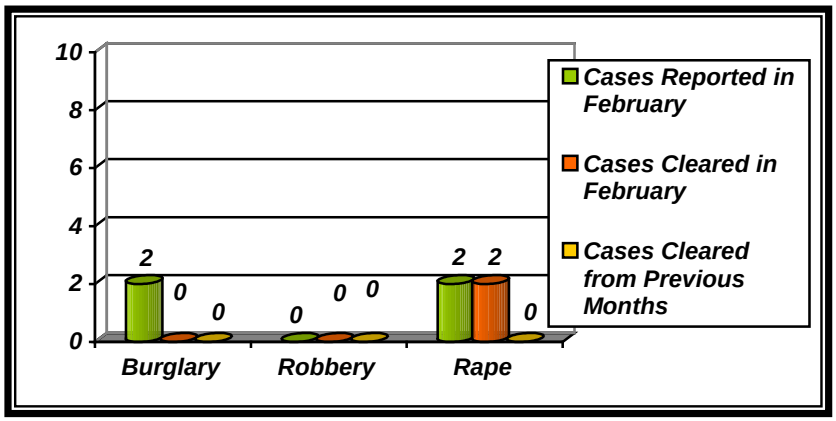
The following is the monthly report for Dover Police Department activities for the month of February 2013:

COMPLAINTS

Total complaints received through February 28th numbered 5,363. This is a decrease of 134 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

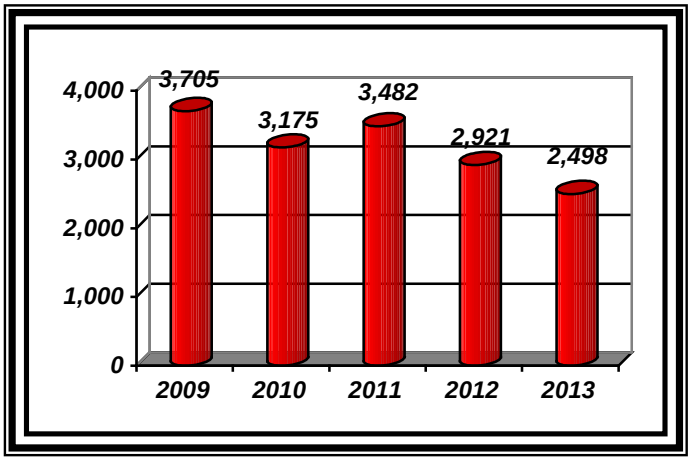


COMMUNITY POLICE SECTION

ENFORCEMENT ACTION	Contacts
ABANDONED VEHICLES	2
ALCOHOL VIOLATIONS/DUI'S	1
ASSIST OTHER	2
WARRANTS ON FILE	0
BIKE ON SIDEWALK	0
CITY PARK VIOLATIONS	0
CRIMINAL ARRESTS	29
DRUG RELATED ARRESTS	1
LOUD MUSIC	2
MISCELLANEOUS VIOLATIONS	14
PARKING VIOLATIONS	12
PEDDLER	0
MEETINGS	84
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	3
WANTED CHECKS/CPC'S	11
TRAFFIC ARRESTS	30
WARNINGS	17
FUGITIVE	2
TOTAL CONTACTS	**210**

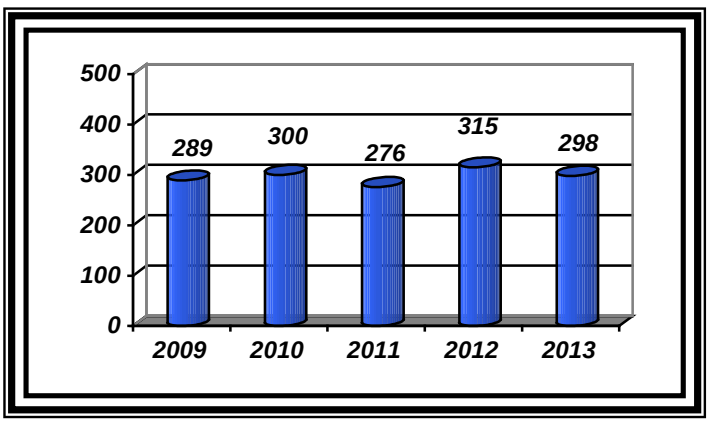
TRAFFIC ARRESTS

The department issued 1,135 traffic citations through this reporting period. This is a decrease of 423 citations over the number issued during the same period last year.

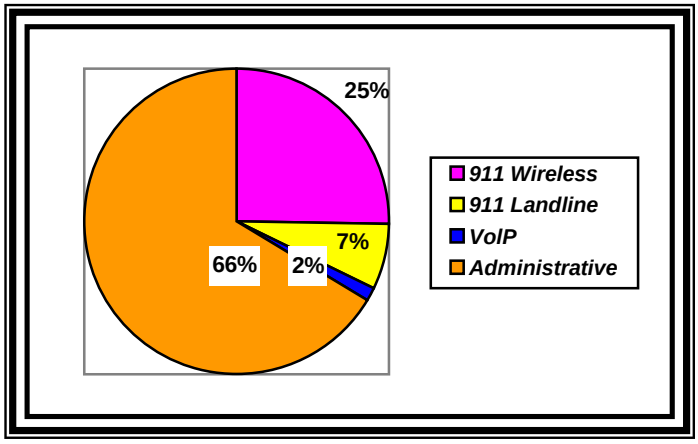


TRAFFIC CRASHES

Through February 28th, Dover Police investigated 158 traffic crashes. This is a decrease of 17 crashes investigated during the same period last year.



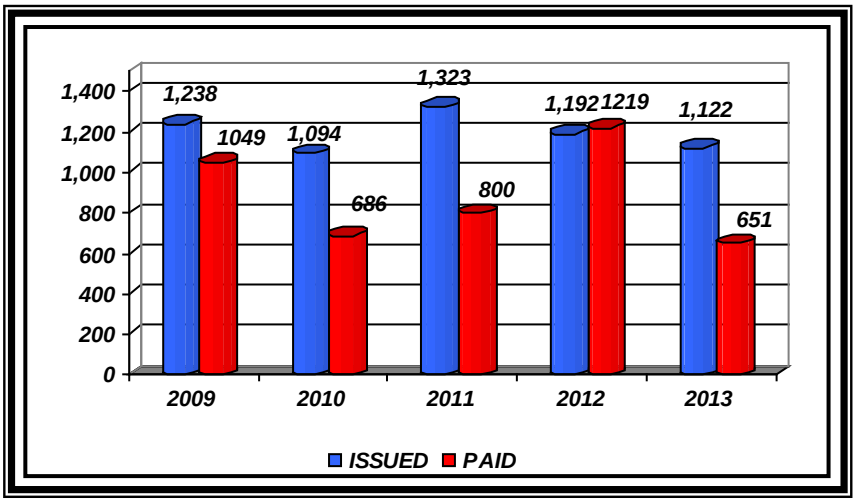
911 CENTER



During the month of February, our 911 Center handled a total of 8,485 calls averaging 304 calls per day. Dispatchers handled 2,141 calls on the 911 wireless lines, an average of 77 calls per day, 587 calls on the 911 landlines, an average of 21 calls per day, and 129 calls on the Voice Over Internet Protocol lines with an average of 5 calls per day.

CITY ORDINANCE SUMMONS

*Through February 28th, we issued 1,122 City ordinance summons, a decrease of 70 summons over the same period last year. *Note: Of those summonses issued in February, 7 DCO's were issued for handicapped parking violations, 18 for fire lane parking violations, 36 for false alarms (25 for 3-5 alarms, 8 for 6-9 alarms, 3 for 10-15 alarms, and 0 for 16 or more alarms) and 10 for noise violations (4 for vehicle violations and 6 for residence violations).*



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

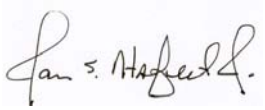
- *The Dover Police Department's Criminal Investigation Unit investigated a murder that took place on Friday February 1, 2013 at approximately 2324 hours. A group of subjects were seated on the front steps of Building 992 Whatcoat Drive (Whatcoat Apartments) in Dover, when a dark colored vehicle entered the complex and drove past them. The vehicle then made a U-turn and stopped in front of Building 992. The suspect within the vehicle opened fire on the group seated on the steps, then fled the area. An 18 year old victim was shot in the head and was transported to Bayhealth- Kent General Hospital where he later died as a result of his injuries. Another 19 year old male victim was shot in the right arm and was treated and released. There was no known motive for the shooting. On February 14, 2013, Dover Police detectives made an arrest in this case. The Defendant was charged with Murder in the First Degree and other related offenses, after investigation revealed that he was the shooter in the homicide of 18 year old victim. The Defendant was also charged for shooting the second victim during the same incident.*

- *Between February 25th and 26th 2013, an unknown suspect entered three buildings on Cassidy Dr. in Dover and once inside removed office furniture, building supplies, tools, and a grandfather clock.*

- *On February 26, 2013 at approximately 0430 hours, the Dover Police investigated a stabbing complaint that occurred at Kent Apartments, 30 S. New St., Dover. The Defendant violated an active No-Contact Order when he entered the 2nd floor apartment, grabbed a kitchen knife, and stabbed the 34 year old male victim in the chest causing serious injury. The Defendant fled from the residence but was later apprehended by Dover PD. The victim is in stable condition at BayHealth Medical.*

- *On Saturday, March 2, 2013 from 1-4 p.m. the Dover Police Department hosted a "How to Succeed Seminar". The seminar was designed for those who are currently in the hiring process and for those who may be considering a career in law enforcement. The seminar outlined the hiring process from the submitting of the initial application to being selected for the police academy.*

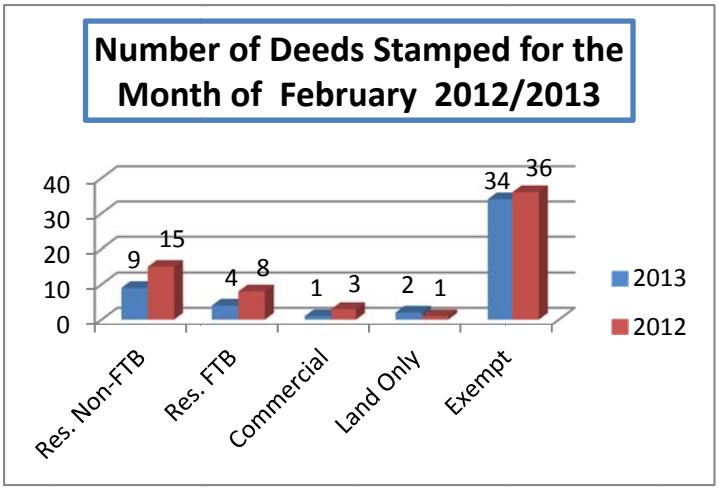
Respectfully Submitted,

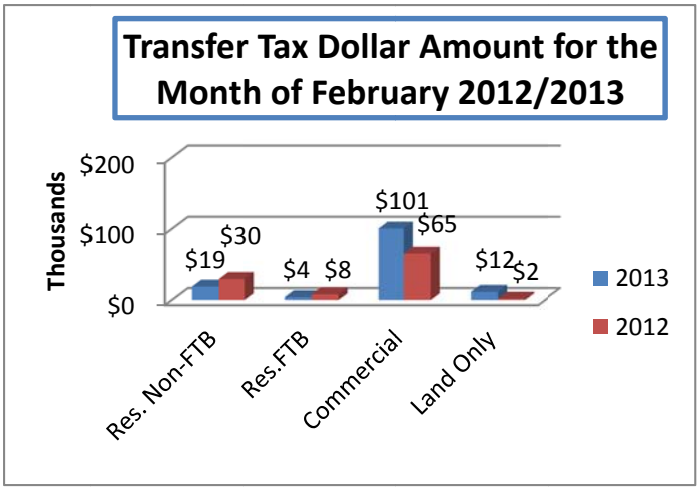


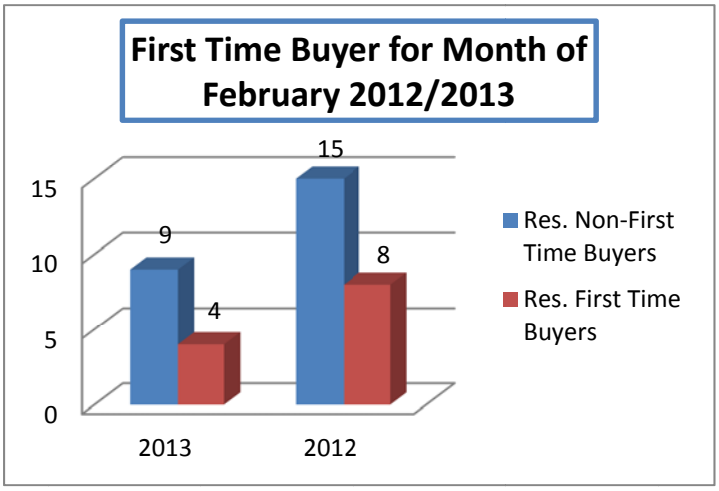
James E. Hosfelt, Jr.
Chief of Police

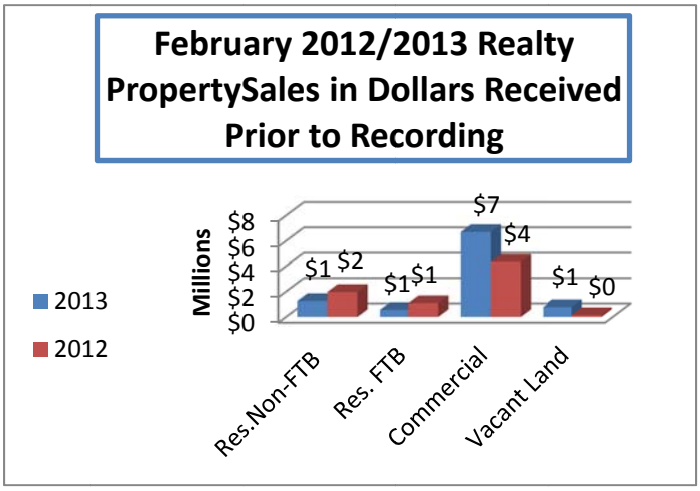
Monthly Report
February 2013

Office of City Assessor









Major Updates

	December - 12	January - 13	February - 13
Assessment Change	**-$1,011,900**	**$2,141,400**	**$2,413,000**

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
12	**$2,053,800**	**$1,917,326**	**1.07**	**1.00**

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.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-057.17-02-40.00	16F	R10	207 GRINDING WHEEL DR	1	8	1994	2	1440	C+	AV	148,600	21-FEB-13	149,000	
ED05-067.09-01-77.00	3A	R10	399 TROON RD	1	5	1978	2	2173	B-	GD	232,100	15-FEB-13	184,000	
ED05-067.11-01-61.00	11	R10	902 SCHOOLHOUSE LN	1	5	1968	2	1939	C	GD	172,200	22-FEB-13	155,000	
ED05-067.19-04-25.00	26	R10	63 EIGER CT		14	2013	1	1791	B-	AV	214,400	01-FEB-13	205,926	
ED05-068.10-04-63.00	16L	R10	11 ANCHOR LN	1	5	2002	2	1540	C+	AV	159,900	28-FEB-13	171,500	
ED05-068.14-02-28.00	13	R10	317 MACARTHUR DR	1	5	1965	2	1524	C+	AV	148,200	26-FEB-13	150,000	
ED05-068.15-05-35.00	25A	R10	120 REVOLUTIONARY BLVD		1	2012	2	1384	B+	AV	192,100	07-FEB-13	165,000	
ED05-076.07-01-13.00	17B	R10	103 JEFFERSON TER	1	13	1975	2	1314	C+	AV	113,600	26-FEB-13	102,000	
ED05-076.11-01-32.00	2	R10	125 BERTRAND RD	1	16	1966	1	1981	C+	AV	147,700	22-FEB-13	125,000	
ED05-077.06-01-17.00	8	R10	30 BAYARD AVE	1	3	1951	1.5	2263	C+	AV	220,500	14-FEB-13	219,000	
ED05-085.08-03-43.00	12	R10	219 WINTERBERRY DR	1	16	1966	1	1892	C+	AV	157,800	01-FEB-13	161,000	
LC05-068.10-01-56.00	16L	R10	346 WEST WIND DR	1	13	2000	2	1364	C+	AV	146,700	22-FEB-13	129,900	

CITY MANAGER'S MONTHLY REPORT



FEBRUARY 2013

Monthly Highlights

Customer Services

- As of February 28, 2013, we processed 1,951 payments for the month.
- City of Dover property taxes were due July 31, 2012. As of January 31, 2013, the delinquent property taxes total $415,075.77 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

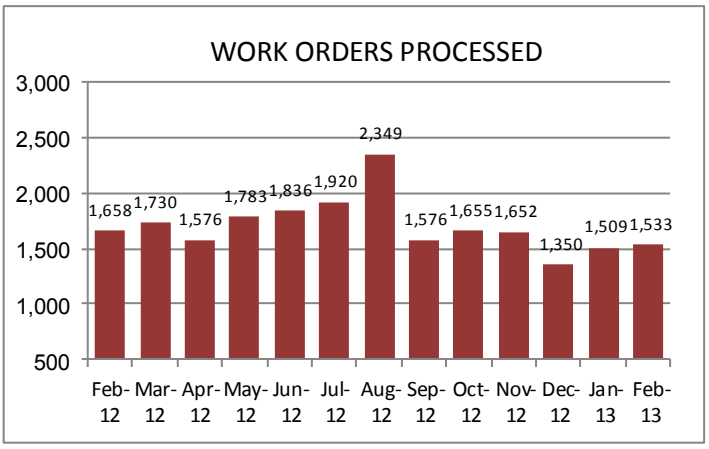
Library

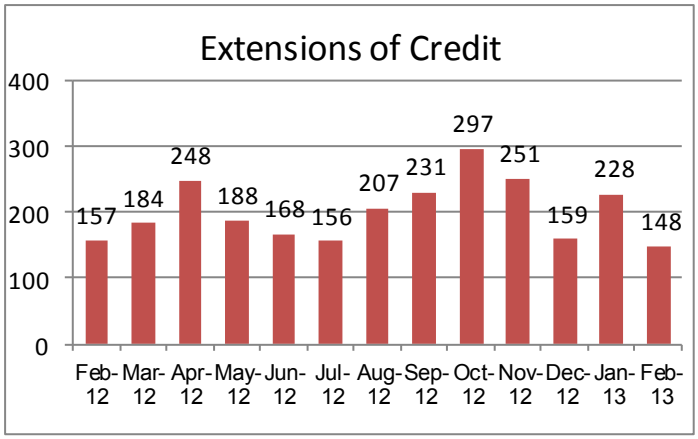
- 646 attended 36 programs for adults.
- 100 attended 13 programs for teens.
- 1,067 attended 47 programs for children.
- 495 attended 31 programs/classes coordinated through the Job Center.

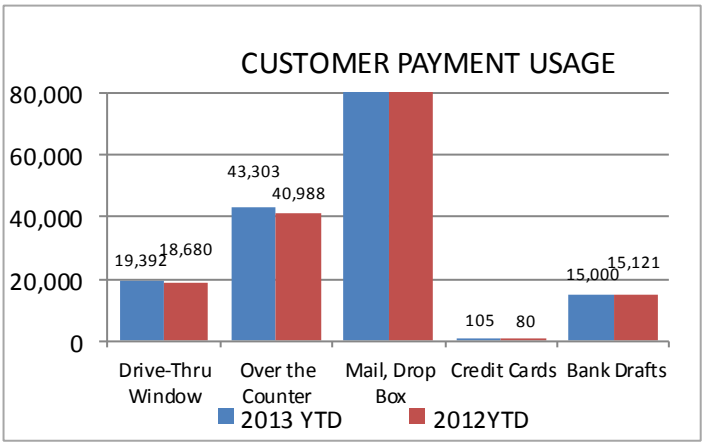
Public Works

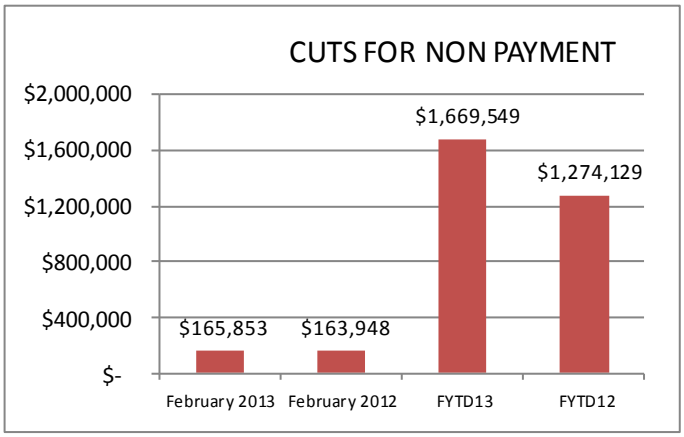
- Working on CIP and additional funding for future street program and other projects.

CUSTOMER SERVICES









Major Program Updates	Feb 2013	Feb 2012	Difference	FY 2013 Year-to-Date	FY 2012 Year-to-Date
Number of Customers Served	20,705	20,526	179	188,400	188,281
Final Bills	540	632	(92)	4,922	5,319
Estimated Bills	170	147	23	1,260	1,242
Penalties Posted	$ 17,353	$ 15,173	2,180	$ 156,459	$ 149,208
Extensions of Credit - Amount Extended	$ 57,217	$ 62,781	(5,564)	$ 659,335	$ 1,366,833
Balance Transfers	$ 5,006	$ 381	4,625	$ 22,374	$ 12,124
Utility Collections	$ 22,544	$ 19,253	3,291	$ 182,029	$ 226,571
Special Assessments	$ -	$ 110	(110)	$ 659	$ 220
Miscellaneous Billings	$ 131,325	$ 94,822	36,502	$ 1,000,008	$ 1,123,085
CNP through Disconnect Collars	$ 34	$ 28	6	254	121
Court Cases	-	-	-	-	-
Tamperings	-	6	(6)	18	39
Taxes Levied (includes carry forward)	$ 10,901,726	$ 694,787	10,206,939	$ 65,410,357	$ 6,253,554
Billing Adjustments	$ 10,837	$ 3,906	6,931	$ 44,086	$ 24,076
Total Taxes Collected	$ 10,298,001	$ 61,750	10,236,251	$ -	$ 10,287,040
Taxes Outstanding	$ 415,076	$ 629,131	(214,055)	$ -	$ 629,131
Payments in Lieu	$ 10,000	$ -	10,000	$ 48,450	$ -
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	Feb 12	Mar 12	Apr 12	May 12	June 12	July 2012**	Aug 2012	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Total
Caucasian*	294*	291	289	290	285	286	282	286	285	283	287	288	289	N/A
Minorities*	59*	57	56	57	58	59	58	58	58	57	57	56	56	N/A
Hired	2	0	0	2	6	0	1	5	0	1	6	3	4	30
Terminated/Resigned/ Retired/Other	3	5	3	2	5	0	5	1	0	4	2	3	3	35
Transferred/Promoted	0	0	0	1	1	0	0	0	2	2	1	1	4	12
Jobs Posted	0	3	4	2	2	0	4	1	2	4	0	4	1	27
Workers Comp. Injuries	3	6	2	2	1	4	2	2	5	0	4	3	1	35
Workers Comp. Hours	222	55	195	112	139	164	192	160	66	138	341	363	315	2462
Insurance Claims	2	4	3	6	2	3	1	3	3	4	2	5	2	39

Full-time Employees: 330 Part-time Employees: 15 (3 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: Inspector I in Fire Marshall to Inspector II in Fire Marshall's Office; MEO I Streets to MEO II Sanitation; Lineman 2nd[st] Class to Lineman 1[nd] Class (2)

Hired: Library Assistant, MEO I Sanitation, Police Officer, Police Clerk I

Positions Posted: Librarian I

Retired: Public Works Operations Manager, Line Crew Superintendent, Police Officer

Recruitment Information (Job posting closed in February)

Position	Total	Female	Male	Black	White	Hispanic	Asian/Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Account Clerk II	174	143	20	44	103	6	4	6	11	42	132
Account Clerk III	76	61	11	19	40	4	6	3	4	24	52

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Feb 12	Mar 12	Apr 12	May 12	June 12	July 12	Aug 12	Sept 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13
Electric	5	5	5	3	3	1	2	2	3	3	3	4	4
Public Works	11	13	13	15	16	9	12	13	12	12	14	11	13
Police	1	2	3	2	4	3	4	5	5	5	4	1	1
All Other Departments	12	13	15	14	15	8	9	6	6	7	7	5.5	6.5
Totals	**29**	**33**	**36**	**34**	**38**	**21**	**27**	**26**	**26**	**27**	**26**	**21.5**	**24.5**

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

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

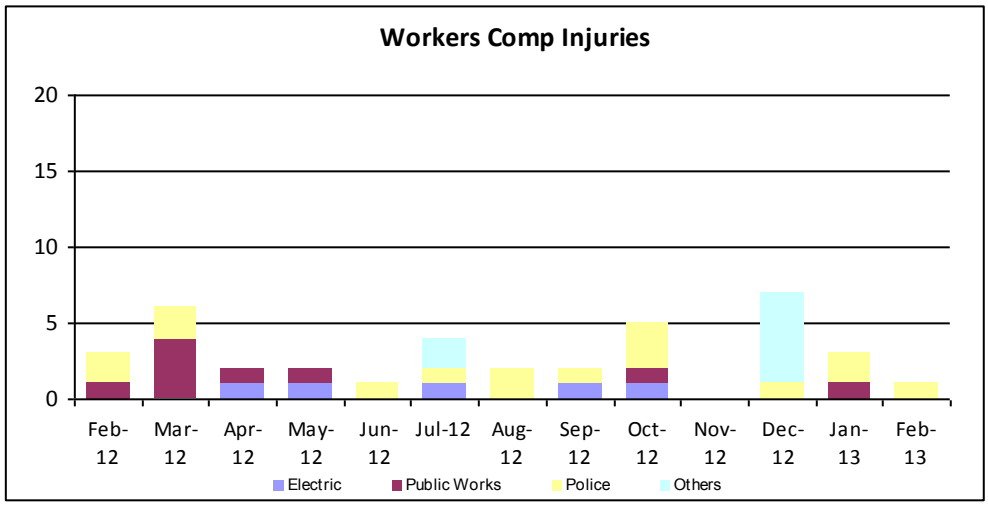
Electric: Electric Director, Electrical Engineer, Senior Lineman, Line Crew Superintendent

Public Works: (2) Utility Maintenance Mechanic I/ Wastewater, Vehicle Maintenance -Mechanic I, Operations -Construction Manager, Buildings Craftsperson I & II, Custodian, Water/Wastewater Manager, (2) Motor Equipment Operator I/Streets, Motor Equipment Operator I (water), Motor Equipment Operator I (grounds), Public Works Operation Manager

Police: Records Unit Supervisor

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

HUMAN RESOURCES
continued



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

Turnover Statistics

	2010	2011	2012*	2013 (CYD)
Total Turnover %	5.57	6.75	11.00	1.74
Termination Turnover %	0.27	1.08	0.29	0.29
Resignation Turnover %	2.12	4.05	5.21	0.29
Retirement Turnover %	3.18	1.62	5.50	1.16

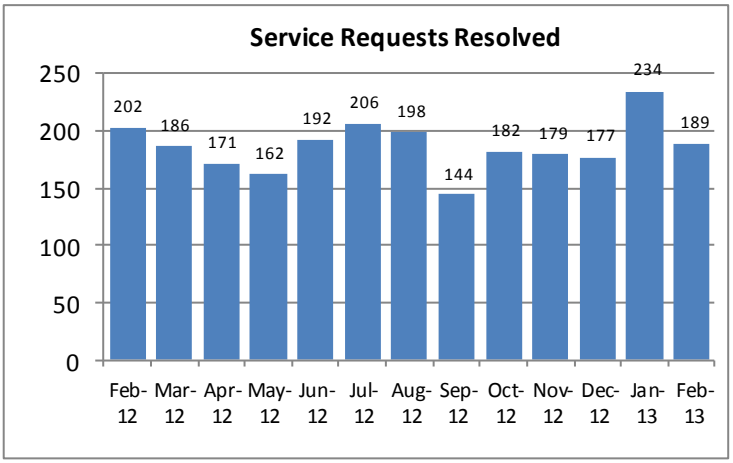
* Healthcare cost sharing implemented

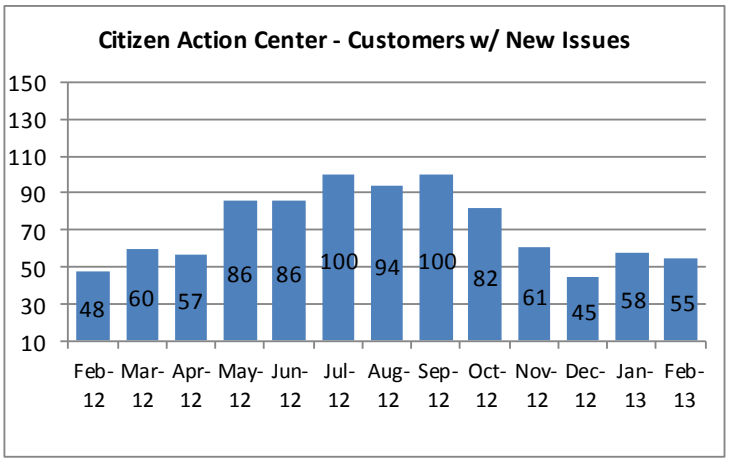
Average Employees

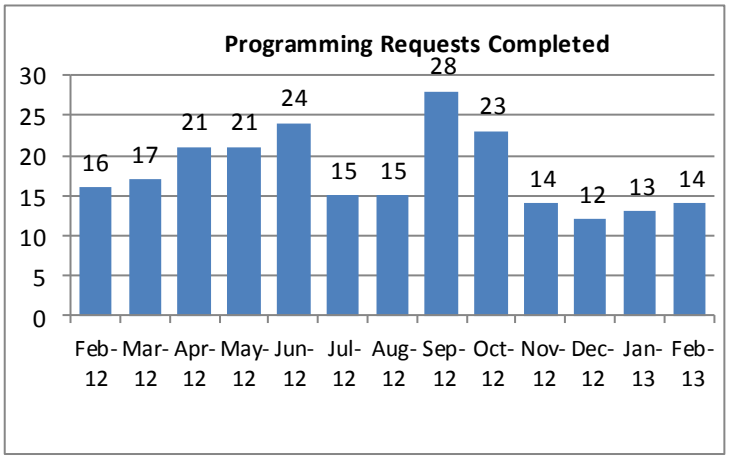
	2010	2011	2012*	2013(YTD)
Total Number of Employees Separating from Service	21	25	38	6
Average Number of Full-time Employees	362	356	333	330
Average Number of Part-time Employees	16	15	12	15

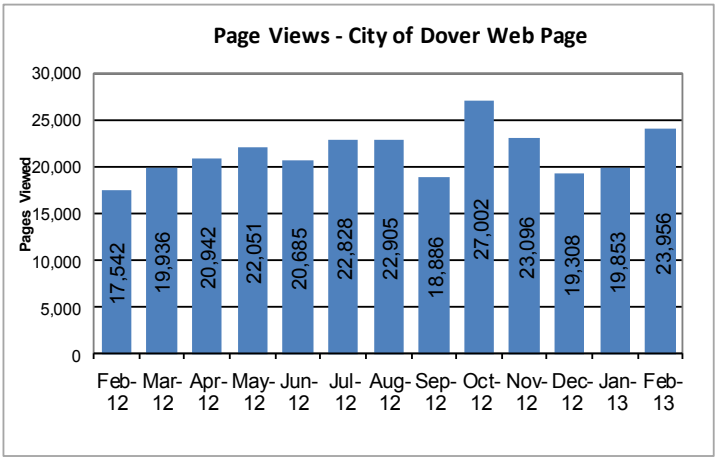
* Healthcare cost sharing implemented

INFORMATION TECHNOLOGY





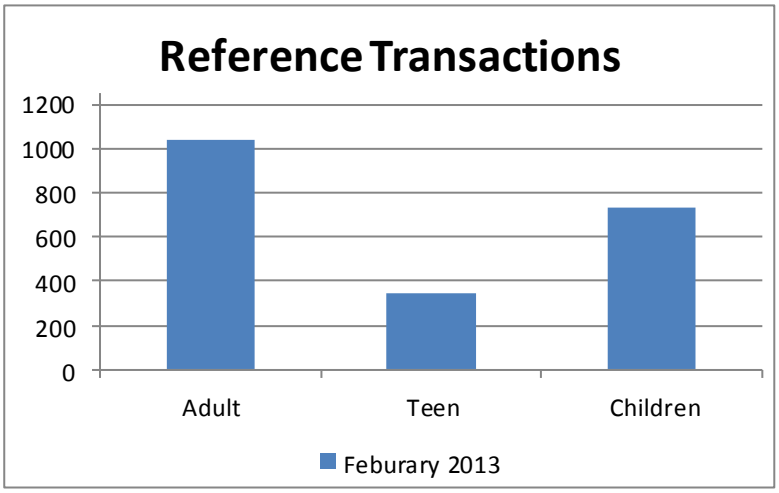




Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	351	358	343
Scheduled PCs Replaced	-	-	-
Servers Supported	14	14	16
People Trained	12	4	16

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

LIBRARY



Adults – 1036 Teens – 342 Children – 730

Circulation	Feb 13		FYTD 13		Feb 12		FYTD 12
Dover residents	19,962		147,980		15,010		129,739
Ebooks	1,065		7,258		722		1,734
Kent residents*	14,810		128,441		13,597		114,065
Non-county residents	2,189		16,405		2,214		14,376
Registrations							
Dover residents	361		2,912		185		1,550
Kent residents*	169		940		78		632
Non-county residents	14		91		9		78
Other							
Visiting Patrons	28,784		213,290		26,737		244,109
Meeting Room Usage	1,138		6,800		60		500
Photocopier Usage	1,432		10,083		1,777		10,958
Dial-A-Story	N/A		1,911		468		7,096
Computer Usage	4,346		30,563		3,720		32,698
Holds (Total)	6,263		44,759		6,515		55,606

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 183	Harrington: 2
Milford: 144	Milford: 2
Smyrna: 1,302	Smyrna: 24
Outside City Limits: 13,181	Outside City Limits: 141

Total Registered Users: (Card Holders)

City: 20,159 Kent County: 13,201 Outside Kent County: 968

Other Points of Interest:

Inter/Interlibrary***: 75 items loaned out
47 items borrowed

Technical services: 1,931 items added
288 items deleted

Volunteers: 100.5 hours of service completed

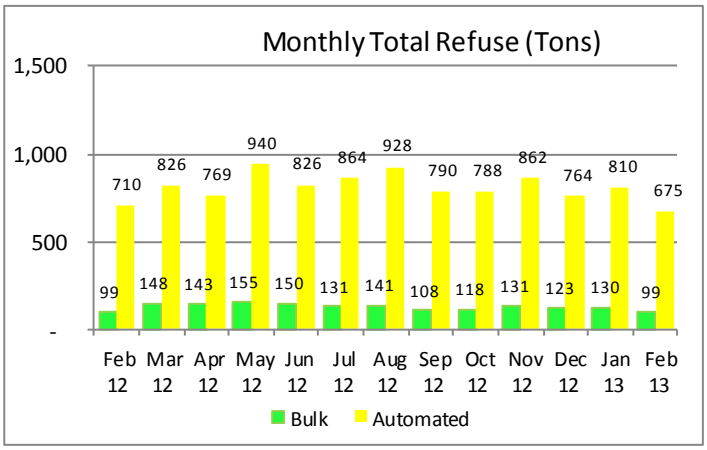
PUBLIC WORKS

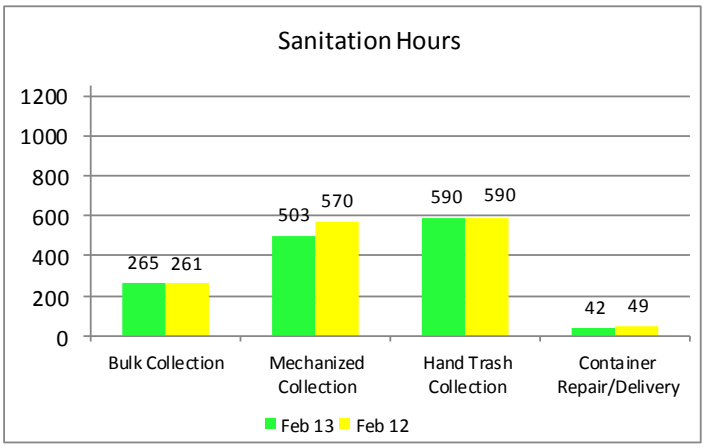
Administration

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





	FEBRUARY 13	FYTD 13	FEBRUARY 12	FYTD 12
Trips to DSWA Sandtown Landfill	161	1,367	170	1,435
Total Tonnage to DSWA	773.67	7,452.25	808.76	8,025.80
90-Gallon Containers Delivered	19	203	17	153
300-Gallon Containers Delivered	1	24	6	29
Total Man Hours-containers Delivered	42	337	49.0	182

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/LBS.	AVE. LBS.
January 2013	17,384	8,692	218,740	12.58

PUBLIC WORKS
continued

Streets	FEBRUARY 13	FYTD 13	FEBRUARY 12	FYTD 12
Signed Installed	9	188	74	215
Signs Repaired	12	76	14	137
Curbs Painted Yellow (feet)	0	5,527	0	942
New Post Installed	0	29	3	49
Storm Catch Basins Repaired	0	1	16	43
Storm Catch Basin Repairing (Hrs.)	0	1	96	107
Storm Catch Basins Cleaned	35	1,799	126	1,961
Storm Catch Basins Cleaning (Hrs.)	72	698	196	893
Hot Mix Patching (Tons)	0	236	0	63
Hot Mix Patching (Hrs.)	0	283	0	420
Cold Mix Patching Hrs.)	114	459	170	431
Concrete Work (Hrs)	0	435	6	550
Concrete Patching (Cubic Yards)	0	4	0	1
Street and Alley Maintenance (Hrs)	152	1,336	160	1,344
Ditch Work (Hrs).	0	102	6	70
Street Sweeping (Miles)	1,253	6,148	1,350	6,905
Street Sweeping (Cubic Yards)	230	1,532	229	1,581

Grounds

Arborist Crew	FEBRUARY 2013	FEBRUARY 2012
Trees Trimmed	41	118
Trees Removed	11	14
Stumps Removed*	25	2

*Grounds have been concentrating on removing stumps between the curb and sidewalks to make room to plant replacement street trees.

- Trimmed all large Pin Oaks along Eat Loockerman Street.
- Trimmed back growth along the sidewalk in Woodcrest to Dover High School.

Beautification Crew

- Tiffany gave a power point presentation on the Beautification Program to the Garden Club members of the Century Club.
- A termite infestation was discovered in the greenhouse and Grounds had to remove the potting table and a few benches. A new potting table as purchased.
- The horticulture order came in and was stored.
- Began planting annual and perennial seeds in flats on the propagation matts.

Mowing Crew

- Spruce up of landscape at J.P. Court including trimming all shrubs, weeding, edging and mulching. Cut tall weeds in the retention pond in back.
- Applied Snapshot pre-emergent herbicide to all mulched areas.
- Pulled the extension cords for Christmas lights on Loockerman Street.
- Removed English Ivy at the following locations:
  - Large Holly and a couple deciduous trees at Myers Park.
  - Weyandt Hall/old Library site.
- Put down 4 tons of chocolate rock at the islands on The Plaza where handicap ramps were installed.

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

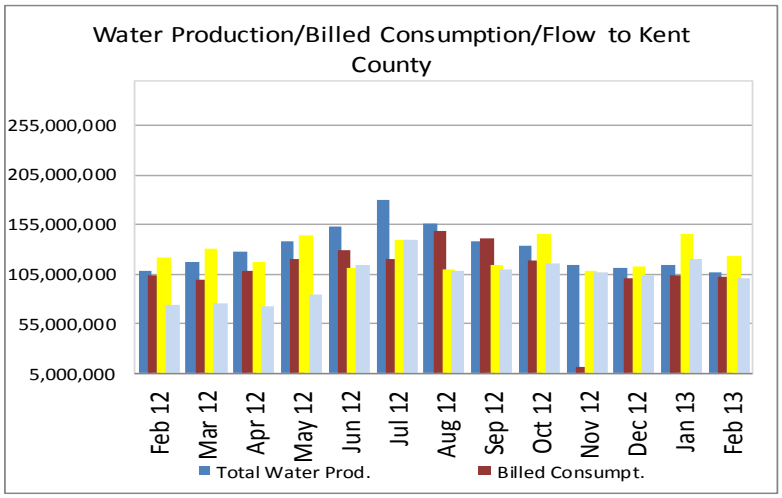
Fleet Maintenance
Work Orders: 64

Major Program Updates

Measure	FEBRUARY 2013	FEBRUARY 2012	DIFFERENCE
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	*21 out of 26 80.77% 5 Unscheduled PM's 4 No room in shop For PM, due to breakdowns etc. 1 Moved to March PM Schedule 4 Working with Supervisors to get to Shop for more work than PM	18 out of 26 69.23%	+ 11.54 %
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	21 out of 23 91.30%	37 out of 41 90.24%	+1.06%
Emergency work orders completed within 2 days *(Quantity and Percentage)*	3 out of 3 100%	5 out of 5 100 %	0 %

PUBLIC WORKS continued

Water/Wastewater



ENGINEERING SUMMARY

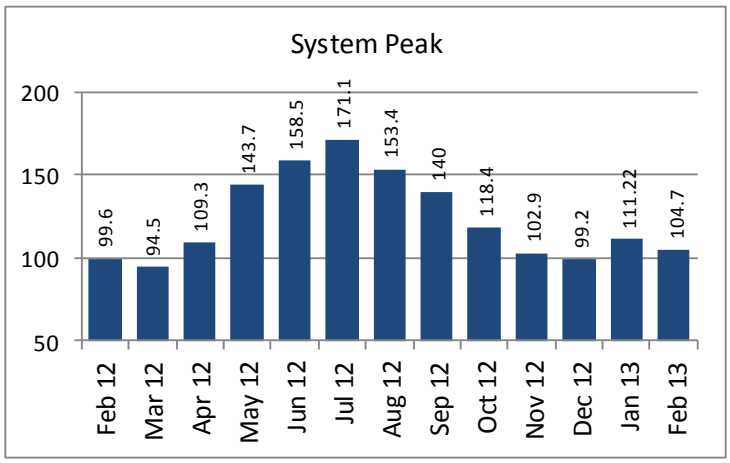
Major Program Updates	FEBRUARY 2013	FEBRUARY 2012	DIFF	FY13 YTD	FY12
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	8	7	+1	49	72
Plan Review Completed Within 30 days of Submission	13 plan 100%	10 plan 100%	+35	62	547
Field Inspection Response within 48 hours of Request	14	34	-20	200	220

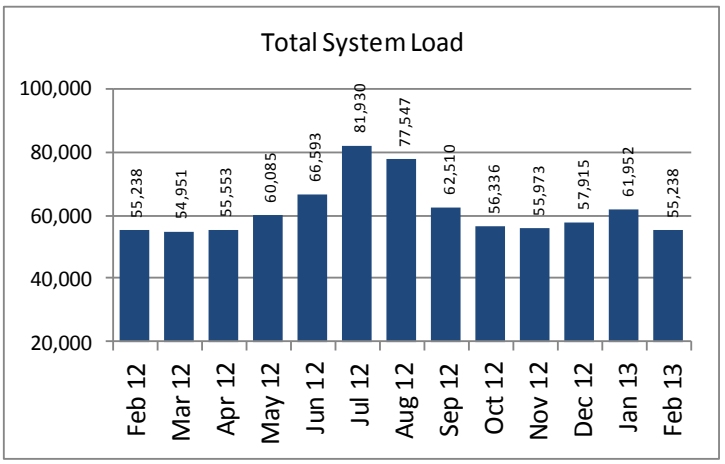
OPERATIONAL SUMMARY

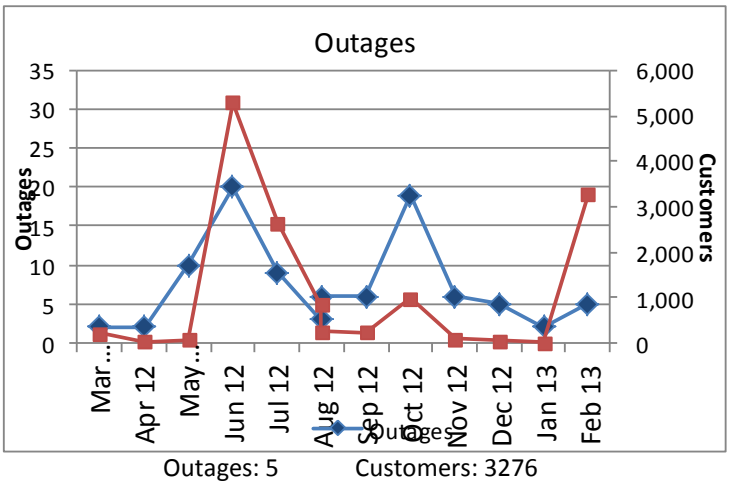
Task	FEBRUARY 2013	FEBRUARY 2012	CURRENT FY
Water Production - Daily Average	3,802,500	3,747,960	1,052,567,000
Average Field Response Time (goal is <30 minutes)	23.8	17.66	21.93
Water Mains Repaired	3	1	24
Water Service Lines Repaired	1	2	14
Wastewater Mains Repaired	1	0	4
Wastewater Service Lines Repaired	1	0	4
Sewer Lines Flushed - linear feet	86,190	101,553	555,304
Sewer Mains Videoed -linear feet	17,236	5,915	49,909
Total Fire Hydrants in Service	1,802	1,783	1,802
Total Water Meters in City Distribution System	14,090	14,004	14,090

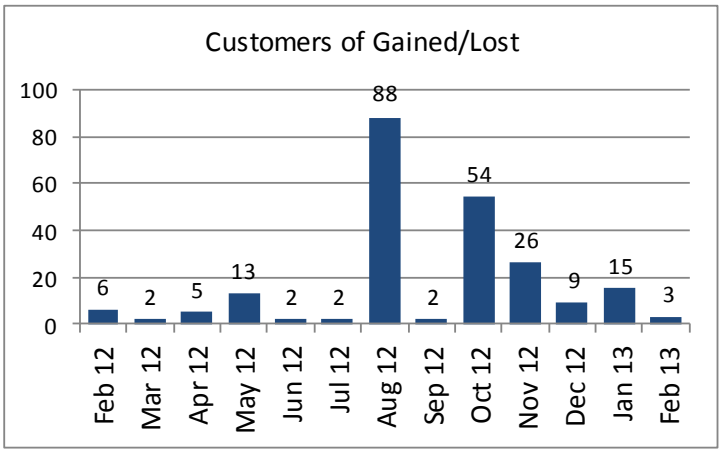
PUBLIC UTILITIES

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
50.45	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**
4	25	21.6 Minutes	26.95 Minutes

PROGRAM UPDATES	FEB 13	FEB 12	FY13 YTD
Tree Trimming	130	96	1719
Number of Oil Releases	0	0	0
Lost Time Accidents – All Electric Utility Divisions	0	0	2
New Services	3	6	184
Major Goals Completed in the Past Two Months			
Extended Fiber infrastructure to Blue Hen Corporate Center			

City Planner's Monthly Report

Planning, Inspections & Recreation

February 2013



Planning, Inspections & Recreation Highlights

- **Pitts Goes Red** - A Women's Healthy Heart Awareness event raised $240 and hosted approximately 100 visitors to the Pitts Center on Saturday, February 2.
- **Vacant Buildings—**During the month of February staff registered 33 additional structures as vacant buildings for a total of 371 active registrations, and the City also collected $8,500.00 in Vacant Building Registration Fees.
- **Construction Permits**—Completed Projects: Governor's Avenue Animal Hospital, Bayard Pharmacy at 202 West Loockerman Street, and renovations to Bayhealth Dialysis Unit within hospital.
- **Workshop to Discuss the Historic District Commission and Historic District—**The Planning Office coordinated a Public Workshop to discuss the role and scope of the Historic District Commission and Historic District as per the request of the Legislative Finance and Administration Committee of City Council. The Workshop on February 26, 2013 held in two sessions consisted of a presentation followed by facilitated discussion led by consultant Andrea K. The Workshop was attended by 40 people including members of the Commission, City officials, and staff. Planning Staff will sort the information received during the discussion, conduct additional public outreach in a survey format, and identify any potential changes.

Personnel and Training Updates

On February 22, 2013 Maretta Purnell and Fred Tolbert (Planning Commissioner) attended the Delaware Planning Education Program: Planning 102 Workshop held at the University of Delaware Paradee Center in Dover, Delaware.

On February 27th and 28th, 2013 Ann Marie Townshend and Sherwanda Rachal-Speaks attended the Delaware Parks & Recreation Society annual meeting and conference.

Planning, Inspections & Recreation Revenue

Revenue Stream	FY '13 Budget	FY '13 Actual (YTD)	
Business License	$1,455,000	$ 1,444,923	99%
Trailer License	$23,000	$ 21,511	94%
Building Permits	$400,000	$ 192,380	48%
Cert. of Occupancy	$9,000	$ 4,690	52%
Public Occupancy	$9,000	$ 8,784	98%
Lodging House	$12,000	$ 14,693	122%
Plumbing/Heating/Air	$70,000	$ 50,210	72%
Sprinkler	$25,000	$ 15,520	62%
Rental Inspection Fee	$325,000	$ 302,290	93%
Miscellaneous	$25,000	$ 12,277	49%
Fire Protection Fees	$30,300	$ 23,095	76%
Vacant Building Reg.	$15,000	$ 41,000	273%
Total P&I Revenue	**$2,398,300**	**$ 2,131,374**	89%
Recreation	$130,000	$74,437	57%

Looking Forward….

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

- Softball Leagues Registration opens and Spring Break Camps offered!
- Open Gym fees will be implemented in on April 1st.
- The Green—part of First State National Monument proclamation.

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 February 2013, Planning Staff was involved with review of 47 Permits and 9 Certificates of Occupancy permits (2013 Year to Date total of 108 Permits and COs compared to 128 year-to-date in 2012). Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits.

The Green – Proposal as a National Monument



On February 1, 2013 the Planning Office working with the Department of Public Works completed the Baseline Documentation Report as associated with the Preservation Easement for The Green as a National Monument. The Baseline Documentation records the existing conditions of the property including a summary of features and site elements, tree locations and summary, and a photograph series of The Green.

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 were considered by the Planning Commission on February 19, 2013 and received a favorable recommendation for approval. The text

amendments update the provisions of the AEOZ found in *Zoning Ordinance,* Article 3 Section 22. The Comprehensive Rezoning: AEOZ Zoning (Zoning Map amendment) proposes rezoning of 685 properties by changing the boundary of the Noise Zones of the AEOZ. The final hearings by City Council on the test amendments and Zoning Map amendment are scheduled for March.
(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, 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 to gather information on the walking student population, sidewalk availability, etc.

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 on Lot 7 of the Garrison Oak Technical Park. The project is progressing towards completion of the Final Site Plan documents as technical review by the

BOARD AND COMMISSION ACTIVITY

Board of Adjustment

The Board of Adjustment did not meet in February. The next regular scheduled meeting of the Board of Adjustment is scheduled for March 20, 2013.

Historic District Commission

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

HI-12-06 Demolition of Building at 509 South State Street – Approved the Architectural Review Certification for Demolition of the residential dwelling at 509 South State Street subject to conditions. Conditions include documentation of the building, requirements associated with demolition activities and site stabilization, and implementation of street trees as landscaping for vacant lot.

HI-13-01 Lands of Boyles at 527-529 South State Street - Recommended Approval of the Architectural Review Certification for construction of a parking lot in the rear yard of the property subject to a series of conditions as outlined in the Architectural Review Report (page four (4), paragraphs #2-10 of the Staff Comments and Recommendations).

Planning Commission

The Planning Commission met on February 19, 2013 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for March 18, 2013.

- **SB-13-02 Lands of Conard at 633 Long Point Road—**Approval of Minor Subdivision Plan for application SB-13-02 Lands of Conard at 633 Long Point Road to create three (3) parcels of land and approval of the waiver request for the elimination of the sidewalk.
- **C-13-01 Daycare Center at 1344 Forrest Avenue**—Conditional approval of application C-13-01 Daycare Center at 1344 Forrest Avenue allowing establishment of a large family daycare facility (up to 12 children) and with full compliance of all DAC comments and Staff comments.
- **US-13-01 Greentree Shopping Center at 25-140 Greentree Drive** – Conditional Approval of a Unified Comprehensive Signage Plan application for Greentree Shopping Center along with the DAC comments and Staff recommendations.
- **MI-12-24 Comprehensive Rezoning and Text Amendment: AEOZ (Airport Environs Overlay Zone)**
  - Recommendation of approval to City Council on the proposed amendments to the *Zoning Ordinance* pertaining to the updating of the Airport Environs Overlay Zone (AEOZ) by amending Appendix B, Article 3 Section 22, including the Land Use Compatibility Table. Ordinance #2013-01
  - Recommendation of approval to City Council on the proposed rezoning of the 685 properties in the eastern portion of the City, by changing the boundaries of the Airport Environs Overlay Zone (AEOZ) in accordance with the *2010 Air Installation Compatible Use Zone (AICUZ) Study*, published by the Dover Air Force Base. These proposed changes involve revisions to the noise contour boundaries, known as the Noise Zones A-D of the AEOZ zoning classification, Ordinance # 2013-02. The Planning Commission found that the proposed changes are consistent with the principles embodied in the *Zoning Ordinance* and the City of Dover's *Comprehensive Plan* and the other criteria specified in the *Zoning Ordinance*.

Dangerous Building/Demolition Status

The following buildings were declared dangerous by City Council:

- *488 North East Avenue* – The home, garage and shed were demolished.
- *39 Primrose Drive* – The home was demolished.
- *126 N. Ann Avenue* – Permits were issued for renovations to the property.
- *209 N New Street* – The owner of the property made contact with staff and has started minor repairs to the structure.
- *628 N West Street* – Progress has been made by the owner in removing clutter, trash and debris from the interior of the property. Exterior improvements are continuing and the owner has paid all liens associated with the property to the City. Electric and Water services have been activated.
- *312/314 West Division Street* – Owner has requested to demolish the structure themselves and have been in contact with Compliance Environmental to begin an asbestos survey.
- *316 & 320 West Division Street* – Progress has been made to repair the properties. Staff will continue to monitor the condition of the properties.
- *416 West Division Street* — Council approved the demolition of the structure and gave the owners until March 25, 2013 to demolish the structure or make repairs.

Code Enforcement Activity

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid rental permit	7	13	86	85
No valid building permit	5	12	100	83
Tall grass and weeds	1	1	100%	100%
Unregistered vehicle	7	12	100	92
Abandoned vehicle	20	41	100	98
Annual Housing Inspection	50	90	96	94
Property Maintenance – Exterior	63	130	83	78
Electric Termination	16	19	94	79
Dover Code of Ordinances	41	98	85	86
Zoning	7	17	71	76
Total Cases	**217**	**434**		
Total # of Inspections				
For Month	**301**			

Fire Marshal's Office, Building Inspections & Licensing Summary

LIFE SAFETY				
Inspections	**FEB13**	**FYTD 13**	**FEB 12**	**FYTD 12**
Fire Protection Inspections (New & Existing)	25	178	15	384
Fire Code Inspections	34	100	20	313
Inspection Deficiencies	3	78	5	372
Certificate of Occupancy	3	40	5	23
Accidental	$105,000	$6450.00	$80,000.00	$227,110.00
Incendiary	$0	$1100.00	$0	$262,000.00
Undetermined	$90,000	$0	$0	$20,000.00
PERMITTING AND LICENSING				
Permits Issued	**FEB 12**	**FYTD 13**	**JAN 12**	**FYTD 12**
Administrative Permit	1	18	1	14
Building Addition/Renovation Permits	17	193	23	244
Building Permits	5	85	2	103
Demolition Permits	7	34	3	15
Fence Permits	5	54	8	72
Fire Prevention Permits	17	79	4	50
Mechanical Permits	13	205	31	195
Plumbing Permits	20	224	32	284
Sign Permits	20	164	21	182
Swimming Pool Permits	1	11	0	6
Business Licenses	26	988	16	1,340
Merchant Licenses	8	264	9	265
Contractor Licenses	25	665	26	705
Lodging House Licenses	2	51	4	8
Mobile Homes	8	225	3	297
Public Occupancy	31	329	42	78
Rental Dwelling	302	2824	757	487
BUILDING INSPECTIONS				
Inspections	**FEB 13**	**FYTD 13**	**FEB 12**	**FYTD 12**
Building	207	2,410	307	2,396
Plumbing/Mechanical	242	2,513	341	2,796
Certificate of Occupancy	9	64	22	89

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Monthly statistics for the month of February 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 $1,721,377 including program income has been expended on the acquisition and renovations for 10 properties. The remaining balance of $309,621 will be utilized for renovations, acquisition and down payment assistance for eligible NSP properties. Eight properties have been sold, one is a lease purchase and one is a rental that serves persons with disabilities. Central Delaware Habitat for Humanity is presently under contract for an NSP property in the City of Dover.

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 contract)

337 N. Governors Avenue (sold)

254 Green Blade Drive (sold)

302 Stone Brook Place (lease purchase)

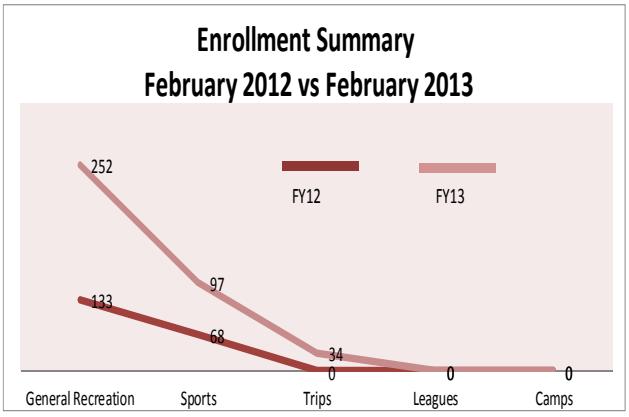
11 Westover Drive (sold

110 Thames Drive (sold)

Recreation Division

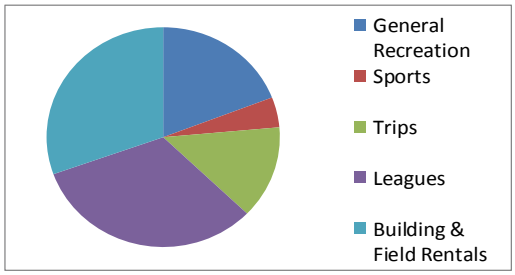


Enrollment Summary: February 2012 verses February 2013

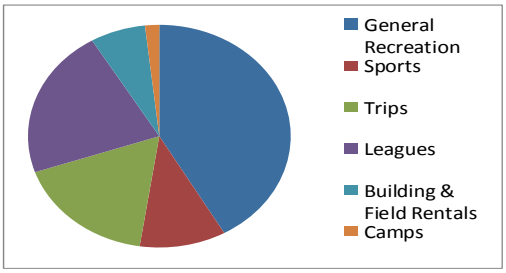


Category	FY12	FY13
General Recreation	133	252
Sports	68	97
Trips	0	34
Leagues	0	0
Camps	0	0

Revenue Breakdown: February 2012 verses February 2013

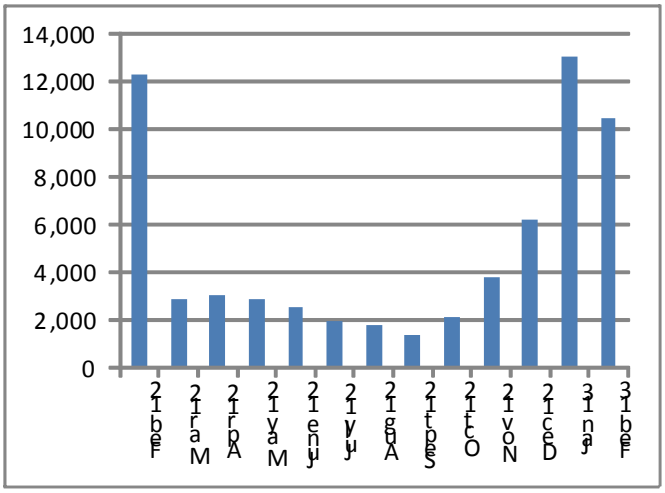


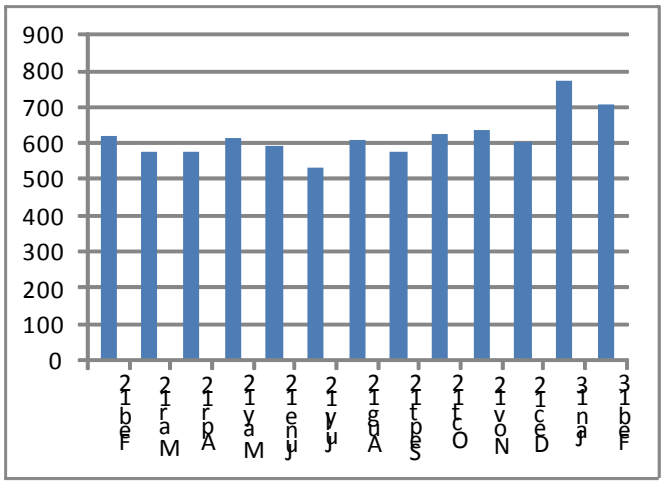
General Recreation	$1,746.00
Sports	$405
Trips	$1,246.00
Leagues	$2,945.00
Building & Field Rentals	$2,780.50
TOTAL	9,122.50



General Recreation	$1,907.03
Sports	$485
Trips	$793
Leagues	$990
Building & Field Rentals	$310
Camps	$80
TOTAL	4,565.03

John W. Pitts Center Usage





Facility Usage By The Hour	FEB 13		FYTD 13		FEB 12		FYTD 12
Open Gym	376.5		3,575,75		297		3,345.5
Fitness Classes	58.25		362.75		43		288
Leagues	209		667		167.5		365.5
Camps	0		49		0		44
Sports Classes	20.5		133.5		25		135
Meetings & Rentals	38.5		231		77		233.75
Enrichment Classes	6.5		48		11		60
Total Facility Usage Hours	709.25		5,067		620.5		4,174.75

Program Attendance**	FEB 13		FYTD 13		FEB 12		FYTD 12
Total	10,478		40,788		12,291		41,454
Open Gym	980		6,445		839		5,342
Fitness Classes	496		2,665		391		2,429
Leagues	8,166		25,043		8,995		25,500
Camps	0		254		0		348
Sports Classes	200		1,108		405		1,443
Meetings & Rentals	617		5,172		1,627		6,229
Enrichment Classes	19		101		34		163

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

Since our opening in late April 2008, we have had 260,537 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: 5,528

City Residents: 2,454 (44%)

Non-City Residents: 3,074 (56%)

Kent County Residents: 2,546 (46%)

Sussex County Residents: 185 (3%)

New Castle County Residents: 113 (2%)

Out of State Residents: 230 (4%)

DOVER
FIRE DEPARTMENT



FEBRUARY
2013

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 02/01/2013 to 02/28/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
111 Building fire		5	7.04%	$0	0.00%
113 Cooking fire, confined to container		8	11.27%	$0	0.00%
118 Trash or rubbish fire, contained		1	1.41%	$0	0.00%
131 Passenger vehicle fire		1	1.41%	$0	0.00%
	Totals	**15**	**21.13%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
311 Medical assist, assist EMS crew		1	1.41%	$0	0.00%
324 Motor vehicle accident with no injuries.		1	1.41%	$0	0.00%
	Totals	**2**	**2.82%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		1	1.41%	$0	0.00%
412 Gas leak (natural gas or LPG)		3	4.23%	$0	0.00%
440 Electrical wiring/equipment problem, other		5	7.04%	$0	0.00%
441 Heat from short circuit (wiring), defective/worn		1	1.41%	$0	0.00%
445 Arcing, shorted electrical equipment		2	2.82%	$0	0.00%
451 Biological hazard, confirmed or suspected		1	1.41%	$0	0.00%
	Totals	**13**	**18.31%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		2	2.82%	$0	0.00%
511 Lock-out		1	1.41%	$0	0.00%
531 Smoke or odor removal		2	2.82%	$0	0.00%
555 Defective elevator, no occupants		1	1.41%	$0	0.00%
571 Cover assignment, standby, moveup		1	1.41%	$0	0.00%
	Totals	**7**	**9.86%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		5	7.04%	$0	0.00%
611 Dispatched & canceled en route		2	2.82%	$0	0.00%
641 Vicinity alarm (incident in other location)		1	1.41%	$0	0.00%
	Totals	**8**	**11.27%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		8	11.27%	$0	0.00%
710 Malicious, mischievous false call, other		1	1.41%	$0	0.00%
711 Municipal alarm system, malicious false alarm		1	1.41%	$0	0.00%
721 Bomb scare - no bomb		1	1.41%	$0	0.00%
730 System malfunction, other		2	2.82%	$0	0.00%
733 Smoke detector activation due to malfunction		2	2.82%	$0	0.00%
734 Heat detector activation due to malfunction		1	1.41%	$0	0.00%
736 CO detector activation due to malfunction		1	1.41%	$0	0.00%
741 Sprinkler activation, no fire - unintentional		1	1.41%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		3	4.23%	$0	0.00%
745 Alarm system activation, no fire - unintentional		4	5.63%	$0	0.00%
746 Carbon monoxide detector activation, no CO		1	1.41%	$0	0.00%

Incident Type Report (Summary)

Dover Fire Department

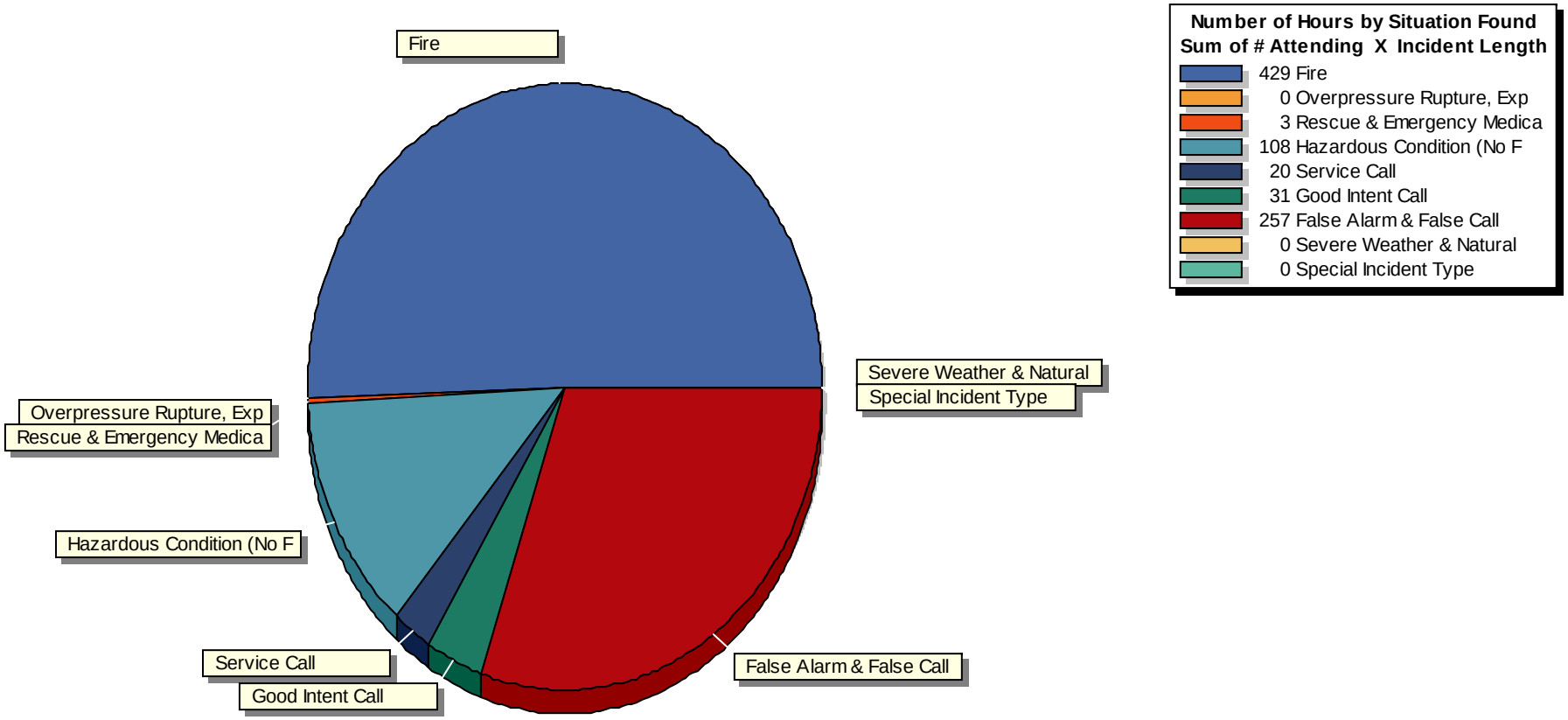
Date Range: From 02/01/2013 to 02/28/2013

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
	Totals	**26**	**36.62%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
9 Special Incident Type					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
	Totals	**71**		**$0**	

Manpower Hours by Sitation Found

Date Range: From 02/01/2013 to 02/28/2013

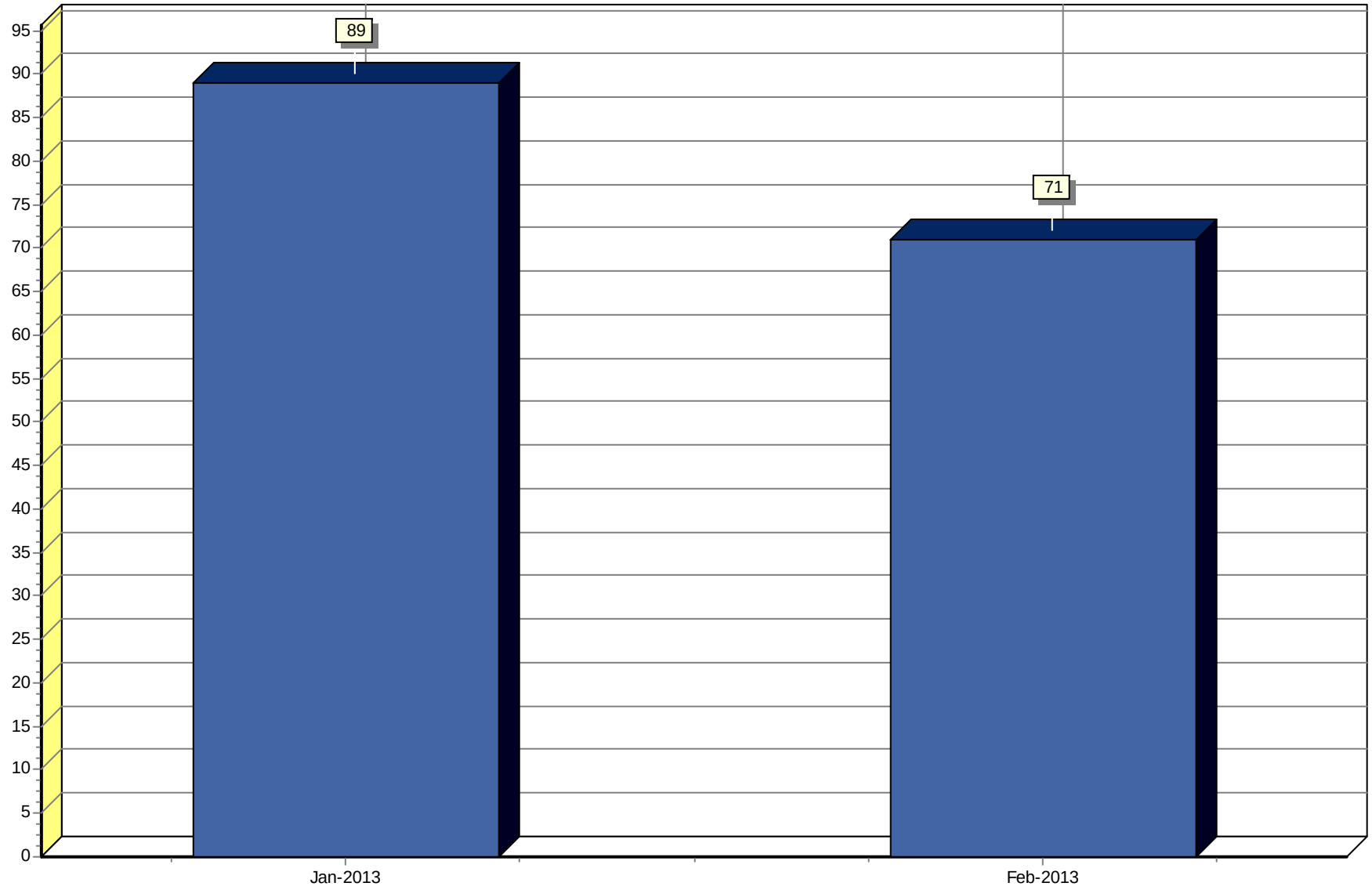
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2013 to 02/28/2013



Incident Run Log

Dover Fire Department

Date Range: From 02/01/2013 to 02/28/2013
Company: All Companies
Sorted by: Incident Number

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
02/01/2013	30046	2013-000090	08:50		COLLEGE RD W/O MCKEE RD		Motor vehicle accident with no injuries.
		Writer came up on a car vs school bus MVC. Writer made contact with all partys involved and they advised there were no injurys and no need for medical treatment. Writer cleared and turned the scene over to FM13.					
02/02/2013	30046	2013-000091	02:30	992	WHATCOAT DR		Service Call, other
		Duty Officer call to assist DPD with oil dry involving a crime scene. No other FD services required.					
02/02/2013	30046	2013-000092	21:35	820	CARVEL DR	I	Vicinity alarm (incident in other location)
		Local resident alarm going off. E-6 crew forced entry to find CARPETS DAMP, VERY HUMID IN THERE					
02/03/2013	30046	2013-000093	23:02	51	WEBBS LN	H	Smoke detector activation, no fire - unintentional
		E-6 crew investagated and found the resident cooking a turkey without a cooking pan. Juices from the turkey produced smoke into entire building complex. E-6 crew did positive presure to remove smoke in complex. No contact from building maintenance E-6 returned with alarm still sounding.					
02/04/2013	30046	2013-000094	10:49	1	PAT LYNN DR		System malfunction, other
		Pull station M124 malfunction. Alarm tech on scene as well FM 1. System placed on test.					
02/05/2013	30046	2013-000095	01:13	135	QUAIL HOLLOW DR		Medical assist, assist EMS crew
		E3 responded to above for a lift assist. Assistance was provided and unit cleare.d					
02/05/2013	30046	2013-000096	17:50	200	BANNING ST	170	False alarm or false call, other
		RESPONDED TO A REPORT OF A SMOKE DETECTOR ACTATIVATION AND UPON ARRIVAL FOUND A SUBJECT HAD HIT THE PULL STATION AT THE FRONT DOOR BY ACCIDENT.					
02/05/2013	30046	2013-000097	19:00	411	S QUEEN ST		Malicious, mischievous false call, other
02/06/2013	30046	2013-000098	14:14	1200	N DUPONT HWY		False alarm or false call, other
		Advantec was on scene removing old verizon wiring and set off the alarm. Writer completed a walk through and cleared. FM2 also made a response.					
02/06/2013	30046	2013-000099	16:38	1200	N DUPONT HWY		Good intent call, other
		16 responded to above for trouble alarm on the panel . It was investigated and found to be a problem with the system.					
02/06/2013	30046	2013-000100	16:50	1200	N DUPONT HWY		Electrical wiring/equipment problem, other
		18, L2, E6, and L1 responded to above for report of a fire alarm at the Mishoe Science Center. Writer arrived and learned that a plant growing machine on the first floor was on fire and causing a smoke condition in the building. A general alarm was sounded. Crews from L2, E6 secured the power to the machine in question and the fire had self extinguished. Scene was turned over to FM-2 and DSU maintenance.					
02/06/2013	30046	2013-000101	19:25	65	CARVER RD		Dispatched & canceled en route
		RECEIVED A COMMERCIAL FIRE ALARM FOR CORRIDOR A SMOKE DETECTOR. THEN RECEIVED A SECOND CALL ADVISING AN ACCIDENTAL TRIP. ADVISED DOVER 17 AND HE ADVISED THAT THERE IS NO NEED TO RESPOND.					
02/07/2013	30046	2013-000102	05:29	104	TEAK CT		Building fire
		Dover Fire units dispatched to a reported garage on fire. Upon arrival of Dover 15 found a 2.5 story duplex type residential structure with smoke evident from an attached garage and residence on the Alpha/Bravo corner. Dover Engine 6 arrived on location, established a water supply and crews stretched a 1 3/4 line in through the front door for an interior attack. Crews encountered fire conditions in the garage and used approx 250 gallons of water. Personel from E3 conducted primary and secondary searches as well as horizontal ventilation. L1 arrived and laddered the structure as well as checked for extention in the garaged. L2 crew set up PPV at the front door of residence. Situation was placed under control after all searches proved negative. Units remained on scene for arrival of FM and overhaul.					
02/07/2013	30046	2013-000103	14:34	742	S GOVERNORS AVE		Municipal alarm system, malicious false alarm
		E6 and E3 responded to above for report of automatic fire alarm at Dr. Ramanis office. Crews investigated and found the doctor was attempting to run a fire drill and accidentally pulled the pull station. He was advised of the proper procedures.					
02/07/2013	30046	2013-000104	17:06	96	KENTWOOD DR		Arcing, shorted electrical equipment
		Crews found an electrical outlet that was on fire and extinguished prior to our arrival. Crews checked for extension and secured the power to the outlet. A63 transported Misty Wood 25 y/o WF to Kent General for smoke inhalation. The female is also six months pregnant.					
02/07/2013	30046	2013-000105	19:53	1218	ANDREW DR		Cooking fire, confined to container
		Cooking fire contained to pot.					
02/08/2013	30046	2013-000106	20:52	435	SUSSEX AVE		Carbon monoxide detector activation, no CO
		DFD made a response to a reported CO incident with injuries. Upon incestigation found zero readings on monitor. No patients according to BLS.					
02/09/2013	30046	2013-000107	18:15	105	KATRINA WAY		Sprinkler activation, no fire - unintentional
		Broken pipes from weather conditions					
02/09/2013	30046	2013-000108	20:53	2114	FORREST AVE		Smoke detector activation, no fire - unintentional
		Occupant was loading a log into the stove and a small amount of smoke escaped and activated a nearby smoke detector. No other FD services required.					
02/10/2013	30046	2013-000109	12:49	239	S GOVERNORS BLVD		Smoke or odor removal

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
					E-6 crew found oil heater to be dirty and in need of service. Advised resident to have heater cleaned before turning heater back on.		
02/10/2013	30046	2013-000110	18:13	1080	SILVER LAKE BLVD		Electrical wiring/equipment problem, other
					E6, L1, E7, responded to above for report of poss electrical fire in the northwest wing of the above building. Crews from E6, and E7 investigated and found it to a electrical fuse in the heater amperes unit in the northwest wing. Power was secured to same and the scene was turned over to building maintenance.		
02/10/2013	30046	2013-000111	19:50	538	BAY RD		Alarm system activation, no fire - unintentional
					Cancelled at dispatch. Steam from cleaning		
02/10/2013	30046	2013-000112	20:24	445	PHOENIX DR		Cooking fire, confined to container
					E7, E6, E2, and E4 responded to above for report of a stove fire inside the trailer. E7 arrived and 19 assumed command. Their crew found no problem on the stove or in the stove area. Marked as Good Intent.		
02/11/2013	30046	2013-000113	06:10	1262	HORSEPOND RD		Heat detector activation due to malfunction
					E-6 crew found alarm panel indicating heat detector. E-6 crew did a search of entire building with no results. E-6 crew found a open door on the rear of the building.		
02/11/2013	30046	2013-000114	14:02	1506	N LITTLE CREEK RD	6	Trash or rubbish fire, contained
					E6 responded for debris pile on fire. Fire was extinguised by crew.		
02/11/2013	30046	2013-000115	16:52	224	BRADLEY RD		Building fire
					On the above date and time Dover Fire Department dispatched units for report of a working house fire at the above address. 18 went responding in the command vehicle. 18 arrived and reported smoke showing from Division 2 of a single family two story dwelling.Asst. Chief Hall assumed Bradley Rd. command. E6 under the direction of F/F Whitt was advised to pick up the hydrant at the corner of Harrison Dr. and Bradley Rd. and to stretch an 1 3'4 attack line thru the front door. L1 was next on scene and was advised to send their crew to the roof and open it up. E7 arrived under the direction of Deputy Chief Carey and their crew was advised to vent from the interior and perform primary and secondary searches of the residence. E4 arrived and their crew was given the task of RIT operations. E6's crew made a quick fire attack of the second floor bedroom and the fire was contained to that room . E7's crew reported negative findings on both primary and secondary search of the residence. At this time the scene was placed under control and units remained on scene for overhaul operations. Units responding were 18, E4,E6, E7, L1, Dover PD, City FM, City Electric, Chesapeake Utilities, and the American Red Cross. Coverups were provided by Quint 45, and 41-1. While on scene they responded to automatic fire alarm at Lone Star Restaurant.		
02/11/2013	30046	2013-000116	17:37	365	N DUPONT HWY		Cooking fire, confined to container
					41-1, E2, and Quint 45 responded to above for an automatic fire alarm Crews investigated and found it to be the Ansel System had been activated and that they were having problems with the system.		
02/12/2013	30046	2013-000117	15:04	24	THE GREEN		Electrical wiring/equipment problem, other
					E6, L2 responded to above for report of smoke in the basement. Crews investigated and could not isolate the source. The smoke was a light haze in a very old building with multiple sources it could be coming from . The power was secured to the entire building and the staff was advised to have an electrician check the sources in the basement. Scene turned over to DSHA maintenance on scene.		
02/12/2013	30046	2013-000118	19:56	650	S BAY RD		False alarm or false call, other
					A juvenile pulled the pull station on the second floor. The building was not evacuated and units cleared with the alarm still sounding.		
02/13/2013	30046	2013-000119	13:10	9	N TURNBERRY DR		Biological hazard, confirmed or suspected
					Dover Fire was disptached to assist EMS on scene with a possible hazmat. The writer requested Hazmat 54 upon responding. E2's crew completed a walk through of the home with negative results. A63 transported George Fortner 12/12/31 to KGH for a heart attack. B63 transported Dolaris Fortner to KGH 6/8/33 with a Broken Hip. Units cleared and turned the scene over to Dover Police.		
02/13/2013	30046	2013-000120	14:27	426	S NEW ST		False alarm or false call, other
					Dover 20 completed a walk through of the building and found construction workers on scene set off the system.		
02/13/2013	30046	2013-000121	14:57	1200	N DUPONT HWY		False alarm or false call, other
					DOVER 20 COMPLETED A WALK THROUGH OF THE BUILDING AND FOUND A MALFUNCTIONING DETECTOR ON THE FIRST FLOOR. SCENE WAS TURNED OVER TO DSU POLICE AND THE BUILDING WAS PLACED ON FIRE WATCH.		
02/13/2013	30046	2013-000122	17:49	640	S STATE ST		Bomb scare - no bomb
					Reported bomb threat. Crews from Dover Fire, DPD, DSP, and multiple other agencies searched for 90 mins with negative results		
02/14/2013	30046	2013-000123	09:40	104	SAULSBURY RD		False alarm or false call, other
					Crews investigated and found a pull station activated inside. Scene was placed under control.		
02/15/2013	30046	2013-000124	15:18	87	GREENTREE DR		System malfunction, other
					Business horn strobe was activated in front of business. No problem was able to be located.		
02/16/2013	30046	2013-000125	03:45	246	N DUPONT HWY		Building fire
					On February 16, 2013, the Dover Fire Department was dispatched for a smell of smoke at 246 N. Dupont Hwy, the Super Lodge Motel. It was reported that the occupant of the room in question required medicinal oxygen so BLS/ALS were dispatched as well. Dover BLS unit A-63 arrived on scene and reported a smoke condition coming from the Motel. Chief West arrived on scene within moments and found a single story, middle of the row, Motel unit with heavy fire showing and fire impingement on the B and D exposure units. E6 arrived on scene, established a water supply and advanced a 1-3/4" attack line into the fire unit (E6 Alpha PC Fortney E6 Bravo FF Trader) . E7 arrived on scene and was directed to advance a second attack line and assist with fire suppression. L2 and L1and E41-1 arrived on scene and preformed vertical ventliation. Engine crews experienced heavy fire conditions and rupturing oxygen cylinders. Fire was knocked down and contained to room of origin. While conducting a search in the fire room during suppression efforts, a victim was found by Engine 6 Alpha. E6 alpha reported to command that the victim located in the rear of the structure, restroom area had signs incompatible with life. A short time later ALS pronounced a DOPA per KGH ED Dr . Crews remained on scene and performed extensive overhaul and assisted the FMO. One civilian was transported to the local trauma		

Date	FDID	Incident#	Alarm	###	Address	Suite	Type

center for smoke inhalation. Approximately 14 occupants were displaced by the fire, most of which were able to be relocated within the motel not affected by the fire. The scene is under investigation by the City and State FMO.
Units on Scene:

Car 1: Chief West

Dover Engines: E6 and E7

Dover Ladders: L1 and L2

Camden-Wyoming VFC: E41-1

KCDPS Paramedics: KM-5 and KM-6

BLS Units: A-63 and B-64

Dover PD

City of Dover FMO: FM-1 and FM2

State FMO: FM-13

Cover-Ups:

Station 1: Little Creek VFC: E54-5

Station 2: Clayton VFC: Quint 45

Water used 750 gallons

02/16/2013	30046	2013-000126	10:44	365	N DUPONT HWY		Alarm system activation, no fire - unintentional

Responded to Lone Star for a report of an alarm activation. Crew investigated to find the hood above the stove had been discharged. Manager was advised that the restaurant would be shut down. Scene was placed under control and turned over to FM 1.

02/16/2013	30046	2013-000127	14:13	1289	WALKER RD BUILD E		Smoke detector activation due to malfunction

Writer responded to above for report of smoke detectors activated. Writer arrived and replaced three out of four batteries in the residences smoke detectors. One detector seemed to be malfunctioning in the master bedroom. That detector was unplugged and resident was advised to replace same.

02/16/2013	30046	2013-000128	16:23	137	MCBRY DR		Building fire

On the above date and time E6, L1, E3, E4, and Tanker 41-5 responded to the above location for report of smoke on the second floor of the residence. E6 under the command of Asst. Chief Hall went on location with smoke showing from Division 2 of a single family residence. E6's crew stretched an 1 3'4 line thru the Bravo side door of the structure. At this time all occuppants were accounted for. E3 arrived and were directed to the roof to open up the attic vents. L1 was assigned Search and Rescue of the home. Primary and Secondary searches were negative. The fire was extinguished and contained to the kitchen area on the Bravo side above the garage area. Tanker 41 supplied E3 which was supplying E6. Damage was sustained to the kitchen area above the garage and light smoke damage occurred on Division 1 of the garage and garage hallway connecting the main residence to the addition. Scene was placed under control and turned over to FM-28 for investigation.

Units responding were E3,4,6, L1, Tanker 41-5, A63, KM-9, State FM, and DSP
Quint 45 and E43-3 provided coverups and Station 1 and 2.

02/17/2013	30046	2013-000129	13:03	522	RIVER RD		Hazardous condition, other

Engine 6's crew investigated and found a toilet leaking on the second causing water to collect in several smoke detectors and HVAC duct work. Secured the water, gas, and electric to the residence, and notifed property management of same.

02/18/2013	30046	2013-000130	13:41	413	COURT ST	J	Building fire

On the above date and time Dispatch advised Utility 1 and Engine 6 to respond to the above address for report of smoke in the apartment due to a lamp falling over. Upon arrival Asst. Chief Hall assumed command and noticed smoke coming from the second story of the apartment building. At this time a general alarm was sounded. Crew from Engine 6 stretched an 1 3'4 handline into service thru the front door. All occupants were accounted for at this time. Engine 6's crew as well as firefighters from Utility 1 located the fire in a second floor bedroom and began to extiguish same. Ladder 1 arrived and their crew was directed to the second floor to search the remaining apartments. Engine 3 arrived and their crew was given search and rescue of the first floor apartments. Crews made quick work of the fire and it was contained the the bedroom. All searches proved negative.

Units responding were Engine 3,6, Ladder 1, Utility 1, Dover PD, A63, KM-9, and City FM.
Coverups were provided by Station 43 and Quint 45. (Coverups responded to 121 W. Loockerman St. for Automatic Fire Alarm.

02/18/2013	30046	2013-000131	14:11	121	W LOOCKERMAN ST		Smoke detector activation, no fire - unintentional

43-2 AND Q45 RESPONDED TO THE CENTER FOR MENTAL WELLNESS FOR A SMOKE DETECTOR ACTIVATION IN THE BASEMENT. UPON ARRIVAL BOTH CREWS INVESTIGATED AND FOUND A CANDLE HAD BEEN BLOWN OUT WHICH IN TURN ACTIVATED THE ALARM. 43-2 OFFICER PLACED THE SCENE UNDER CONTROL AND BOTH UNITS RETURNED TO THEIR RESPECTIVE STATIONS.
User: SHEPHERD, JAKE 2/18/2013 15:52:03

02/18/2013	30046	2013-000132	20:44	161	S GOVERNORS BLVD		Electrical wiring/equipment problem, other

E6, L1 RESPONDED TO ABOVE FOR REPORT OF ELECTRICAL OUTLET SPARKING INSIDE THE RESIDENCE. E6 ARRIVED AND CHIEF WEST ASSUMED COMMAND. CREWS INVESTIGATED AND FOUND THAT THERE WAS A POWER OUTAGE IN THE AREA WHICH CAUSED THE ISSUE. SCENE WAS PLACED UNDER CONTROL.

02/19/2013	30046	2013-000133	01:38	3416	YODER DR		Passenger vehicle fire

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
					Engine 3 arrived on scene and found a passenger vehicle on fire and extinguished same. Vehicle was abandoned at stated location and was unable to retrieve any info from the vehicle do to the fire damage. Fire appeared to be suspicious in nature and a fire investigate was requested. DSP was on location prior to arrival of the FD and checked the area for a responsible party with negative results. Scene was turned over to DSP until the arrival of FM 13.		
02/19/2013	30046	2013-000134	03:07	110	HAMAN DR		Smoke detector activation due to malfunction
					Responded to stated location for a smoke detector activation on the first floor. Investigated an found a possible malfunctioning or accidental activation of a smoke detector in the ground level hallway. Maintence was unable to be contacted.		
02/19/2013	30046	2013-000135	13:09	1200	N DUPONT HWY		Cooking fire, confined to container
					Deep Fryer was taken out from underneath hood system and the heat activated the detectors. Good activation.		
02/19/2013	30046	2013-000136	13:44	135	HAMAN DR		Cooking fire, confined to container
					Unattended cooking, no need for PPV.		
02/19/2013	30046	2013-000137	17:46	18	AQUAMARINE CT		Gas leak (natural gas or LPG)
					Writer responded for report of CO detector activation at above. Writer found traces of a gas leak and notified Chesapeake to make a response. Scene was placed under control and turned over to Chesapeake Utilities for further.		
02/21/2013	30046	2013-000138	15:44	51	WEBBS LN	K	Lock-out
					Brush 9 under the direction of Capt. Kelly responded. Child was removed before FD arrival.		
02/21/2013	30046	2013-000139	17:02	18	WILLIS RD		CO detector activation due to malfunction
					18 responded to above for report of CO alarm going off in the basement. Upon arrival writer noticed the detector was laying on the dryer and the chirp was very low. Entire residence was checked and no signs of any gases inside the residence. Homeowner of 20 Willis Rd. wanted her residence checked as well . 20 Willis Rd. was negative as well. Both residents were advised to change the batteries in the detectors. Unk when that was last done for either residence.		
02/22/2013	30046	2013-000140	08:45	1336	PIERSON CORNER ROAD		Cover assignment, standby, moveup
					E6 responded to above for RIT. Arrived on location , crew was held on truck and returned.		
02/23/2013	30046	2013-000141	19:14	23	GREENWAY SQUARE		Alarm system activation, no fire - unintentional
02/23/2013	30046	2013-000142	23:05	1080	BAY ROAD		Good intent call, other
					Crews to take load of water out to control burn due to them still smoking.		
02/24/2013	30046	2013-000143	10:44	1080	BAY ROAD		Smoke or odor removal
					Brush 9 back to control burn to dump water		
02/24/2013	30046	2013-000144	18:14	401	Doveview drive		False alarm or false call, other
					Automatic fire alarm. Occupant contacted and reported that he drilled into the wall and hit a water main. Upon E-6 crew investigating they found a drilled hole into the sprinkler system in apartment 403. FM 2 was contacted to respond. City electric contacted to pull 4 meters to the apartment effected from water damage. Building 401/403/405 were put on fire watch.		
02/24/2013	30046	2013-000145	23:33	1574	N DUPONT HWY		Good intent call, other
					Report of a small pile of clothes on fire. Fire was out when Dover 21 and E-3 were on location. Pile of clothes were in middile of parking lot.		
02/25/2013	30046	2013-000146	00:40	151	ROOSEVELT AVE		Service Call, other
					Assist A-63 with a Lift Assist.		
02/25/2013	30046	2013-000147	01:18	38	UPLAND AVE		Gas leak (natural gas or LPG)
					Report of gas leak in basement. E-6 on location investigated with gas meter and determined to be odor from a Skunk.		
02/25/2013	30046	2013-000148	01:39	1506	N LITTLE CREEK RD	4	Electrical wiring/equipment problem, other
					Report of smoke in the trailer. E-6 on location with a electric heater malfunction. Power was turn off to the heater and advise to contact heater repair man.		
02/25/2013	30046	2013-000149	08:26		N DUPONT HWY & KINGS HWY N E		Good intent call, other
					Report of a vehicle fire. E-7 on location with no fire. E-7 crew disconnected battery. 1986 Chevy Pick-up Blue C15149		
02/25/2013	30046	2013-000150	14:26	1200	N DUPONT HWY		Alarm system activation, no fire - unintentional
					Malfunction and the alarm was reset prior to our arrival by Al Tannel.		
02/25/2013	30046	2013-000151	19:26	1574	N DUPONT HWY		Good intent call, other
					Brush 9 and 16 responded to above for report of unk on fire . Units checked the area extensively and were not able to locate anything burning. Units cleared.		
02/25/2013	30046	2013-000152	20:30	1131	BAY RD LOT 58		Heat from short circuit (wiring), defective/worn
					Circut breaker box had overheated breakers. We turned the brekers off and notified the homeowner that they need to have an electrician come and look at it.		
02/26/2013	30046	2013-000153	07:34	805	RIVER RD		False alarm or false call, other
					Crews completed a walk through of the building with negative results. The alarm was reset prior to our arrival by building mainteance. FM2 was made aware and units cleared.		
02/26/2013	30046	2013-000154	12:32	1002	S BRADFORD ST		Gas leak (natural gas or LPG)
					Report of a gas leak inside the kitchen. E-6 crew invesatgated with a gas meter to find no results of any gas levels.		
02/26/2013	30046	2013-000155	20:22	581	CRAWFORD AVE		Arcing, shorted electrical equipment
					Crews found an electrical socket that had shorted out. Crews secured the power to the outlet and cleared.		
02/26/2013	30046	2013-000156	20:29	201	STOVER BLVD		Cooking fire, confined to container

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
					Responded to the above address for a report of an AFA. Crew from L1 investigated to find unattended cooking in room 113. Scene was placed under control.		
02/27/2013	30046	2013-000157	21:16	222	S DUPONT HWY		Dispatched & canceled en route
					THE CALL ORIGINATED FROM DOVER PD ADVISING A SMOKE DETECTOR GOING OFF IN ROOM 118 AND AN UNCONSCIOUS SUBJECT ON THE BED. DOVER FIRE DISPATCHED A GENERAL ALARM FOR THE INCIDENT. DOVER PD ARRIVED ON SCENE AND REPORTED UNATTENDED COOKING WITH NO NEED FOR THE FIRE DEPARTMENT. THE ALARM WAS THEN DISREGARDED PER 15. User: SHEPHERD, JAKE 2/27/2013 22:01:37		
02/28/2013	30046	2013-000158	03:24	400	N DUPONT HWY	E	Cooking fire, confined to container
					Responded to the above address for an AFA at building E. Crew from E3 investigated to find unattended cooking in Apt E36. Scene was placed under control and all units returned.		
02/28/2013	30046	2013-000159	13:53	614	N DUPONT HWY		Defective elevator, no occupants
					18 responded to above for report of elevator alarm. Arrived on scene and found no one inside the elevator or the alarm was not sounded.		
02/28/2013	30046	2013-000160	17:01	721	BACON AVE		Cooking fire, confined to container
					THE ORIGINAL CALL CAME IN AS A SMOKE DETECTOR ACTIVATION IN APT. E. AFTER THE CALL WAS DISPATCHED AS A GENERAL ALARM I RECEIVED A SECOND CALL WISHING TO CANCEL. PER 15 THE ASSIGNMENT WAS REDUCED TO E6. E6 CREW INVESTIGATED AND DISCOVERED UNATTENDED COOKING. THE SCENE WAS PLACED UNDER CONTROL AND ALL UNITS RETURNED. User: SHEPHERD, JAKE 2/28/2013 19:20:46		

Total Incidents: 71

FY 12-13 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 67,000.00	$ 47,431.42	$ 19,568.58
Building Maintenace Supplies	$ 1,650.00	$ 45.68	$ 1,604.32
Contractual Services	$ 16,587.00	$ -	$ 16,587.00
Electricity	$ 51,820.00	$ 32,638.90	$ 19,181.10
Gasoline	$ 19,050.00	$ 9,262.15	$ 9,787.85
Heating Expenses- Gas	$ 20,000.00	$ 7,735.47	$ 12,264.53
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	$ 13,720.84	$ 22,909.16
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	$ 3,755.62	$ 9,584.38
Training & Travel	$ 8,815.00	$ 3,180.50	$ 5,634.50
Uniforms & Firefighting Gear	$ 27,100.00	$ 6,127.75	$ 20,972.25
Water/ Sewer	$ 3,150.00	$ 801.09	$ 2,348.91

Balance as of: 02/28/13

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

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Income									
City Quarterly Deposit									
	Deposit	02/04/2013			Deposit		City Fund Account	70,325.00	70,325.00
Total City Quarterly Deposit								70,325.00	70,325.00
Total Income								70,325.00	70,325.00
Expense									
Apparatus Repairs & Maintenance									
	Check	02/03/2013	800	Atlantic Emergency Solutions	Invoice # MOS1500P		City Fund Account	52.87	52.87
	Check	02/04/2013	807	Atlantic Emergency Solutions	Invoice-MOS1522P-Oil Seal		City Fund Account	29.34	82.21
	Check	02/04/2013	807	Atlantic Emergency Solutions	Invoice-MOR2975-AMO- Eng 6 Pump Shift		City Fund Account	5,874.90	5,957.11
	Check	02/04/2013	808	Atlantic Emergency Solutions	Invoice- MOR2899MOP		City Fund Account	1,521.01	7,478.12
	Check	02/04/2013	812	Diamond State Ambulance, Inc.	Whelen Alley Lghts		City Fund Account	98.50	7,576.62
	Check	02/04/2013	813	Kunkel Auto Supply	Invoice # 056408408- Hyper-Wash		City Fund Account	118.14	7,694.76
	Check	02/16/2013	821	ESI Equipment, Inc.	Holmatro Repair		City Fund Account	36.80	7,731.56
	Check	02/16/2013	823	Townsend Bros. Chevrolet	Replace Car 16 R mirror		City Fund Account	298.33	8,029.89
Total Apparatus Repairs & Maintenance								8,029.89	8,029.89
Building Maintenance Supplies									
	Check	02/03/2013	801	City of Dover	Invoice # 6586		City Fund Account	35.99	35.99
Total Building Maintenance Supplies								35.99	35.99
Electricity									
	Check	02/04/2013	810	City of Dover Utility	Acct # 44343-32052		City Fund Account	3,053.86	3,053.86
	Check	02/16/2013	817	City of Dover Utility	Acct # 44255-31966		City Fund Account	644.24	3,698.10
Total Electricity								3,698.10	3,698.10
Gasoline									
	Check	02/16/2013	818	City of Dover	Unleaded- December		City Fund Account	246.85	246.85
	Check	02/16/2013	818	City of Dover	Bio Diesel- December		City Fund Account	1,092.27	1,339.12
Total Gasoline								1,339.12	1,339.12
Heating Expenses- Gas									
	Check	02/04/2013	809	Chesapeake Utilities	Station 2 from 12/28 to 01/28		City Fund Account	757.31	757.31
	Check	02/16/2013	816	Chesapeake Utilities	Station 1 from 01/04 to 02/05		City Fund Account	2,017.80	2,775.11
Total Heating Expenses- Gas								2,775.11	2,775.11
Office Supplies									
	Check	02/16/2013	818	City of Dover	Postage- December		City Fund Account	84.44	84.44
	Check	02/17/2013	824	Staples	Office Supplies		City Fund Account	155.68	240.12
Total Office Supplies								240.12	240.12
Program Expenses									
	Check	02/04/2013	815	Xybix Systems, Inc.	Console parts for Position 2		City Fund Account	797.98	797.98
Total Program Expenses								797.98	797.98
Telephone									
	Check	02/03/2013	806	Verizon Wireless	from 12/21 to 01/20		City Fund Account	162.63	162.63
	Check	02/16/2013	818	City of Dover	Verizon December's Charges		City Fund Account	289.85	452.48
	Check	02/16/2013	818	City of Dover	Cavalier December's Charges		City Fund Account	16.89	469.37
Total Telephone								469.37	469.37
Training & Travel Expenses									
	Check	02/03/2013	804	Delaware State Fire School	Invoice # 13-1652		City Fund Account	168.00	168.00
	Check	02/03/2013	804	Delaware State Fire School	Invoice # 13-1654		City Fund Account	100.00	268.00

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

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
	Check	02/04/2013	811	Delaware State Fire School	Basic Wildland F/F- Ed Hill		City Fund Account	50.00	318.00
	Check	02/16/2013	819	Delaware Safety Council	16 students- Advanced Defensive Driving		City Fund Account	320.00	638.00
Total Training & Travel Expenses								638.00	638.00
Uniforms									
	Check	02/03/2013	802	D.E. Williams	Gold Leaf Shields		City Fund Account	298.00	298.00
	Check	02/03/2013	803	DP Fire	Gear repair		City Fund Account	84.00	382.00
	Check	02/03/2013	805	Signature Stitches	Dispatchers Uniforms		City Fund Account	159.00	541.00
	Check	02/04/2013	814	Rush Uniform	Uniform Items for Officers		City Fund Account	35.80	576.80
	Check	02/16/2013	820	D.E. Williams	Fancy Gold and Silver Helmet Shields		City Fund Account	1,020.00	1,596.80
	Check	02/16/2013	822	Rebecca Rollison	Reimbursement for Uniform purchase		City Fund Account	60.00	1,656.80
Total Uniforms								1,656.80	1,656.80
Water/Sewer									
	Check	02/04/2013	810	City of Dover Utility	Acct # 44345-32054		City Fund Account	52.35	52.35
	Check	02/04/2013	810	City of Dover Utility	Acct # 44341-32050		City Fund Account	11.54	63.89
	Check	02/16/2013	817	City of Dover Utility	Acct # 44253-31964		City Fund Account	20.58	84.47
Total Water/Sewer								84.47	84.47
Total Expense								19,764.95	19,764.95
Net Ordinary Income								50,560.05	50,560.05
Net Income								**50,560.05**	**50,560.05**

Monthly Report

February 2013

Economic Development Office

2013_02 Economic Development Monthly Report

- Attended Planning staff Monday morning meeting
- Conference call with Calpine to discuss timeline for construction
- Discussed the entrance permit needed from DELDOT with Gregg Moore
- Email exchange with Bruce Slater from Congressman John Carney's office to set-up a briefing for the Congressman and a tour of the Downtown, added Mr. Slater to distribution list for DDP information
- Approved the environmental covenant for 680 Forest Street to be forwarded to DNREC
- Discussed with Jon Street the wastewater documents to be provided to the DNREC for the Garrison Tract and asked Jonathan to find out when the 15 day public notification process will start
- Attended Parking Committee meeting to discuss location of parking permit spaces for EZ-Pass and further discussions on the need to increase prices for metered and permitted parking
- Three phone calls with Eugene Wiley, site manager for Kvaerner
- Set-up a meet and greet with Kvaerner and various City of Dover officials, and sent out invitations for the meeting on February 19th
- Prepared a budget overview for Marketing and Promotions Committee chairperson
- Met with Allen Perry of Montchanin Group
    - discussed utilization of civic center property for potential apartment buildings for student housing
    - provided him with details on civic center property ownership
    - discussed the Convocation Center and its economic impact on the community
    - Discussed with Allen the ILC move to Seaford and reasons for ILC not going to the SunRoc Building
- Teleconference with E Stuart Outten to discuss his support of the Convocation Center and the status of the Civic Center Board of Directors and ownership of the Civic Center property
- Met with Becker Morgan to discuss site work at the Garrison Tract and the meeting with Kent Conservation District to discuss soil disturbance fees and what amount of property will impact the agricultural lease at the Garrison Tract
- Talked to Tim Ratslep at DNREC to discuss funding for the IMCA television spots for the Brownfield Conference; DNREC has already purchased a segment therefore they cannot provide funding for a City of Dover segment but will feature City of Dover Brownfield sites
- Talked to Ryan at Advantech with regard to security cameras in the North Street parking lot and the timeframe for camera installation
- Attended DEEDS meeting in Wilmington, DE and discussed the plans for the May meeting to be held in Dover
- Conference call with Calpine on February 11th
    - The General Contractor has been selected for temporary road and stormwater. The general contractor will use only union labor.
    - Temporary entrance permit has been filed with DELDOT

    - Discussed temporary easement agreement and right-of-way agreement at Cartanza substation
- Met with Eric Mabus and established March 7th as Grand Opening date for Bayard Pharmacy
- Requested a vacant property waiver for 238 Railroad Avenue
- Attended the Economic Consortium meeting and the CENDEL Chamber of Commerce Board Meeting
- Attended Leads group meeting
    - reviewed plans with R&R Commercial Realty for Family Dollar Store at the former NAPA site
    - Met with Charlie Rodriguez to discuss new 7-11 Store which will be located at site of former Boardwalk Fries
    - Also discussed the Green Turtle, owners need comparable costs for their construction loan
    - Discussed the new tenant at La Tonalteca's former location - a chicken restaurant
- Conference call with Jeff Stone regarding potential Garrison Tenant (Food Processing Company), Alan Levin sent follow-up to them on February 14th. Garrison Tract is now shortlisted and decision will be made in 30 days
- Met with Scott Koenig and Gregg Moore regarding public easement for Reuben Salters location
- Discussed infrastructure grant with Jeff Stone, possibility of using Infrastructure Fund for the water tower on the Garrison Tract
- Discussed with Herb Konowitz the watch repair facility for veterans, and will follow up with Rob Stenta of Pettinaro with regard to lease space at Blue Hen Corporate Center
- Conference call with Joe Petrosky, he has a small tenant and has committed to making two payments on loan by end of February and will bring account up to date
- Discussed C3 call center status with Patty Cannon from DEDO
- Referred a prospect to Kent County is Open for Business
- Met with representatives from Kvaerner, the EPC (Engineering, Procurement, and Construction Manager) for the Garrison Energy Facility– site manager and vice-president to discuss Kvaerner's philosophy of employing only union labor. They are committed to procuring as much locally as possible and will have their procurement officer contact Bill
- Economic Development Committee Meeting of the DDP
- Attended preview meeting at the Frear Building with Wesley College, representatives from GSA and Senator Carper
- Met with Val DeRoceli regarding 238 Railroad Ave, DNREC has committed to paying for the asbestos abatement which will be done prior to demolition of the buildings
- Provided Scott Koenig with Calpine lease information
- Participated in Delaware State University's review of RFP's for the feasibility study of the proposed Convocation Center
- Interviewed four prospects for the feasibility study and made a recommendation as to who to select

2013_02 Downtown Dover Partnership

- Provided technical assistance to five (5) prospective small business individuals on overall business development within the Downtown Dover Business District
- Provided technical assistance (orientation) to three (3) existing small business owners in preparing and submitting small business loan application for loan consideration.
- Continued providing technical assistance to six (6) prospective small business individuals on locating available space within the downtown district to lease. Of these six (6) inquiries; one (1) has signed leases to occupy current vacant spaces within downtown.
- Coordinated and implemented going logistics for the St. Patrick's Day Parade activities.
- Coordinated media (newspaper announcement), website and social media press releases of series of Special Events which occurred during February '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 second phase of the Parking Committee Annual Downtown Dover Safety & Security with the participation of forty-four merchants.
- Attended and participated as a panelist in the USDA Loan Fund Roundtable.
- Provided technical assistance to the Communities in Schools Coordinator for Campus Community School in planning several events to be held in April in downtown.
- Processed two (2) façade applications for reimbursement.
- Completed first phase of Memorandum of Understanding with Celtic Bank of Florida to assist us with Small Business Development Loans.
- Submitted Progress Report #3 to USDA.

ACTION FORM

PROCEEDING: Utility Committee	**AGENDA ITEM**:
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 2/15/2013
PREPARED BY: Sharon J. Duca, P.E., Public Works Director / City Engineer	
SUBJECT: Dedication of Rights-of-Way and Public Infrastructure – Village Of Cannon Mill Phase 1	
REFERENCE: N/A	
RELATED PROJECT: N/A	
APPROVALS: City Manager	
EXHIBITS: Attachment A – List of Public Improvements to be accepted by the City of Dover Attachment B – Map	
EXPENDITURE REQUIRED: $ N/A	**AMOUNT BUDGETED**: $ N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A	
TIMETABLE: All infrastructure improvements will become the responsibility of the City of Dover upon action by City Council.	
RECOMMENDED ACTION: Acceptance of dedication of rights-of-way and public infrastructure in Phase 1 of the Village of Cannon Mill Subdivision. Dedication is to include all of the referenced public improvements.	

BACKGROUND AND ANALYSIS

The City of Dover Department of Public Works requests that all public infrastructure improvements related to Phase 1 of the Village of Cannon Mill be dedicated to the City of Dover for permanent ownership and maintenance. Attachment A outlines all of the public improvements associated with Phase 1. The total construction value of the public improvements is $1,170,700. Attachment B shows the general location and configuration of the subject rights-of-way. The original developer filed for bankruptcy which resulted in work stoppage within the subdivision. The final wearing course and punch list items remain to be completed to meet the City of Dover Standards and Specifications for Public Works Construction and have been outstanding for many years. The Department is prepared to complete the work required pending rights-of-way and public infrastructure dedication as well as paving improvements bid acceptance by City Council.

DEDICATION OF RIGHTS-OF-WAY AND PUBLIC INFRASTURCTURE
VILLAGE OF CANNON MILL - PHASE 1

ATTACHMENT A

The following is a list of all public improvements which are to be accepted by the City of Dover:

Sewer Utility Infrastructure (Construction Value = $265,100):

10” SDR-35 PVC Sanitary Sewer Main	-	1,945 l.f.
8” SDR-35 PVC Sanitary Sewer Main	-	2,755 l.f.
6” PVC Sanitary Sewer Laterals	-	3,300 l.f. (134 laterals)
4' Diameter Sanitary Sewer Manholes	-	24 ea. (214 v.f.)

Water Utility Infrastructure (Construction Value = $162,000):

8” Ductile Iron (Class 52 Cement Lined) Water Main	-	6,100 l.f.
6” Ductile Iron (Class 52 Cement Lined) Water Main	-	255 l.f.
1” K Copper Water Service Lines	-	3,600 l.f. (134 services)
8” Gate Valve	-	20 ea.
6” Hydrant Valve	-	9 ea.
Fire Hydrants	-	9 ea.

Storm Water Infrastructure (Construction Value = $169,700):

Catch Basins	-	40 ea.
4’ Diameter Storm Sewer Manholes	-	3 ea.
Outfall Structure	-	4 ea.
15” Type III Reinforced Concrete Pipe	-	1,610 l.f.
18” Type III Reinforced Concrete Pipe	-	905 l.f.
24” Type III Reinforced Concrete Pipe	-	735 l.f.
30” Type III Reinforced Concrete Pipe	-	465 l.f.

Street Infrastructure (0.7348 miles) (Construction Value = $573,900):

Cannon Mill Dr.	Station 0+00 to Station 6+50	650 l.f.
East Sheldrake Cir.	Station 37+75 to Station 20+50	580 l.f.
West Sheldrake Cir.	Station 0+00 to Station 6+00	600 l.f.
Paradee Dr.	Station 0+00 to Station 11+00	1,100 l.f.
Quillen St.	Station 0+00 to Station 7+00	700 l.f.
Lester Court	Station 0+00 to Station 6+00	600 l.f.

Street Dedication Exhibit

Village of Cannon Mills Phase I

Right of Ways to be Dedicated to the City of Dover



0 180 360 720 Feet

N

Date Printed: February 19, 2013
File: m:\gis_data\projects\tech_mxds
\street_dedication_map_cannon_mills
Department: Public Works GIS
City of Dover, Delaware

Legend

Dover Parcels

Village of Cannon Mills

Memorandum

Office of the City Manager
PO Box 475
Dover, DE 19903
Phone: (302) 736-7005
FAX: (302) 736-7002
E-mail: skoenig@dover.de.us

To: **Members of City Council**

From: **Scott D. Koenig, P.E.**
City Manager

Date: **March 6, 2013**

Subject: **Request to Table Various Items on March 11, 2013 Agenda**

In light of the discussion at the last City Council meeting with respect to the Letter of Credit for the Village of Cannon Mill, I am requesting that final action by the Dover City Council for the following items be delayed until the Regular Council Meeting scheduled for Monday, March 25, 2013:

Dedication of Rights-of-Way and Utilities – Village of Cannon Mill - Phase I (Item # 7.B.b-1.)
Dedication of Rights-of-Way and Utilities – Village of Westover – Phase VI (Item # 7.B.b-2.)
Evaluation of Bids – Cannon Mill Paving Improvements Program (Item # 11.)

The sight draft for the Village of Westover – Phase VI Letter of Credit is being presented to M&T Bank. The timeline for the issuance of funds is unconfirmed at the time of this writing. Staff intends to seek further action on the Letter of Credit for the Village of Cannon Mill; therefore, action on the paving contract bids for the Village of Cannon Mill should also be delayed until the second meeting in March.

cc: City Clerk's Office
Donna Mitchell, Controller
William Pepper, Assistant City Solicitor

ACTION FORM

PROCEEDING: City Council	**AGENDA ITEM**:
DEPARTMENT OF ORIGIN: Public Works	**DATE SUBMITTED**: 02/01/2013
PREPARED BY: Sharon J. Duca, P.E., Public Works Director / City Engineer	
SUBJECT: Evaluation of Bids – Cannon Mill Paving Improvements Program	
REFERENCE: CIP – Street & Alley Program	
RELATED PROJECT: FY 2013 Street & Alley Program	
APPROVALS: City Manager, Controller	
EXHIBITS: Aerial Map	
EXPENDITURE REQUIRED: $ 275,854.27	**AMOUNT BUDGETED**: See Funding Source
FUNDING SOURCE (Dept./Page in CIP & Budget): Multiple Funding Sources: $1,546,700 General Fund; $700,000 Community Transportation Funds; $256,214 Municipal Street Aid Fund CIP Page: 91 Account No.: 147-1800-554.40-31 and 318-990-582.40-31	
TIME TIMETABLE: Notice to Proceed to be issued within 60 days of Council approval. Project anticipated to be completed in 120 calendar days from Notice to Proceed issuance.	
RECOMMENDED ACTIONS: Award a unit price contract, based upon Bid #13-0016PW for the Cannon Mill Paving Improvements Program to Harmony Construction Co. based on the With Prevailing Wage unit prices for each work item submitted. The Scope of Work for the program will be altered to reflect the funding that has been secured to complete each location. The Public Works Director may add or delete from the contract based on available funding throughout the contract period and inform the City Manager of such additions and deletions. All work will be paid for at the unit prices bid for work completed and accepted by the City of Dover. The total work authorized under this contract will not exceed the available funding in conjunction with the co-project FY 2013 Street & Alley Program.	

BACKGROUND AND ANALYSIS

In concurrence with the City of Dover's Capital Investments Plan, it is proposed to rehabilitate and complete pavement sections within the City of Dover during Fiscal Year 2013. In particular, the final pavement section, type 'C' surface coat, was never installed in the Cannon Mill Subdivision due to the project owners filing for bankruptcy. The total length of scheduled street repaving / overlaying is approximately 4, 230 linear feet or 0.80 miles. The following locations were included in the proposed scope of work to be completed under the Cannon Mill Paving Improvements Program:

STREET NAME	EXHIBIT TITLE
CANNON MILL DRIVE	CANNON MILL
EAST SHELDRAKE CIRCLE	CANNON MILL
LESTER COURT	CANNON MILL

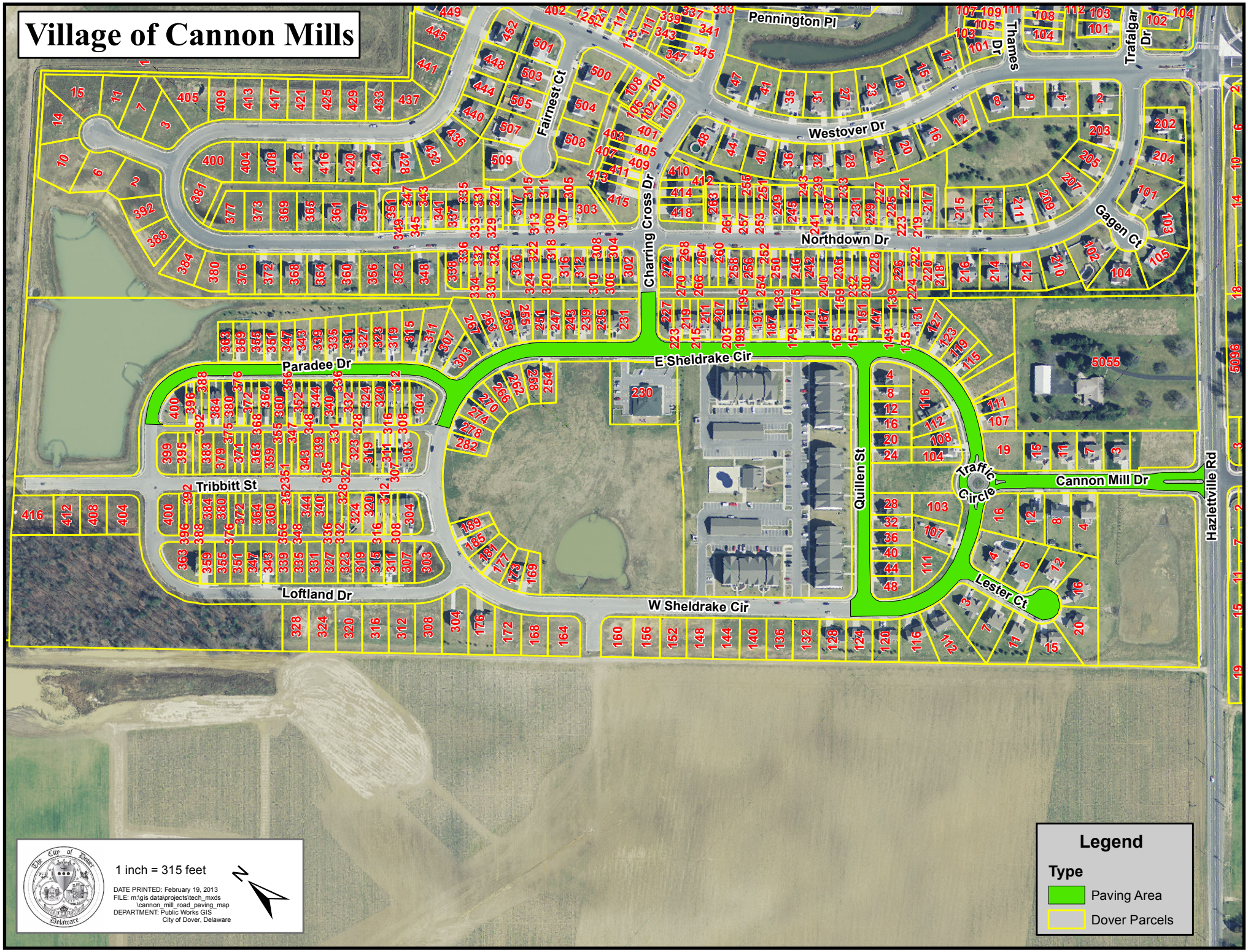
STREET NAME	EXHIBIT TITLE
PARADEE DRIVE	CANNON MILL
QUILLEN STREET	CANNON MILL
WEST SHELDRAKE CIRCLE	CANNON MILL

Bids were opened on Wednesday, January 30, 2013. Nine (9) contractors submitted unit price bids for the proposed work to be performed. Based on the proposed quantities, the estimated contract values are as follows:

CONTRACTOR	LOCATION	AMOUNT OF BID (WITH PREVAILING WAGES)	AMOUNT OF BID (WITHOUT PREVAILING WAGES)
AMERICAN INFRASTRUCTURE, INC.	WEST CHESTER, PA	$336, 332.80	$333, 140.50
DAISY CONSTRUCTION CO.	NEW CASTLE, DE	$290, 319.70	$277, 479.60
DAVID A. BRAMBLE, INC.	CHESTERTOWN, MD	$289, 980.70	$275, 437.10
DEL-MAR-VA PAVING CO., INC.	SEAFORD, DE	$285, 975.35	$261, 440.05
DIAMOND MATERIALS, LLC	WILMINGTON, DE	$294, 611.18	$278, 888.26
GEORGE & LYNCH	DOVER, DE	$326, 124.05*	$314, 028.15*
GWP ENTERPRISES	FRANKLINVILLE, NJ	$288, 424.34	$281, 469.47
HARMONY CONSTRUCTION CO.	**WILMINGTON, DE**	**$275, 854.27**	**$264, 051.33**
JERRY'S PAVING INC.	MILFORD, DE	$283, 959.67	$266, 517.90

**Evaluated Bid based on Local Vendor Preference*

The Cannon Mill Paving Improvements Program contract documents allow staff to alter quantities up to 35% without changes to unit prices; therefore, the contract final value may be adjusted to reflect all available funding. Harmony Construction Co. submitted all of the contractor's qualification information, which included a list of recently completed projects similar in scope, as well as a financial statement, that were all found to be adequate. It is staff's opinion that the bid represents fair market value and their qualifications are in accordance with the requirements of this project. In conclusion, staff recommends awarding a construction contract to Harmony Construction Company, Inc. in the amount of $275, 854.27 for the Cannon Mill Paving Improvement Program contingent upon acceptance of infrastructure dedication by City Council. Representative Scott has committed $100,000 in new community transportation funds to offset the cost of these improvements and staff is also seeking funding from other leg to provide additional offsets of cost.


Village of Cannon Mills
Pennington Pl
Fairnest Ct
Westover Dr
Thames Dr
Trafalgar Dr
Charring Cross Dr
Northdown Dr
Gagen Ct
Paradee Dr
E Sheldrake Cir
Quillen St
Traffic Circle
Cannon Mill Dr
Hazlettville Rd
Tribbitt St
Loftland Dr
W Sheldrake Cir
Lester Ct
5055
1 inch = 315 feet
DATE PRINTED: February 19, 2013
FILE: m:\gis data\projects\tech_mxds
\cannon_mill_road_paving_map
DEPARTMENT: Public Works GIS
City of Dover, Delaware
Legend
Type
Paving Area
Dover Parcels

ACTION FORM

PROCEEDING: Council	**AGENDA ITEM NO.:**
DEPARTMENT OF ORIGIN: Electric	**DATE SUBMITTED**: 03/20/2013
PREPARED BY: Stephen Enss, Interim Electric Director	
SUBJECT: Engineering Service Agreement - General Scott Substation Switchgear Replacement	
REFERENCE: Project # EE1312	
RELATED PROJECT: N/A	
APPROVALS: City Manager, Controller	
EXHIBITS: 1) Quotation 2) Fiscal 2013 DRAFT Capital Investment Plan, Project EE1400	
EXPENDITURE REQUIRED: $55,000**.** **AMOUNT BUDGETED**: Planning/Design FY13 - $50,000; Construction/Maintenance FY14 - $800,000 and FY 15 - $300,000 **PROJECT TO DATE EXPENSES**: $0.00 **FUNDING SOURCE (Dept/Page in CIP & Budget)**: Electric Engineering / Page 145	
TIMETABLE: Work to begin immediately following City Council approval	
RECOMMENDED ACTION: Staff recommends awarding the work to Power Consulting Engineers (PCE) in an amount not to exceed $55,000 based on Time & Materials.	

BACKGROUND AND ANALYSIS

In December 2012, City Council awarded three (3) year contracts for electrical engineering services to Pike Energy Solutions, LLC and Power Consulting Engineers (PCE). Based on a review of the project needs for the General Scott Switchgear, the Electric Department staff requested a project specific proposal from PCE to perform the following services for the General Scott Substation Project:

1) Provide new Specifications.
2) Provide Bid Documents.
3) Review the vendor proposals and make recommendation.
4) Feeder relay settings.

The cost of these services will be based on Time & Materials not to exceed $55,000.

Switchgear Replacement for General Scott Substation City of Dover

Engineering Services Quotation

Contents:

Scope of Work
Project Team
Primary Contact Information
Rates and Not to Exceed Cost

PCE POWER CONSULTING ENGINEERS

SCOPE OF WORK

Power Consulting Engineers appreciates the opportunity to provide a quotation for replacement of the General Scott Substation switchgear.

Design Engineering Services for the General Scott Switchgear

- Prepare in AutoCAD 2000 or newer format and submit for approval to the City of Dover one copy of the following drawings:

  - One Line Modifications
  - Site Plan Modifications
  - Plan View Modifications
  - Sections Modifications
  - Foundation Plan Modifications
  - Foundation Details Modifications
  - Grounding Plan Modifications
  - Conduit/Cable Plan Modifications
  - Cable and Conduit Schedule Modifications
  - AC/DC Panel Modifications
  - New AC and DC Schematics
  - SCADA Connection Diagrams (non RTU end)
  - Equipment Connection Diagrams (Switchgear)
  - New Station Equipment Grounding Details
  - Short circuit study & relay settings

- Make changes in drawings one time after Owner's review to assure that the project meets the City of Dover's expectations.
- PCE has a QA/QC program to reasonably assure conformance with objectives, schedules and design and construction standards.
- PCE utilizes some of the best software tools in the industry for both the design and management of substation projects.

  - Microsoft Project for monitoring all substation construction schedules, material deliveries and for monitoring personnel workload
  - Autocad 2012 with libraries developed for each client so special requests are carried forward to future projects
  - MathCad for fault current and relay calculations
  - In house developed rigid and strain bus design tools
  - SKM Power Tools for handling system modeling, device coordination and TCC curves
  - The full line of Microsoft Office programs for handling day to day tasks
  - ETAP, two layer soil, ground grid design program

Procurement Services

The procurement services include the preparation of technical specifications, necessary drawings and contract documents for the following major equipment and materials. Procurement services will include:

- Prepare and submit for approval to the City of Dover one copy of the following bidding documents.
  - Specifications for the Switchgear with Relays
- Make changes in specifications one time after Owner's review to assure that the project meets the City of Dover's expectations.
- Solicit bids listed above and provide analysis/recommendations from the bidding process to the City of Dover for its final selection. Engineer will be available to each prospective bidder to answer questions.
- The City of Dover's standard contracts will be used for the labor and material contract.

Construction Services

The construction services will include:

- No construction services or field services were requested.

Post-Construction Services

Following completion of construction and energization, PCE will provide the following services:

- Revise drawings to agree with the construction records of the contractor.
- Prepare and submit to the City of Dover four (4) hardcopies of "as built" construction drawings and one (1) copy on CD-ROM.
- Submit all manufacturers' drawings to the City of Dover.

PROJECT TEAM

Doug K. Trotter, P.E. – Project Manager/Engineer

Daryl R. Dunahoo, P.E. – Engineer Advisor and Quality Control, Principal Engineer

Rama Ravindranathan, P.E. – Project Engineer II

Todd Nalley, P.E. – Project Engineer I

John A. Durden – Designer

Jeff Cash – Engineering Aide

PRIMARY CONTACT INFORMATION

Daryl R. Dunahoo, P.E.
Power Consulting Engineers
4652 Lawrenceville Hwy., Suite 201
Lilburn, GA 30047
Ph 770-295-0925
Fax 770-935-5579
Cell 404-735-3135
daryl@pcedesign.com

Doug K. Trotter, P.E.
Power Consulting Engineers
4652 Lawrenceville Hwy., Suite 201
Lilburn, GA 30047
Ph 770-295-0927
Fax 770-935-5579
Cell 404-735-3137
dtrotter@pcedesign.com

John A. Durden
Power Consulting Engineers
4652 Lawrenceville Hwy., Suite 201
Lilburn, GA 30047
Ph 770-295-0923
Fax 770-935-5579
john@pcedesign.com

Rama Ravindranathan, P.E.
Power Consulting Engineers
4652 Lawrenceville Hwy., Suite 201
Lilburn, GA 30047
Ph 770-295-0926
Fax 770-935-5579
rama@pcedesign.com

RATES AND NOT TO EXCEED COST

The hourly rates for the different individuals that will be working on this project are as follows:

Job Designation Code & Title	Hourly Billing Rate
Jr. Drafter/Secretary	$51
Engineering Aide	$66
Sr. Designer	$98
Engineer 1	$108
Engineer 2	$135
Principal Engineer	$151

All Engineer rates may be adjusted on an annual basis on the first day of January for each year to reflect Engineer's then current standard, official rates.

Rates for any testimony shall be billed at not less than eight (8) hours a day.

Reproduction, printing, communications, computer services, and other miscellaneous support services are not billed to the client.

Travel, food, lodging and miscellaneous expenses to third parties, except automobile mileage, associated with the provision of services hereunder, shall be billed at cost. Automobile mileage will be billed at the rate annually approved by the Internal Revenue Service ($.565 for 2013).

PCE will provide the design engineering services listed in this proposal for a not to exceed price of $55,000. This price includes all software usage, transportation, supplies, copies, tel., fax, hotels, living expenses, etc.

EXHIBIT 1

City of Dover

Daryl,

The City of Dover would like to request that PCE provide a cost estimate not to exceed, for a project that PCE would perform the duties of preparing a new arc resistant switch gear at our General Scott Substation.

PCE would perform the following duties:

1) Provide the new specifications.
2) Provide Bid documents
3) Review the vendor proposals and make recommendation
4) Feeder relay settings

City of Dover would provide:

1) Draft specifications equivalent to our Division Street substation
2) Specifications for items changed
3) One line diagram
4) Site drawing and pictures.

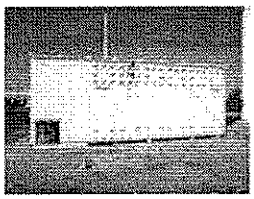
Stephen A Enss

Engineering Services & System Operations Superintendent

Fiscal 2013 DRAFT Capital Investment Pla FY 13 *thru* FY 17

City of Dover, Delaware

Project # EE1400
Project Name General Scott Switchgear



Type	Improvement	**Department**	Electric Engineering
Useful Life	20-25 years	**Contact**	Electric Director
Category	Electric	**Priority**	n/a
New Project:	No	**Account Number:**	
Time-Line:			

Description **Total Project Cost: $1,150,000**

This project will replace the metal clad switchgear and replace the distribution breakers as they have reached the end of their useful life.

Justification

This station carries the industrial and residential load on the west side of Dover. The station distribution switch gear was installed in 1985. Additionally, the breakers have numerous moving parts, including plastic components that tend to fail with age resulting in mis-operation of the breaker.

CONSEQUENCES OF DELAYING OR ELIMINATING THIS PROJECT: General Scott's switchgear is aging and replacing it will reduce the possibility of outages due to aged equipment failure. Additionally, another feeder will be added to the substation to provide a 12 kV feed to a large commercial customer. Due to the rate tariffs, this 12kV feed will increase revenue should it become the primary feed, which is currently in discussion.

TIME-LINE/CURRENT STATUS: Engineering will be completed in FY13. Construction of the new metal clad switchgear in FY14. Installation and commissioning completed in FY 2015.

Expenditures	FY 13	FY 14	FY 15	FY 16	FY 17	Total
Planning/Design	50,000					50,000
Construction/Maintenance		800,000	300,000			1,100,000
Total	**50,000**	**800,000**	**300,000**			**1,150,000**

Funding Sources	FY 13	FY 14	FY 15	FY 16	FY 17	Total
Electric I & E Fund	50,000	800,000	300,000			1,150,000
Total	**50,000**	**800,000**	**300,000**			**1,150,000**

Budget Impact/Other

City of Dover
RECEIVED
MAR 25 2013
CITY MANAGER/MAYOR

BAIRD MANDALAS LLC
ATTORNEYS AT LAW

103 S. BRADFORD STREET
DOVER, DELAWARE 19904
(302) 677-0061 (TEL.)
(302) 677-0065 (FAX)

AUTHOR'S EMAIL:
glenn@bairdmandalas.com

March 22, 2013

Scott Koenig, City Manager
City Hall - 15 Loockerman Plaza
Dover, Delaware 19903

RE: City of Dover Labor Negotiations (AFSCME)

Dear City Manager Koenig:

Thank you for selecting Baird Mandalas, LLC to represent the City of Dover in connection with labor negotiations with the American Federation of State, County, and Municipal Employees (AFSCME). This letter will confirm the terms of my firm's engagement. I will have primary responsibility for your representation but I may use other firm lawyers and legal assistants as appropriate under the circumstances. The specific terms of my firm's engagement are as follows:

1. Fees and Hourly Rates: My firm's fee to negotiate a collective bargaining agreement outside of mediation, arbitration, or litigation between the City and AFSCME shall be FIFTY THOUSAND DOLLARS ($50,000). The fee shall be for the limited services aforementioned and shall be earned as follows:

Fee Schedule	
$45,000.00 (in five monthly installments)	$9,000 per month for an estimated five months including April, May, June, July, and August 2013. For negotiating sessions, negotiating preparations, telephone calls, research, preparation of correspondence and memorandums, and other related activities.
$5,000.00	Due upon the execution of the AFSCME collective bargaining agreement. (This is a new collective bargaining agreement and we anticipate a significant level of effort. My firm will keep records of activity expended on this matter at a rate of $165 per hour. In the event the flat rate exceeds the hourly rate, the City will be invoiced for the hourly rate)
$50,000.00 (Total)	

Any additional services including mediation, arbitration, and litigation, and tasks associated with mediation, arbitration, and litigation, shall be additional services not included in the fee schedule above, and shall be separately invoiced at the hourly rate of $165 per hour. I may rely upon other lawyers and assistants in my firm for additional services including Kevin Baird, Esquire, and Michael Hoffman, Esquire, and Stephen E. Smith, Esquire, whose services shall also be invoiced at the hourly rate of $165 per hour.

2. Billing: My firm will provide you with monthly invoices that itemize all fees and costs expended on your behalf. All invoices are due and payable upon receipt, and any balances which remain outstanding more than 60 days may accrue interest.

3. Retainer: My firm will not require an advance retainer for this representation. If we receive any money from you that is not for fees earned or costs it will be placed into our Rule 1.15 attorney trust account and will be applied to future invoices. Any of those funds remaining in our trust account at the end of this representation will be returned to you.

4. Expedited Matters: Should you require our services on an expedited or emergency basis, we may charge at a higher rate.

5. Termination for Non-Payment: We reserve the right to terminate our attorney/client relationship for non-payment of fees and costs.

6. Costs: "Costs" include any and all out-of-pocket expenses, such as filing fees, transcript costs, expert fees, copying costs, long distance telephone calls, cellular telephone charges, and travel expenses. All costs expended on your behalf will be itemized and billed on each monthly statement.

7. Documents/files: I may send you documents, correspondence, and other information throughout the representation. These copies will be your file copies, please retain them. I will also keep the information in a file in my office, which will be my file. At the conclusion of your matter, I will close my file and store your file for approximately five years. I will destroy the file after that period unless you instruct me in writing now to keep your file longer.

8. Miscellaneous. Every effort will be made to keep you well informed as to the progress of all matters at all times. Please feel free to call at any time to discuss the present status or any other aspect of any matter.

I have made no guarantees regarding the disposition of any phase of any matters in which the City has sought or may seek my assistance, and any estimation of the probable outcome is expressed only as an opinion.

At your earliest opportunity, please countersign this agreement and return it in the enclosed envelope so that we will have a mutual memorandum of our understanding.

Very truly yours,

GLENN C. MANDALAS

GCM/lss

AGREED AND UNDERSTOOD this _____ day of _____, 2013.

BY:_____
Authorized City Official

City of Dover
RECEIVED
MAR 25 2013
CITY MANAGER/MAYOR

BAIRD MANDALAS LLC
ATTORNEYS AT LAW

103 S. BRADFORD STREET
DOVER, DELAWARE 19904
(302) 677-0061 (TEL.)
(302) 677-0065 (FAX)

AUTHOR'S EMAIL:
glenn@bairdmandalas.com

March 22, 2013

Scott Koenig, City Manager
City Hall - 15 Loockerman Plaza
Dover, Delaware 19903

RE: City of Dover Labor Negotiations (IBEW)

Dear City Manager Koenig:

Thank you for selecting Baird Mandalas, LLC to represent the City of Dover in connection with labor negotiations with the International Brotherhood of Electrical Workers Local 1238 (IBEW). This letter will confirm the terms of my firm's engagement. I will have primary responsibility for your representation but I may use other firm lawyers and legal assistants as appropriate under the circumstances. The specific terms of my firm's engagement are as follows:

1. Fees and Hourly Rates: My firm's fee to negotiate a collective bargaining agreement outside of mediation, arbitration, or litigation between the City and IBEW shall be FIFTEEN THOUSAND DOLLARS ($15,000). The fee shall be for the limited services aforementioned and shall be earned as follows:

Fee Schedule	
$12,500 (in five monthly installments)	$2,500 per month for an estimated five months including April, May, June, July, and August 2013. For negotiating sessions, negotiating preparations, telephone calls, research, preparation of correspondence and memorandums, and other related activities.
$2,500.00	Due upon the execution of the IBEW collective bargaining agreement.
$15,000.00 (Total)	

Any additional services including mediation, arbitration, and litigation, and tasks associated with mediation, arbitration, and litigation, shall be additional services not included in the fee schedule above, and shall be separately invoiced at the hourly rate of $165 per hour. I may rely upon other lawyers and assistants in my firm for additional services including Kevin Baird, Esquire, and Michael Hoffman, Esquire, and Stephen E. Smith, Esquire, whose services shall also be invoiced at the hourly rate of $165 per hour.

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3. Retainer: My firm will not require an advance retainer for this representation. If we receive any money from you that is not for fees earned or costs it will be placed into our Rule 1.15 attorney trust account and will be applied to future invoices. Any of those funds remaining in our trust account at the end of this representation will be returned to you.

4. Expedited Matters: Should you require our services on an expedited or emergency basis, we may charge at a higher rate.

5. Termination for Non-Payment: We reserve the right to terminate our attorney/client relationship for non-payment of fees and costs.

6. Costs: "Costs" include any and all out-of-pocket expenses, such as filing fees, transcript costs, expert fees, copying costs, long distance telephone calls, cellular telephone charges, and travel expenses. All costs expended on your behalf will be itemized and billed on each monthly statement.

7. Documents/files: I may send you documents, correspondence, and other information throughout the representation. These copies will be your file copies, please retain them. I will also keep the information in a file in my office, which will be my file. At the conclusion of your matter, I will close my file and store your file for approximately five years. I will destroy the file after that period unless you instruct me in writing now to keep your file longer.

8. Miscellaneous. Every effort will be made to keep you well informed as to the progress of all matters at all times. Please feel free to call at any time to discuss the present status or any other aspect of any matter.

I have made no guarantees regarding the disposition of any phase of any matters in which the City has sought or may seek my assistance, and any estimation of the probable outcome is expressed only as an opinion.

At your earliest opportunity, please countersign this agreement and return it in the enclosed envelope so that we will have a mutual memorandum of our understanding.

Very truly yours,

GLENN C. MANDALAS

GCM/lss

AGREED AND UNDERSTOOD this _____ day of _____, 2013.

BY: _____
Authorized City Official

CITY OF DOVER
PROPOSED ORDINANCE #2013-06 WITH LF&A #1
(LF&A Amendments Indicated in Yellow Highlight)

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

That Chapter 2 - Administration, Article II - City Council, Division 2 - Meetings, of the Dover Code be amended by inserting the text indicated in bold, blue, italics and deleting the text indicated in red strikeout as follows:

Sec. 2-51. - Regular meetings.

(a) *When and where held*. Regular meetings of the mayor and city council shall be held on the second and fourth Monday of each month at the time and place designated by the council president.

(b) *Notice*. Notice to the councilmembers of regular meetings shall not be required, except when the regular meetings are to be held at a place other than city hall.

(c) In order to ensure transcription accuracy, enhance accountability and deliver information efficiently to the public, all meetings of the Dover City Council and of any board, commission, task force or committee which is established by the City Charter or ordinance, or by motion or resolution of the city council shall be audio taped and all such recordings shall be maintained in an unedited format. Audio recording shall be required when the necessary equipment is in good working order and knowledgeable staff is available to operate the recordation system.

Sec. 2-52. - Special meetings.

(a) *When and where held*. Special meetings of the mayor and city council shall be called by the mayor or the council president. Designation of the time and place of the special meetings shall be delivered by verbal or written notice to each councilmember at least 24 hours prior to the meetings.

(b) *Waiver of notice*. The notice of the special meeting may be waived by the councilmembers individually.

Sec. 2-53. - Cancellation of meetings; one meeting per month required.

Any meeting of the mayor and city council provided for by this division may be cancelled by unanimous consent of the mayor and councilmembers, except that one meeting per month shall be held as is required by section 9 of the City Charter.

Sec. 2-54. - Excused absences.

In accordance with Article II, Section 13 of the City of Dover Charter, a council member shall forfeit their office if they fail to attend three consecutive regular meetings of the council without being excused by the council.

Draft

(a) Procedure for Excused Absences. Council members shall be required to contact the City Clerk's office no later than 4:00 p.m. of the day of the meeting requesting to be excused from the meeting and stating the reason for such absence. Failure to comply, except in cases of emergency, shall result in an unexcused absence. The Clerk shall inform the Council of the reason for the member's absence. Upon passage of a motion by a majority of the members present, the absent member shall be considered excused and the Clerk will make an appropriate notation in the minutes. If the motion is not passed, the Clerk will note in the minutes that the absence is unexcused.

(b) Excused Absences. Excused absences shall be limited to those which meet both of the following requirements:

(1) The absent member must have informed the City Clerk's Office of their intended absence prior to the scheduled meeting. Failure to inform prior to the meeting shall result in an unexcused absence, unless extenuating circumstances prevent advance notice, and

(2) The absence is due to one of the following:

(i) A death in the family
(ii) Family or personal illness
(iii) City-related business
(iv) Personal leave (limited to one per fiscal year)
(v) Emergency
(vi) Decision by member's supervisor in employment
(vii) Required military service
(vii) Inclement weather
(viii) Accident
(ix) Scheduled vacations

(c) Suspension of Compensation. For council members who are considered excused, compensation shall be suspended after three consecutive regular council meeting absences. Compensation shall be reinstated when the council member resumes attendance at council meetings and shall be pro-rated based on their return date.

ADOPTED: *

S:\ORDINANCES\2013\Draft\2013-06 with LF&A #1 Amending Ch 2-Administration, Article II-City Council, Div 2-Meetings - Excused Absences - 1st Reading.wpd

SYNOPSIS

The proposed ordinance would establish a procedure for excusing City Council member absences and provide a list of excusable absences. ***It would also suspend compensation after three consecutive excused absences.***

(SPONSORS: LYNN, DIXON, AND ANDERSON)

Actions History

March 25, 2013 - Introduced at Legislative, Finance, and Administration Committee

Draft

FINAL READING

CITY OF DOVER
ORDINANCE #2013-04
STAFF SUBSTITUTE #2 WITH LF&A #1 AND COUNCIL #1
(LF&A Amendments Indicated in Yellow Highlight)
(Council Amendments Indicated in Green Highlight)

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

That Chapter 22 – Buildings and Building Regulations, Article X – Rental Dwellings be amended by deleting the text indicated in bold, red strikethrough and inserting the text indicated in bold, blue italics as follows:

DIVISION 1. – GENERALLY

Sec. 22-331. - Purpose; applicability; definitions; compliance.

(a) *Purpose.* The purpose and intent of this article is to ensure public health, safety and welfare insofar as they are affected by the continued occupancy and maintenance of dwellings operated for lease to the public. The health, safety and welfare of the occupants of the dwellings are of the utmost importance to the city, as is the general community character in which these dwelling units are located.

(b) *Applicability.* The provisions of this article shall apply to all matters affecting or relating to rental dwellings. Where, in this article, different sections of this Code may specify different requirements, the most restrictive shall govern.

(c) *Definitions.* The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

~~***(1) Criminal activity means any crime classified by applicable law as a felony or a class A misdemeanor in addition to the following offenses:, criminal mischief, noise violations, drug offenses, offensive touching, menacing, vehicular assault, sexual harassment, indecent exposure, graffiti, trespassing, criminal trespassing, crime against a vulnerable adult, unlawfully dealing with a child, disorderly conduct, malicious interference with emergency communications, public intoxication, loitering, criminal nuisance, obstructing of public passage, lewdness, prostitution, patronizing a prostitute, unlawfully dealing with a dangerous weapon, or unlawfully dealing with a switchblade knife.***~~

(1) Criminal activity is defined as any crime classified by applicable law as a (a) felony, (b) Class A misdemeanor, or (c) any of the following offenses: any drug offense defined by Title 16 of the Delaware Code, and the following misdemeanors in addition to any Class A misdemeanor, as

defined by Title 11 of the Delaware Code: §601-offensive touching, §602-menacing, §628-vehicular assault 3, §763-sexual harassment, §764-indecent exposure, §811-criminal mischief, §812-graffiti, §820-trespassing, §821/2/3-criminal trespassing, §1105- crime against a vulnerable adult, §1106-unlawfully dealing with a child, §1301- disorderly conduct, §1313-malicious interference with emergency communications, §1315-public intoxication, §1321-loitering, §1322-criminal nuisance, §1323-obstructing of public passage, §1341-lewdness, §1342- prostitution, §1343-patronizing a prostitute, §1445-unlawfully dealing with a dangerous weapon, §1446-unlawfully dealing with a switchblade knife.

(2) *Dwelling unit* means a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

(3) *Multiple-family dwellings* means dwelling units operated as a group, and located in the same building. This shall include ~~**departments**~~ ***apartments***, roominghouses, condominium dwelling units, and accessory apartments located within structures principally used for owner occupancy.

(4) *Rental dwelling* means a dwelling unit that is leased for occupancy to a person or persons in exchange for monetary payment or provision of goods or services to the owner of the dwelling unit.

(5) *Single-family dwellings* means dwelling units operated singly, and separated from other units. In general, this definition shall apply to single-family detached dwellings, including mobile homes, and attached units, including duplexes, and townhouses.

(d) *Compliance required.* No person shall operate, occupy or let to another for occupancy any dwelling which is not in compliance with the International Property Maintenance Code adopted in section 22-221 and all other applicable codes.

Sec. 22-332. - Inspection required.

(a) The code enforcement office, in accordance with the procedures set forth in the International Property Maintenance Code adopted in section 22-221, shall inspect rental dwellings for compliance with the property maintenance code and all other applicable codes to ensure compliance.

(b) Following an inspection, the code enforcement office shall issue a letter and/or report of any code violations and provide a timeline for compliance. There shall be no fee for the first followup inspection. Each subsequent reinspection shall be subject to a fee as provided for in Appendix F—Fees and Fines.

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Sec. 22-333. - Agent required.

(a) *Property manager.* Any owner of a rental dwelling, residing outside of the county, shall be required to have a licensed property manager residing or having an office located in the county, or a family member or other designated individual who does not manage any other rental real estate for a fee and who resides in the county acting as a property manager. The property manager, including family members and designated individuals, shall have charge, care and control of the rental dwelling, and shall provide access to the rental dwelling for inspection, upon request by the building inspector or city planner, within a reasonable time.

(b) *Corporate or partnership owners.* Any corporation or partnership owning a rental dwelling shall have a designated member, partner, or employee having charge, care, and control of the rental dwelling. The designated member, partner or employee shall reside in or have an office located in the county, or shall be required to have a licensed property manager residing or having an office located in the county, or a family member or other designated individual who does not manage any other rental real estate for a fee, and who resides in the county, acting as a property manager. The property manager, family members or other designated individuals shall have charge, care and control of the rental dwelling, and shall provide access to the rental dwelling for inspection, upon request by the building inspector or city planner, within a reasonable time.

~~***Sec. 22-334. Written lease required.***~~

~~***A written lease, including the crime-free An executed copy of the safe communities lease addendum as specified in §22-372, shall be required for all rental dwellings in the City of Dover prior to establishment of a utility account for the property premises.***~~

Secs. 22-334—22-350. - Reserved.

DIVISION 2. - PERMIT

Sec. 22-351. - Generally.

(a) *Single-family dwellings.* It shall be unlawful for any person to operate any single-family rental dwelling without obtaining a permit from the licensing division of the department of planning and inspections in order to determine compliance with the appropriate provisions of this article. The permit shall expire annually on January 31. The fee for the annual permit shall be as provided for in Appendix F—Fees and Fines. ***The permit fee for rental dwelling permits issued after January 31st will be prorated from the date the permit is issued until the next January 31st.***

(b) *Multiple-family dwellings.* It shall be unlawful for any person to operate any multiple dwelling without first obtaining an annual permit therefor from the licensing division of the department of planning and inspections in order to determine compliance with the appropriate provisions of this article. The permit

shall expire annually on January 31, and the fee for the annual permit shall be as provided for in Appendix F—Fees and Fines. ***The permit fee for rental dwelling permits issued after January 31st will be prorated from the date the permit is issued until the next January 31st.***

(c) *Late payment penalty.* In the event that the permit fee set forth herein is not paid on the date due, then the permittee shall incur a penalty fee as provided for in Appendix F—Fees and Fines until the same is paid.

(d) *Reinstatement fee.* An owner whose permit has been suspended in accordance with section 22-352 shall pay a reinstatement fee as provided for in Appendix F—Fees and Fines.

(e) *Lien.* In the event that the property owner fails to pay said fees within 30 days from the date a notice thereof is mailed to the owner, then such fees shall be entered in the municipal lien docket as a lien owing the city; and the same may be turned over to the city solicitor for collection.

(f) *Utilities.* The owner or occupant of any rental unit shall not be entitled to receive city utilities until the permit fee required in this section is paid in full and city personnel shall refuse to provide sewage, water and electricity to the property until satisfactory proof is furnished that such permit fee has been paid.

Sec. 22-352. - Suspension.

(a) *Grounds; duration.* The building inspector shall suspend the permit issued or withhold the permit paid for, pursuant to this division, when***:***

(1) ~~**he**~~ The building inspector determines that any dwelling or the premises surrounding the dwelling fails to meet the requirements of this chapter or any rule or regulation issued pursuant thereto;

(2) The failure of the property owner or property manager to initiate and prosecute in good faith eviction proceedings following notification by the City that the terms of the safe communities lease addendum have been violated; or

(3) The failure of the property owner or property manager to attend a safe communities seminar when required by §22-371(b).

Suspension shall last until the violations have been corrected to the satisfaction of the building inspector, or the suspension shall have been reversed ~~**or appealed**~~.

(b) *Notice of violations.* Upon suspending any permit under this section or withholding the permit paid for, the building inspector shall notify the owner of the violations of the applicable code and shall prescribe a period in which the violation shall be corrected.

(c) *Appeal.* Any owner or operator of any dwelling, whose permit to operate the structure is suspended by the building inspector pursuant to the procedures of this section, shall have the right to appeal and notice as provided in section 22-225

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(d) *Effect of appeal.* Upon suspension of a permit, or withholding of a permit ordered by the building inspector and upon the permittee serving the city clerk with a notice of appeal pursuant to section 22-225, the permit suspension shall be stayed and an existing permit shall remain in force until the appeal is decided.

Secs. 22-353—22-~~380~~ *369*. - Reserved.

DIVISION 3. – SAFE COMMUNITIES

Sec. 22-370 Criminal activity

Tenants of rental dwellings, any member of the tenant's household, any guest or other person ~~associated with the tenant~~ under the tenant's control shall not engage in criminal activity on or within 500 feet of the lot on which the rental dwelling resides.

Sec. 22-371. – Safe communities seminar ~~required~~.

(a) The City of Dover police department shall offer a safe communities seminar a minimum of two times each calendar year. The seminar shall be voluntary, except in the following circumstances:

(1) When a rental dwelling permit has been suspended in accordance with Section 22-352, the property owner or manager shall attend the seminar prior to reinstatement of the suspended rental dwelling permit; or

(2) When a rental dwelling has been the subject of response by the police department on three or more occasions within a six month period, due to occasions where the tenant, any member of the tenant's family, or any guest or other person ~~associated with the tenant~~ under the tenant's control have engaged in criminal activity, the property owner or managers shall attend the seminar.

(b) Upon notification by the chief of police that the safe communities seminar is required in accordance with subsection 2 above, the department of planning and inspections shall notify the property owner and/or property manager that he is required to attend the next scheduled safe communities seminar. Such notice shall be sent by ~~certified mail~~ U.S. Mail, evidenced by Certificate of Mailing to the property owner and property manager if a property manager is on record with the department of planning and inspections.

Sec. 22-372. – Safe communities lease addendum.

(a) All residential leases shall include a safe communities lease addendum, signed by the property owner and tenant, in the following form:

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In addition to all other terms of the lease, landlord and tenant agree as follows:

(1) The tenant, any member of the tenant's household, any guest or any other person ~~associated with the tenant~~ under the tenant's control on or within 500 feet of the leased premises:

i. Shall not engage in criminal activity, including drug-related criminal activity, on or within 500 feet of the leased premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession of any illegal or controlled substance defined by 16 Del.C. Ch. 47.

ii. Shall not engage in any act intended to facilitate criminal activity.

iii. Shall not permit the dwelling unit to be used for or to facilitate any criminal activity.

(2) Any activity prohibited by the safe communities lease addendum shall constitute a substantial violation of the lease, material noncompliance with the lease, and grounds for termination of tenancy and eviction.

(b) The department of planning and inspections shall provide ~~a crime free~~ the safe communities lease addendum ~~template~~.

~~*(c) A copy of the signed crime free safe communities lease addendum shall be submitted to the city of Dover prior to establishment of utility services to any residential property.*~~

(c) ~~A written lease, including the crime free~~ An executed copy of the safe communities lease addendum ~~as specified in §22-372,~~ shall be required for all rental dwellings in the City of Dover prior to establishment of a utility account for the ~~property~~ premises. *(MOVED FROM §22-334. – WRITTEN LEASE REQUIRED)*

Sec. 22-373. – Eviction Required.

(a) If the tenant, any member of the tenant's household, any guest or other person ~~associated with the tenant~~ under tenant's control engages in criminal activity as defined by §22-331(c)(1) and Chapter 22 – Buildings and Building Regulations of the Dover Code on three or more occasions within a 12-month period, ~~the property owner or property manager shall begin to process to terminate tenancy.~~ the chief of police shall notify the department of planning and inspections to initiate the safe communities lease termination notice procedure

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directing the property owner or property manager to terminate the tenancy in accordance with subsection (b).

(b) Upon notification by the chief of police that termination of tenancy is required in accordance with subsection (a), the department of planning and inspections shall notify the property owner and property manager that they have 30 days to initiate the eviction or otherwise terminate the tenancy. Such notice shall be sent by ~~certified mail~~ U.S. Mail, evidenced by Certificate of Mailing, to the property owner and property manager if a property manager is on record with the department of planning and inspections.

SYNOPSIS

The proposed ordinance adds the requirement that landlords participate in a safe communities program that includes participation in a safe communities seminar offered by the Dover Police Department and including a safe communities addendum to leases. In addition, the proposed ordinance allows for prorating of rental permit fees for permits purchased after the beginning of the permit year.

Actions History

April 8, 2013	-	Scheduled for Final Reading by City Council
March 25, 2013	-	Reconsidered by City Council
March 11, 2018	-	Reconsidered by Legislative, Finance, and Administration Committee
February 11, 2013	-	Reconsidered by the Legislative, Finance, and Administration Committee and referred back to staff
January 28, 2013	-	Considered by Council and referred back to Committee for further review
January 14, 2013	-	Introduced at Legislative, Finance, and Administration Committee

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