REGULAR COUNCIL MEETING
A G E N D A

NOVEMBER 13, 2012 - 7:30 P.M.

CITY HALL COUNCIL CHAMBERS
15 LOOCKERMAN PLAZA
DOVER, DELAWARE

OPEN FORUM - 15 MINUTES PRIOR TO OFFICIAL MEETING (7:15 P.M.)

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

INVOCATION BY HERB KONOWITZ

PLEDGE OF ALLEGIANCE LED BY COUNCILMAN BONAR

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 October 22, 2012**

2. Certificate of Congratulations - Elizabeth W. Murphey School 90th Anniversary

3. Proclamations
- **A. Classroom Kindness Week**
- **B. Geographic Information Systems (GIS) Day and Geography Awareness Week**

4. Presentation - MPO Regional Transportation Plan (Kate Layton)

5. Violations of the Dangerous Building Ordinance
- **A. Property Located at 488 North East Avenue, Owned by Jeffrey E. Garrison**
  (City Council tabled this matter on June 25, 2012 for 120 days to provide Wells Fargo the opportunity to proceed with the foreclosure action and, if at any time during this 120-day period City inspectors were to find the property to be a hazard or find a continuing increase in hazardous conditions, that staff be authorized to move forward with the demolition process)
- **B. Property Located at 628 North West Street, Owned by Marina Laird**
- **C. Property Located at 312-314 West Division Street, Owned by Taruna, LLC**
- **D. Property Located at 316 West Division Street, Owned by Joe W. Burden, Sr.**
- **E. Property Located at 320 West Division Street, Owned by Joe W. Burden, Sr.**

* **6. Safety Advisory and Transportation Committee Report - October 24, 2012**

A. Proposed Resolution No. 2012-14 - Designating a Redevelopment Area on Properties Bounded by U.S. Route 13 (North Dupont Highway) on the East, Kings Highway on the North and West, and Delaware Route 8 (East Division Street) on the South

(Committee Recommended Adoption of Resolution No. 2012-14, Provided That Approval of the Resolution Was Received from the Deputy Attorney General and City Solicitor)

B. Review of Rear Access Waiver for Leander Lakes Apartments

(Committee Recommended Approval of a Waiver of the Zoning Code Requirement for Emergency Rear Access for Leander Lakes Apartments, as Recommended by the Planning Commission)

C. Creation of Bicycle and Pedestrian Committee

(Committee Recommended the Creation of a Bicycle and Pedestrian Committee Consisting of Five (5) City Residents Who Are Active Pedestrians and Cyclists Selected by the Chair of the Safety Advisory and Transportation Committee, with Participation from City Departments, DelDOT, and the Dover/Kent County MPO)

* **7. Monthly Reports - September 2012**

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

* **8. Quarterly Review of Utility Related Capital Investment Plan (CIP)** *(July, August, and September)*

* **9. Curfew Ordinance Six-Month Report by Police Chief**

10. Council and Committee Meetings - Holiday Schedule/December 24, 2012 Special Holiday

11. Final Reading - Proposed Ordinance

The First Reading of the following proposed ordinance was accomplished during the Council Meeting of October 22, 2012. Copies of the proposed ordinance are available at the entrance of the Council Chambers.

A. Proposed Ordinance #2012-22 With LF&A-1 Amending Chapter 114 - Vegetation, Article II - Weeds (Collection of Grass Cutting Fees)

12. Council Members Announcements

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

REGULAR COUNCIL MEETING

The Regular Council Meeting was held on October 22, 2012 at 7:30 p.m. with Council President Leary presiding. Council members present were Mr. Anderson, 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 Fortney, 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.

Mr. EShed Alston, 406 Arnold Court, Dover, stated that racially derogatory flyers were being distributed throughout the City and that documentation regarding this matter was provided to the City Clerk's Office to distribute to Council. It was his feeling that there was some type of cover up. He reminded members that a citizen, Johnny Clark, had committed suicide, according to the City, but indicated that since this occurred another individual had informed Mr. Alston that he had been treated the same way as Johnny Clark at the same location. He demanded that the City conduct an investigation into this matter, expressing his belief that if these were Caucasian children being killed by black domestic terrorists, action would already have been taken. Mr. Alston indicated that a task force should be established regarding this matter.

Dr. Jahi Issa, 1300 S. Farmview Drive, advised members that the flyer referred to by Mr. Alston began circulating in the City at the end of last year. As a member of the National Association for the Advancement of Colored People (NAACP), he began an investigation into this matter to determine its validity. He stated that he frequently visited Silver Lake Park with his children and had not done so since the suicide. He felt that enough time had lapsed to launch an investigation regarding this important and very serious issue.

Mr. Doug Beatty, resident of Meadowbrook Acres in Magnolia, stated that he was seeking political office in the 34th District and was made aware during a candidates' forum of the previously mentioned flyer, as well as the suicide and reported abduction of a gentleman on September 17, 2012. He explained his bias regarding this matter due to having observed the killing of his neighbor on his doorstep on October 31, 2006 and having seen detectives deliberately overlook evidence. Mr. Beatty indicated that he had spoken to the second victim over the telephone, interviewed 14 people on the street, and spoke to some of the legislators. He stated that one (1) of the sitting state senators had indicated that he looked into the matter and found that there were untruths generated by some individuals who were trying to start a race riot. Mr. Beatty noted that if this conclusion were true, he would like to know who was responsible. He stated that although it was determined that Johnny Clark committed suicide, this was not the belief of his family and he suggested more investigation into this matter. With regard to the alleged abduction occurring on September 17th, he stated his belief that no report was taken. Mr. Beatty indicated that these types of incidents cause ramifications, including the discrediting of the entire State and the processes involved. He reiterated his desire to determine who was behind this incident if it were the result of fraud, and if it was not

fraud, he wanted the perpetrators brought to justice. He noted that all should have a common interest in this regard and urged City Council to take leadership and positive, pro-active steps to resolve this matter.

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

AGENDA ADDITIONS/DELETIONS

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

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

ADOPTION OF MINUTES - REGULAR COUNCIL MEETING OF OCTOBER 8, 2012

The Minutes of the Regular Council Meeting of October 8, 2012 were unanimously approved by motion of Mr. Bonar, seconded by Mr. Hare and bore the written approval of Mayor Carey.

RESOLUTION NO. 2012-15 - RECOGNITION OF SERVICE - FRANCIS NICHOLS - PLANNING COMMISSION - MAY 28, 2002 THROUGH SEPTEMBER 17, 2012

The City Clerk read Resolution No. 2012-15 into the record.

By motion of Mr. Hare, seconded by Mr. Hutchison, and by a unanimous roll call vote (Williams absent), Council adopted Resolution No. 2012-15, as follows:

WHEREAS, Francis C. Nichols was appointed to the City of Dover Planning Commission on May 28, 2002 and served with diligence and distinction in this capacity as an advocate for sound land use planning in the public interest, ensuring fundamental fairness and careful forethought in the planning and development of the Capital City; and

WHEREAS, prior to his appointment to the Planning Commission, Francis C. Nichols served on the City of Dover Utility Committee from June 28, 1999 through May 28, 2002 and subsequently shared his knowledge and experience in the areas of utility services and stormwater management as a Planning Commissioner; and

WHEREAS, Francis C. Nichols has influenced the pattern and appearance of development in Dover through his contributions to the City's Comprehensive Plans, including the 2003 Comprehensive Plan Update and the 2008 Comprehensive Plan, and his participation in the development of numerous amendments to the City of Dover Zoning Ordinance including the AEOZ, TND, SWPOZ, and ROS zones; and

WHEREAS, Francis C. Nichols completed his service on the City of Dover Planning Commission on September 17, 2012.

NOW, THEREFORE, BE IT RESOLVED that the Mayor, Council, and Planning Commission do hereby express their sincere appreciation to Francis C. Nichols for his faithful and exemplary service to the citizens of the City of Dover as an active member of the City of Dover Planning Commission.

BE IT FURTHER RESOLVED that the Mayor, Council, and Planning Commission wish Francis C. Nichols success in all future endeavors and direct the City Clerk to make this resolution a part of the permanent records of the City of Dover as a lasting symbol of appreciation and gratitude to Francis C. Nichols.

ADOPTED: OCTOBER 22, 2012

On behalf of members of Council, Mayor Carey presented Mr. Francis Nichols with a Dover Cup, along with the Resolution, in recognition of his service as a member of the Planning Commission from May 28, 2002 through September 17, 2012.

Mr. Nichols relayed appreciation for the recognition and for the opportunity provided to him during the past several years.

PROCLAMATION - EXTRA MILE DAY

The City Clerk read the following Proclamation into the record:

WHEREAS, the City of Dover is a community which acknowledges that a special vibrancy exists within the entire community when its individual citizens collectively "go the extra mile" in personal effort, volunteerism, and service; and

WHEREAS, the City of Dover encourages its citizens to maximize their personal contributions by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, the City of Dover chooses to shine a light on and celebrate individuals and organizations who "go the extra mile" in order to make a difference and lift up fellow members of their community; and

WHEREAS, the City of Dover recognizes the mission of the Extra Mile America Foundation to create 200 Extra Mile cities in America and is proud to support "Extra Mile Day" on November 1, 2012.

NOW THEREFORE, I, CARLETON E. CAREY, SR., Mayor of the City of Dover, Delaware do hereby proclaim November 1, 2012 to be **EXTRA MILE DAY** in the City of Dover and urge each individual in the community to take time on this day to not only "go the extra mile" in his or her own life, but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, and world a better place.

PARKS, RECREATION, AND COMMUNITY ENHANCEMENT COMMITTEE REPORT - OCTOBER 8, 2012

The Parks, Recreation, and Community Enhancement Committee met on October 8, 2012, with Acting Chairman Bonar presiding.

Review of Active Recreation Area Plan - Leander Lakes Apartments

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that as part of the Site Plan review process for Leander Lakes Apartments, the applicant prepared a Conceptual Recreation Plan illustrating how the development would provide recreation amenities in accordance with the design specifications described in Article 5, Section 10 of the *Zoning Ordinance*. Mrs. Townshend reviewed the Active Recreation Plan and stated that the proposal must be reviewed by the Parks, Recreation, and Community Enhancement Committee for a recommendation prior to consideration of the Site Plan by the Planning Commission.

Mrs. Townshend advised members that the road labeled on the plans as Rinnier Row, which separates Leander Lakes from the new Dover High School site, would be relabeled Dover High Drive. She explained that the applicant was required to provide 66,000 s.f. of Active Recreation Area and the submitted plan included 84,241 s.f. The recreational facilities would be located throughout the site and include a clubhouse and swimming pool, playground equipment, a dog park, and three (3) walking paths around stormwater ponds. Mrs. Townshend reminded members that the Committee was charged with determining if the amenities were accessible and age-oriented to the development. She noted that staff provided a number of additional recommendations to the developer, as detailed on the Data Sheet for Recreation Plan Review.

Responding to Mrs. Horsey, Mr. Jeff Anderson, Landscape Architect, Rodney Robinson Landscape Architects, Inc., stated that the dog park would have a series of rules and regulations, including specifications regarding the collection of droppings. He noted that a waste receptacle would be provided and trash would be collected on a regular basis (weekly or bi-weekly).

Mr. Keith Cooker, Landmark Engineering, stated that he was unsure whether a lifeguard would be available on the site, although he assumed this would be the case since the developer had another similar facility in Salisbury, MD which had a lifeguard and stated that he could determine this from the owner if required. He indicated that the pool would be fenced and access would be limited to residents of the complex.

Mr. Jeff Anderson confirmed that there would be a fence around the decking of the pool with access gates which would be locked unless a guard or someone in charge was present.

Responding to Councilman Anderson, Mr. Cooker confirmed that there were no objections to staff's recommendations; however, he suggested that bike racks may not be necessary in the playground area since it was unlikely that children would store their bikes there. The developer concurred that bike racks should be provided in the pool area.

In response to Councilman Anderson, Mrs. Townshend confirmed that staff agreed to remove the requirement for bike racks in the playground area and could make note of this when the plan was presented to the Planning Commission.

The Committee recommended approval of the Active Recreation Area Plan for Leander Lakes Apartments as presented, with the inclusion of staff's comments and recommendations, with the exception of the requirement for bike racks in the playground area.

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

UPDATES

The following updates were provided to members:

Planning and Funding for New Library

Ms. Margery Cyr, Library Director, advised members that $1,705,078 had been raised through the Capital Campaign for the new library in donations and pledges as of October 8, 2012. Memorial brick pavers were still being sold and naming opportunities were also available. The Grand Opening of the library was celebrated on September 20, 2012 with many attendees and the Library was in its 18th day of operation. She informed members that a punch list of items to be finished was still being addressed, including interior directional signage, and the Reading Garden was well on its way to completion. Staff was also waiting on some carpeting, shelving, and a small amount of furniture. Staff was heavily involved in training to learn how to use all of the systems in the building.

Responding to Mr. Anderson, Ms. Cyr stated that the name of the facility was the Dover Public Library.

Mr. Anderson congratulated Ms. Cyr on a beautiful building and a wonderful job in bringing it to fruition.

Mr. Bonar stated that Ms. Cyr had done a marvelous job with the dedication ceremony and the library itself and expressed his thanks to her. He noted that his only concern regarding the library was the future cost of running the facility.

In response to Mr. Bonar, Ms. Cyr stated that the fundraising goal for the project had been exceeded and that additional contributions received would be "good for the City."

CDBG Program

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the Status of FY-12 Program Funds Spent - Fiscal Year 7/1/12 - 6/30/13. She noted that the Funds Expended Column reflected $0; however, agreements had been executed with applicants on October 5, 2012, and it was expected that the expenditure of funds would begin soon.

Noting that the City had moved to a three (3) year process for block grants and that two (2) of the projects were one-time undertakings (Serenity Place and Elizabeth W. Murphey School); Mr. Anderson questioned if additional applications would be taken for remaining portions of these funds for next year. Responding, Mrs. Townshend explained that the program was structured to approve each applicant (rather than each project) for a three (3) year period; therefore, the current applicants could apply for funding for additional projects after completion of the initial projects. She

noted that staff allowed for the possibility of an exception to be made (with the review of the Committee) if an unexpected circumstance arose where a non-profit or other qualified agency was in need of funds.

In response to Mr. Anderson, Mrs. Townshend stated that, theoretically, funds could be opened up if any of the applicants did not have an additional project that qualified or if a project were completed at a lower dollar amount. She did not believe that a grant cycle would occur in which all funds were not allocated. Mrs. Townshend stated that if this occurred, staff would issue a proposal indicating that pre-screened applicants could submit applications. She noted that the City of Dover could also put forward projects and that funding of police extra duty hours or other needs had been handled in this way in the past.

Mr. Anderson stated his pleasure in the progress of the Neighborhood Stabilization Program (NSP) as reflected in the Status of FY-12 CDBG Projects.

By consent agenda, Mr. Bonar moved for acceptance of the Parks, Recreation, and Community Enhancement Committee Report, seconded by Mr. Hare and carried by a unanimous roll call vote (Williams absent).

UTILITY COMMITTEE REPORT - OCTOBER 8, 2012

The Utility Committee met on October 8, 2012 with Chairman Bonar presiding.

Unit 1 Turbine Steam Seal Repair - McKee Run Generating Station

Mr. Scott Koenig, City Manager, advised members that the McKee Run Unit 1 steam turbine developed a steam leak on the governor end of the machine. This leak has progressively gotten worse to the point that it is affecting the operation of the #1 bearing on this unit. When operating, this bearing is now running at elevated temperatures when the unit is at full load. This is an undesirable condition which could lead to damage to the bearing (if it is not already damaged), and possibly result in a forced outage. This Unit is not likely to operate until the Spring of 2013; however, repairs need to be made as soon as possible to avoid further damage to the unit.

To address the problem, NAES will replace the governor end outer gland seals and inspect the #1 bearing for damage. This will require:

- Removing the outer gland housing and seals.
- Sending seals to the OEM for refurbishment.
- Reinstalling the seals and gland housing and aligning the housing to the turbine shell.
- Removing the governor table to access the #1 bearing.
- Removing the bearing and inspecting/repairing as necessary, reassembling the bearing. If work on the bearing is required, an alignment check will have to be performed.
- Reassembly of the governor table.
- Operationally testing the unit.

The cost to perform this work is $65,000, assuming no damage is found to the #1 bearing. The work can easily be accomplished in the fall outage timeframe. However, this work was not included in the original 2013 Operation and Maintenance (O&M) budget nor in the 2013 Capital Investment Plan (CIP) budget.

Staff recommended approval of the Unit 1 Turbine Steam Seal Repair as a new Capital Investment Plan (CIP) project and the expenditure of funds for the project in FY 2013.

Responding to Mr. Blakeman, Mr. Koenig stated that he was unsure when the steam leak was first noticed but estimated that this occurred approximately one (1) to two (2) months ago. Mrs. Donna Mitchell, Controller/Treasurer, stated her belief that it had been detected over three (3) months ago and had gotten worse since that time.

In response to Mr. Blakeman regarding the cost of a second alignment for the bearing (if required), Mr. Koenig stated that this would be included in the cost of the repair of the bearing; however, authorization was being requested only for the initial inspection of the bearing at this time. The cost of repairing the bearing (if damaged) and the timeframe required had not been discussed; however, he noted that NAES was planning to be online for calls coming in during the Spring of 2013.

Mrs. Mitchell explained that if it were discovered that the bearing had significant damage, a revised estimate would be provided to the City. She stated that if the cost was substantial, it was probable that this matter would be brought back to the Utility Committee.

Responding to Mr. Blakeman, Mr. Koenig stated that no estimate had been received regarding the cost or availability of a new bearing, nor information regarding the type of damage that could result if the bearing failed while the unit was operating.

In response to Mr. Bonar, Mr. Koenig projected that failure to repair the steam seal could result in a forced outage involving Unit 1.

The Committee recommended approval of the Unit 1 Turbine Steam Seal Repair as a new Capital Investment Plan (CIP) project and expenditure of funds for the project in FY 2013, as recommended by staff.

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

UPDATES

National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit

Mrs. Ann Marie Townshend, Director of Planning and Community Development, conveyed her thanks to Wesley College for continuing to work with staff on the National Pollution Discharge Elimination System (NPDES) Municipal Separate Storm Sewer Systems (MS4) Permit. She advised

members that Mr. Nicholas DiPasquale, former Secretary of the Department of Natural Resources and Environmental Control (DNREC) and current Director of the Chesapeake Bay Program for the Environmental Protection Agency (EPA), would be speaking at the new Dover Public Library on October 16, 2012 regarding what could be learned about the City's watersheds from the Chesapeake Bay experience.

Garrison Oak Technical Park Project

Mr. Scott Koenig, City Manager, stated that the Garrison Oak Technical Park project was progressing. Staff met with the Delaware Department of Transportation (DelDOT) on October 8, 2012 to discuss the entrance permits. He noted that applications from Calpine were progressing through City and State-level review processes and Calpine was currently working on air permitting. Staff was working with Calpine on site plan approval as well as approvals of the overall Garrison Technology Park. He informed members that at recent Council meetings, approvals were granted for engineering service agreements for the design of a 1.5M gallon water tower and a pump station to serve the Garrison Farm and outlying areas of the City. The most recent discussions with Calpine indicated their hope to achieve a building permit in approximately January or February.

Mr. Koenig stated that he was originally told that improvements to the PJM grid would be required in the Wilmington and southern Pennsylvania areas; however, he had learned during the previous week that, because of changes in the grid, it appeared that those improvements would not be required for Unit 1 at this time. He noted that this was not the case for Unit 2. He indicated that improvements made would involve obtaining a 230 KV line from the Calpine plant to the City's Cartanza Substation.

Responding to Mr. Snaman regarding the status of a filing for pipeline by Chesapeake Utilities, Mr. Koenig stated his understanding that a related hearing had been scheduled approximately one and one-half weeks prior at the Delaware Public Service Commission.

Mr. Bonar indicated that this workshop meeting (to discuss the southern Delaware expansion being requested by Chesapeake Utilities and the expansion in the size of transmission to 16 inches for central Delaware) had been postponed.

In response to Mr. Snaman, Mr. Bonar stated that the Federal Energy Regulatory Commission (FERC) would have to be notified of the increase in the size of Chesapeake's transmission; however, the only hearing process would be through the Delaware Public Service Commission.

TEA/NAES (The Energy Authority and North American Energy Services) Report

Mr. Blakeman noted that members had not received the TEA/NAES monthly report since the October 12, 2011 report that was reviewed during the meeting held on January 12, 2012.

Mrs. Mitchell explained her understanding that Mr. Bonar had requested staff to discontinue sending the report.

Mr. Bonar clarified that his request was that the report not be formally presented but be submitted electronically. Mrs. Mitchell apologized for her misunderstanding.

Mr. Bonar stated that reports had been reviewed previously on an agenda in a public fashion; however, since they could be submitted electronically there was no need to review them on a monthly basis unless a member of the Committee or Council had a specific question.

In response to Mr. Blakeman, Mrs. Mitchell offered to send the year-end report for Fiscal Year 2012, which would include the month of June and year-to-date, and to again provide the report monthly.

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

LEGISLATIVE, FINANCE, AND ADMINISTRATION COMMITTEE REPORT - OCTOBER 8, 2012

The Legislative, Finance, and Administration Committee met on October 8, 2012 with Chairman Lynn presiding.

Authorization to Purchase Downtown Security Cameras

Members were advised that Mayor Carey had proposed the purchase and installation of 16 additional outdoor security cameras in the downtown area to expand the existing camera network. The proposed locations and details were as follows:

> Expansion #1: $51,675 - Five (5) Cameras - Installation Quote from Advantech for New Street & Reed Street, S. Governors Avenue & Reed Street, Loockerman Street & S. Bradford Street, S. Bradford Street & Reed Street.
>
> Expansion #2: $24,905 - Four (4) Cameras - Installation Quote from Advantech for S. Governors Avenue & North Street and S. New Street & North Street.
>
> Expansion #3: $21,480 - Three (3) Cameras - Installation Quote from Advantech for Reed Street & S. Kirkwood Street, Loockerman Street & Slaughter Street, North Street & Slaughter Street/Jerusalem Way.
>
> Expansion #4: $29,720 - Four (4) Cameras - Installation Quote from Advantech for Division Street & Governors Avenue, Division Street & New Street, Division Street & Queen Street
>
> Fiber Installation is estimated to cost $7,620 by City of Dover and Goldhorn Electrical.
>
> Total Equipment Cost of Proposed Project is $135,400. *(No incremental operating cost, other than the maintenance will be incurred.)*
>
> Fiscal Note: The limited warranty for products and installation would be effective for one (1) year from the date of the Advantech invoice for the installation. The service plan for this equipment would commence one (1) year after systems are installed for $9,300 per year. The City would be responsible for any liability incurred on City premises.

Members were advised that there were two (2) options available to fund this project, as follows:

> Option A - Staff requested that the City pay for the cameras using $102,400 of General Fund street program carry forward balance and $33,000 that was approved in the Mayor's budget. This recommendation was made based on the forward movement of the General Fund.
>
> Option B - The Mayor recommended that $135,400 of Community Transportation Funds, which are restricted to non-public safety public works projects, be "swapped out" with General Fund monies and allocated for the project. He suggested that the total project be funded using $135,400 of the General Fund Street Program carry forward balance and that the Mayor's budgeted money be used later for additional cameras and maintenance not included in this quote. It was noted that the Community Transportation Funds would be used for the Street Program.

Mayor Carey explained that he had been working with State legislators and staff since late March or early April to obtain the funding needed to accomplish this project. He noted that a representative from Advantech Incorporated, was present to provide additional information and answer questions.

Mr. Ryan Kelly, Advantech Incorporated, reviewed a presentation entitled, "City of Dover Wireless Camera Expansion Project," that included details regarding the proposed project.

Responding to Mr. Lynn, Mr. Kelly stated that camera footage for the City's 14 existing cameras was currently being stored for approximately four (4) months.

In response to Mr. Anderson, Mr. Kelly stated that all expansions were wireless and footage would be relayed to a wireless access point at the Fire Department and then be transmitted to the Police Department via fiber.

Responding to Mr. Shevock, Mr. Kelly stated that, based on storage limitations, the maximum number of cameras that could be installed in the system would be 50, and the addition of cameras as proposed would bring the City's total to 30. He explained that although more cameras could be added, this would reduce the storage capacity. Mr. Kelly explained that the storage capacity for up to 50 cameras would be approximately 30 days and estimated that continuous use of 30 cameras would allow for 45 days of storage. If the total number of cameras were to exceed 50, settings could be adjusted to record on motion only, etc., to achieve the timeframe needed.

Mayor Carey explained a fifth expansion of the system had been requested by State legislators in conjunction with the North Street project and was included in State grant funding for that project. This expansion would be incorporated in the City system.

In response to Mr. Lynn, Mr. Kelly informed members that in the event of an incident, the video would be saved to a thumb drive or CD and stored as a clip. Information would be written to a hard drive on a "first in, first out" basis; therefore, non-pertinent information would not be available after 30 days.

Responding to Mr. Lynn, Chief Hosfelt indicated that the Police Department had not experienced a situation where there was a need for information to be stored for longer than 30 days.

In response to Mr. Bonar, Mr. Kelly stated that the expected life span of the cameras was approximately seven (7) to ten (10) years and the resolution of the footage was "as good as it is going to get."

Mr. Bonar reminded members and residents that should grant funds for this project run out, the City would be obligated for maintenance costs and this would be an ongoing expense; however, it would eliminate the need to place a police officer on a particular corner.

Responding to Mr. Perza, Mr. Kelly advised members that the response time for attending to equipment problems was typically within 24 hours of reporting the problem. He noted that this was part of the maintenance agreement that the City has with the existing system and this is provided under a one (1) year warranty for new equipment. If the City were to switch security providers in the future, the City would own the cameras and pay for parts and labor, and the maintenance contract with Advantech Incorporated would simply expire. He assured members that the equipment proposed for purchase was at the beginning of its technological age.

Responding to Mr. Anderson regarding the intentions of legislators in dedicating funds, Mr. Scott Koenig, City Manager, explained that the State legislators were interested in the project but could not fund the camera purchase with Community Transportation Funds; therefore, they requested that the City "swap" funding. He advised members that a number of street projects came in slightly under budget, and in some cases legislators contributed more money than was originally anticipated for these projects. For this reason, the City had General Fund street money that could be reallocated to the camera project and legislators had agreed to "backfill" that funding with new Community Transportation agreements. Mrs. Donna Mitchell, Controller/Treasurer, and Mr. Koenig made the recommendation to hold the total camera project at $135,400 because, as the Mayor indicated, the original draft budget had no camera purchases in it because the City was facing a deficit. Mr. Koenig noted that there were still deficits going forward in the General Fund and, since this was a General Fund expense, it was staff's recommendation to take the $33,000 that Council allocated toward cameras and add $102,000 of unrestricted street financing to make the purchase. The State legislators would then backfill the $102,000 (and probably backfill more than the $102,000, as they have done in the past for streets within their legislative districts). Mr. Koenig stated it was staff's position that the security cameras were nice things to have in the budget and would be cheaper than a police officer; however, expenditure of these funds was not anticipated when the budget was being built. The concern going forward was that the $9,300 maintenance contract expense would become a baseline cost in the Police Department budget for as long as the cameras are used.

Responding to Mr. Anderson, Mr. Koenig stated that the General Fund budget for the Police Department was between $10M and $11M. He acknowledged that this was not a great deal of money in the overall budget; however, he felt that expenses add up.

In response to Mr. Perza regarding the potential to relocate the cameras in the future if necessary, Mr. Kelly stated there is capability to move them as long they are in range of the wireless radio, provided that power and a line of sight were available at the new location, and moving the cameras would not be difficult.

Responding to Mr. Shevock regarding the possibility of adding new cameras in the future, Mr. Kelly stated that most IP-based systems come with firmware updates; therefore, new technology could be implemented into the system without hindering the system or having to incur cost for another upgrade.

The Committee recommended that staff be authorized to sign a contract with Advantech Incorporated for the purchase and installation of 16 additional security cameras at an estimated cost of $135,400 using $102,400 of General Fund street program carry forward balance and $33,000 that was approved in the Mayor's budget.

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

Revision to Fee Policy - Library Meeting Room Fees

Mr. Scott Koenig, City Manager, advised members that the new Dover Public Library was dedicated on September 20, 2012. The new building includes a significant increase in the number of meeting spaces compared to the old building. The Dover Public Library has for many years charged a fee of $15.00 for the use of the meeting rooms and use of the meeting rooms has been limited to non-profit and governmental agencies. With the opening of the new library, the size and number of the meeting rooms has increased. In addition, the quality of the meeting rooms has been substantially improved; therefore, staff requested consideration of increasing the room rental fees. The Dover Public Library Advisory Commission reviewed the fee proposal on September 18, 2012 and endorsed the proposal put forth by staff.

The recommended fees were as follows:

1st Floor – Large Meeting Room:	$100.00 per use
1st Floor – ½ of the Large Meeting Room:	$50.00 per use
2nd Floor Conference Room:	$15.00 per use

Use of the rooms would remain limited to non-profit and governmental agencies.

Responding to Mr. Anderson, Ms. Margery Cyr, Library Director, stated that the proposed fees would include the use of all equipment in the room but would not include set-up of the room; therefore, those agencies using the room would be responsible for setting up and taking down the tables and chairs. The large meeting room can be divided into two (2) smaller rooms, each of which has a screen, projector, and wireless access.

In response to Mr. Shevock, Ms. Cyr informed members that the second floor conference room seats 10 people. Since the conference room is limited to 10 people, staff anticipated that the room would mostly be used for meetings of relatively short duration. The large meeting room as a whole seats 150 people; when the partition is pulled closed, one (1) side of the room seats 50 and the other seats 75. It was felt that meetings held in this room might be of longer duration and involve many more people; therefore, the usage and wear and tear on the large room would be greater than the conference room.

In response to Mr. Perza, Ms. Cyr stated that use of the rooms would be limited to any organization that provides proof that they are an official non-profit entity.

Responding to Mr. Bonar regarding potential use of the facility by the Downtown Dover Partnership (DDP), Ms. Cyr stated that typically the Dover Public Library does not charge library or City partners for the use of meeting rooms.

The Committee recommended approval of staff's recommendation to endorse and adopt the fees for the meeting rooms in the new Dover Public Library as recommended by staff.

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

Proposal to Develop Pocket Park at 301 South Governors Avenue *(Southeast Corner of South Governors Avenue and North Street)*

Mr. Scott Koenig, City Manager, advised members that several years ago the City demolished the dangerous building formerly located at 301 South Governors Avenue. The demolition charges were placed as a lien against the property in accordance with the Dover Code of Ordinances. Recently, the property was sold at a sheriff sale due to City tax delinquency, and the City was the successful bidder and acquired the property.

Mr. Koenig reminded members that the Downtown Dover Partnership (DDP) received $3M from the State of Delaware for North Street improvements between South State Street and South Governors Avenue, including the development of a plaza on the former Collegian site, various streetscape improvements, the repaving of North Street, and the consolidation of several parking lots between The Green and North Street. This project was currently underway and was expected to be completed under the $3M budget due to a favorable bidding climate. The DDP proposed developing a pocket park on the property located at 301 South Governors Avenue with some of the funds remaining from the State of Delaware funding. The development of a park in this location is consistent with the Downtown Plan that was the result of the 2010 Transit Center Neighborhood Charette.

Mr. Koenig stated that staff supported the development of a passive pocket park in this location as it would enhance the downtown environment and, due to the size and location of the lot, future commercial or residential development of the subject property would present a number of challenges.

The City had been incurring costs associated with cutting the grass and cleaning up the property as it routinely becomes overgrown and accumulates litter. Mr. Koenig noted that if the staff recommendation were accepted, the City would need to write off the demolition and other associated costs for the property which total approximately $35,996.08. The outstanding receivable would be written off to the uncollectible reserve, which currently had a balance of $150,000. The proposed construction cost of the new park was estimated at $68,196.45 and would be covered by the overall project budget of $3M for the downtown streetscape project. Once completed, the City would be responsible for the ownership and maintenance of the park in perpetuity and estimated annual maintenance costs were $2,000 - $3,000 per year. Mr. Koenig reviewed a rendering of what the proposed park would look like.

Staff recommended that the park be established on the subject property once the City holds title to the property.

Responding to Mr. Hare, Mr. Koenig stated that the amount the City paid for the property was included in the $35,996.08 previously cited. He was unsure if there were other bidders and advised members that Mr. William Pepper, Deputy City Solicitor, handles all such sales for the City.

Mr. Rushe stated that, based on his own experience with sheriff's sales, it was likely that the City obtained the property for the amount that was owed to the City on the property.

Mr. Anderson inquired if, in view of the new parking lot being constructed on North Street, this park would be vital for safe access from North Street through Loockerman Street for college students and those who patronize the Schwartz Center. Responding, Mr. Koenig stated his opinion that this was a great opportunity to take advantage of State funding and a piece of property that would be a potential liability for the City in the future if it were not developed as a park because the City would have to maintain it in some fashion. As a pocket park, he felt it would be well used, the rendering was inviting, and the City would be very happy with the project once completed.

The Committee recommended that a pocket park be established on the property located at 301 South Governors Avenue (on the southeast corner of South Governors Avenue and North Street) once the City holds the title to the property, as recommended by staff.

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

Proposed Ordinance #2012-22 Amending Chapter 114 - Vegetation, Article II - Weeds (Collection of Grass Cutting Fees)

Mr. Perza advised members that Proposed Ordinance #2012-22 was a modification of an existing ordinance which allows the City to collect grass-cutting fees by tacking them on as a lien on the municipal lien docket at Kent County. The process typically requires the City to record the lien in the hope that the City would be repaid at some point in the future. He noted that the process has a cap, explaining that once a lien is recorded it is only good for three (3) years, regardless of whether

or not it is paid. The proposed ordinance would permit the City to collect fees assessed by the City for cutting the grass for property owners who are cited for tall grass by adding grass-cutting fees to the annual tax bill. Mr. Perza stated that the assumption being made was that as property owners receive their bills, they would pay the cost of cutting the grass along with their taxes; therefore, it would not be necessary for the City to wait five (5), six (6), or seven (7) years to be reimbursed for these expenses. Mr. Perza expressed his feeling that the ordinance would benefit all residents and that collecting reimbursement within a reasonable amount of time would help defray the costs of grass-cutting. He emphasized that this was not deemed to be an additional tax as this would involve funds that are already owed by property owners after the City performs services.

Responding to Mr. Lynn, Mr. Perza confirmed that the purpose of the ordinance was to provide the City a better opportunity to collect these debts within a reasonable period of time.

In response to Mr. Anderson, Mr. Perza stated that tax bills paid by escrow would not be affected because banks would receive property tax bills, pay the taxes, and bill the property owner for any shortfalls. For example, if a $500 tax bill were owed and a $50 grass-cutting fee were added to it, but there was only $500 in escrow, the bank would pay the $500 and a supplemental invoice would be sent to the property owner by the bank for the additional amount owed.

Mrs. Townshend informed members that there are significant out-of-pocket expenses for cutting property owners' grass amounting to approximately $12,000 to $15,000 per year. She stated that if the City does not recover the costs, they are being paid by the taxpayers as a whole.

Responding to Mr. Hare regarding the possibility of "coat-tailing" other fines levied on the City to this ordinance, Mr. Perza stated that he did not feel that other fees could be tacked on to Section 114 of the Municipal Code, which was specifically designed to allow the City to recoup grass-cutting fees. He felt that the City would have to amend other portions of the Code, to permit collection of additional fees generated from violations of other ordinances, in this manner.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, stated that the ordinance was drafted to allow the City to recover out-of-pocket costs (including attorney's fees) and fines for grass violations. She concurred with Mr. Perza that fees in other sections of the Code would have to be addressed by additional amendment(s); however, she stated that such amendment(s) could be developed.

Mr. Perza stated that it would require manpower to perform the research to find every section of the City Code to which such an amendment would apply.

Mr. Hare suggested that an additional ordinance be brought forward to speed up other processes and Mrs. Townshend agreed.

Mr. Rushe expressed his opinion that the ordinance was "a great idea;" however, he questioned the provision in Line #29 that "In the event that the owner, occupant, tenant or other agent caring for or in charge of the premises" and suggested that this be changed to the "owner of record." He stated his feeling that this would eliminate the possibility of a notice being sent to a tenant without a landlord's knowledge.

Mr. Perza concurred with amending the ordinance to address the owner of record.

Mr. Bonar stated that he also thought the proposed ordinance was "a great idea" and congratulated Councilman Perza for his efforts. He suggested that rather than changing the Code piece by piece, perhaps one (1) comprehensive change could be made that would take care of all sections of Code, saving staff and Council a considerable amount of time.

Mr. Perza stated that, alternatively, this ordinance could be passed as a test case to see if any problems arise before amending the entire Code.

The Committee recommended amending Line #29 of Proposed Ordinance #2012-22 by replacing the words "owner, occupant, tenant or other agent caring for or in charge of the premises" with "owner of record."

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

The Committee recommended adoption of the ordinance as amended.

By consent agenda, Mr. Bonar moved for approval of the Committee's recommendation, seconded by Mr. Hare and carried by a unanimous roll call vote (Williams absent). *(The First Reading of Proposed Ordinance #2012-22 with LF&A-1 will take place during the latter part of the meeting.)*

Fund to Combat Violent Crimes - New Grant Program Initiative

Members were advised that the Fund to Combat Violent Crime Program was a new grant program managed by the Department of Safety and Homeland Security for use by local law enforcement agencies in connection with initiatives to combat violent felonies pursuant to Section 4201(c) of Title 11 of the Delaware Code. Police Chief James Hosfelt advised members that the Police Department was requesting approval to use its grant allocation from this program. He explained that about half of the funds ($22,500) would be used to purchase replacement sniper rifles and an insert for an existing cargo van in the police fleet. The vehicle insert would enable the department to transport a group of prisoners safely at one time. The remaining portion of the funds ($24,285.34) would be used to target violent crime throughout the city with extra duty overtime patrols and provide education to citizens on measures they can take to avoid or cope with violent crime related activities.

Chief Hosfelt informed members that this was the first year of this new, ongoing, State-funded grant resulting from an assessment that was placed on all criminal traffic arrests in the State of Delaware and that each law enforcement agency throughout the State would receive a share. He indicated that a significant portion of the City's allocation would be spent for overtime hours to employ police officers in off-duty hours. This would allow them to fight violent crime in areas where the need arose and to provide the impression that the City has more police officers than it does.

Mr. Lynn indicated that he attended a Greater Dover Committee meeting the previous week where Chief Hosfelt received many kudos for his efforts to combat crime in downtown Dover. He expressed his appreciation for the Chief's continued efforts downtown and to obtain grant funding.

The Committee recommended approval for the Police Department to use its allocation from the Fund to Combat Violent Crime Program, as recommended by staff.

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

By consent agenda, Mr. Bonar moved for acceptance of the Legislative, Finance, and Administration Committee Report, seconded by Mr. Hare and carried by a unanimous roll call vote (Williams absent).

QUARTERLY REVENUE REPORT

Mrs. Donna Mitchell, Controller/Treasurer, reviewed the Revenue Report as of September 2012.

After conducting further research, Mrs. Mitchell indicated that $139,000 of the Police Extra Duty Fees were related to the previous fiscal year; therefore, during the process of the audit, these funds would be transferred to the previous year. She explained that some services were billed later in the fiscal year, which resulted in the payment being received in the current year. She stated that the amount would be adjusted to reflect the true total of $194,782 year to date, which is approximately 39% of the revenue projected for Police Extra Duty Fees in FY 13.

Mrs. Mitchell also advised members that Miscellaneous Receipts included inspection fees that would be transferred and reported as such.

Responding to Mr. Anderson, Mrs. Mitchell confirmed that more Police Extra Duty Fees had been received than in previous years. She reminded members that this amount would be offset by expense since the City bills for Police Extra Duty to pay for overtime and benefits for the officers. She explained that this does not offer a profit for the City.

In response to Mr. Hare, Mrs. Mitchell stated her belief that the City should include an administrative fee for the Police Extra Duty. As requested, she stated that she would develop a recommendation in this regard for further consideration.

Mr. Hare moved for acceptance of the Quarterly Revenue Report as of September 2012, seconded by Mr. Lynn and unanimously carried.

SEMI-ANNUAL INSPECTION BY CITY MANAGER - ROBBINS HOSE COMPANY

In accordance with Section 46-43 of the City Code, the City Manager, Mr. Scott Koenig, met with the Fire Chief to discuss current issues regarding the Robbins Hose Company. It was anticipated that the Fire Company would request the replacement of Engine #7 in the upcoming budgets. He assured members that staff would be requesting documented costs and equipment/vehicle evaluations to

support the request, explaining that such a purchase would have a direct impact on the City's General Fund. He reported that the problems previously mentioned regarding the voice recording system and the server that supports this system have been resolved.

Although the facilities were in excellent condition, Mr. Koenig advised members that, due to a recent roof leak, there was damage to the meeting room floor, which is currently being repaired by a contractor. He also noted that there were currently two (2) vacant Fire Dispatcher positions and recruitment for these positions had been authorized. The Chief indicated that membership in the fire company has remained strong. Mr. Koenig advised members that the Robbins Hose Company continues to provide an outstanding level of service to the City of Dover.

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

EVALUATION OF BIDS - NRG SANITARY SEWER UPGRADE

Members were reminded that the FY-2013 budget included a capital project to remove inflow and infiltration from the City's wastewater distribution system. Mr. Scott Koenig, City Manager, indicated that one (1) location in need of repair was 1280 West North Street, which is the location of NRG Energy, Inc. He stated that a significant sink hole was discovered directly above the sanitary sewer interceptor. As a result, staff performed a video investigation of the interceptor to evaluate the condition of the sewer. The video indicated that multiple cracks are allowing groundwater and sediment to enter the interceptor, thus causing the sink hole above the sewer main. He stated that the infiltration is being treated at the Kent County Wastewater Treatment Plant, which costs the City of Dover a significant amount of money.

Mr. Koenig advised members that bids were solicited for the NRG Sanitary Sewer Upgrade, which included engineering specifications prepared by Pennoni Associates, Inc., with two (2) viable bid options: 1) replace the infrastructure; and 2) rehabilitate the infrastructure, specifically relining. He noted that the contractor was not required to bid on both options; only one (1) bid was required.

Staff recommended awarding a construction contract to the low bidder, Tri-State Grouting, LLC, in the amount of $105,500 for the construction of the NRG Sanitary Sewer Upgrade.

Mr. Bonar moved for approval of staff's recommendation to award a construction contract in the amount of $105,500 to Tri-State Grouting, LLC, to rehabilitate the NRG Sanitary Sewer. The motion was seconded by Mr. Anderson and carried by a unanimous roll call vote (Williams absent).

EVALUATION OF BIDS - RADIO SYSTEM NARROW BANDING PROJECT

Mr. Scott Koenig, City Manager, advised members that the Federal Communications Committee (FCC) has issued a mandate that requires those wireless radio systems operating on frequencies below 512 MHz (on UHF and VHF channels) to reduce their broadcast bandwidth from 25 kHz to 12.5 kHz by January 1, 2013. He explained that prior to that date, the City has to migrate from

25 kHz (wideband) to 12.5 MHz (narrowband) channel bandwidth or a technology that achieves equivalent efficiency. Mr. Koenig advised members that the required migration entails the replacement of a majority of the City's radios used for daily operations. Staff has completed a review of the City's inventory as well as future use of the system. He advised members that based on this review, the City must replace 111 mobile radios and 15 portable radios. The estimated cost to complete this project is as follows:

Replace 111 Mobile XPR 4550 Radio Units:	111 ea. @ $ 706	= $ 78,366
Replace 15 Portable XPR 6550 Radio Units:	15 ea. @ $ 815	= $ 12,225
Remote Receivers & Programming:	Lump Sum @ $3,874	= $ 3,874
Mobile Unit Removal & Installation (State):	111 ea. @ $ 50	= $ 5,550
Mobile Unit Removal & Installation (Contractor):	111 ea. @ $ 180	= $ 19,980

Based upon the pricing components, Mr. Koenig noted that the total project cost was estimated to be between $100,015 and $114,445. The removal and installation of the mobile units may require the purchase of some additional small parts; therefore, staff requested a budget authorization of up to $120,000 to complete this project. He advised members that this project was originally budgeted in Fiscal Year 2012 in the amount of $150,000; however, the project was delayed due to concerns regarding the actual inventory of radios as well as the initial cost proposal submitted by the vendor. Funds from the carry forward balance would be used to cover the costs of this project.

Staff recommended authorization to purchase the referenced radio units and work with the State of Delaware and/or the private vendor on the State contract to complete the radio installation at a cost not to exceed $120,000.

In response to Mr. Perza, Mr. Koenig stated that since the bandwidth was being withdrawn, the service life for the current radios would end and they would be taken out of service and scrapped, since there would be no other use for the radios. He stated that, to his knowledge, this was an unfunded mandate of the federal government.

Mr. Bonar suggested that the City take action to attempt to receive compensation from some avenue for the expenses.

Responding to Mr. Lynn, Mr. Koenig indicated that if the City does not comply with the mandate, there could be a fine of up to $10,000 per day for non-compliance.

Mr. Bonar moved for approval of staff's recommendation for authorization to purchase the referenced radio units and work with the State of Delaware and/or the private vendor on the State contract to complete the radio installation at a cost not to exceed $120,000, seconded by Mr. Hutchison and carried by a unanimous roll call vote (Williams absent).

ATTORNEY SERVICES FOR LABOR NEGOTIATIONS

During an executive session held earlier in the evening, Mr. Scott Koenig, City Manager, advised members that the firm of Baird Mandalas had been representing the City on various labor-related issues. A fee schedule was prepared that included a total of $43,400 for representing the City of

Dover and performing various attorney-related services relating to labor issues including American Federation of State, County, and Municipal Employees (AFSME) petitions and Dover Organization of Employees (DOE) mediation and potential arbitration.

In response to Mr. Anderson, Mr. Koenig indicated that the letter submitted by Baird Mandalas indicates that the total amount equated to approximately $160 per hour, which reflected a "friendly" price for the City of Dover.

Mr. Hare moved to authorize the use of Baird Mandalas to represent the City of Dover for various attorney-related services for labor issues including American Federation of State and Municipal Employees (AFSME) petitions and Dover Organization of Employees (DOE) mediation and potential arbitration at a total cost of $43,400. The motion was seconded by Mr. Bonar and carried by a unanimous roll call vote (Williams absent).

APPOINTMENT OF JUDGES - ROBBINS HOSE COMPANY ELECTION - NOVEMBER 19, 2012

The Robbins Hose Company election is scheduled for November 19, 2012. The following persons were recommended to serve as judges for the election:

1. James Howlett 2. James Hurley, Jr. 3. William Hurley, IV *(alternate)*

By consent agenda, Mr. Bonar moved for approval of the appointment of judges for the Robbins Hose Company election, seconded by Mr. Hare 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 Proposed Ordinance #2012-22 will take place during the Regular Council Meeting of November 13, 2012.

Mrs. Ann Marie Townshend, Director of Planning and Community Development, explained that the proposed ordinance would add unpaid fines for grass cutting to the tax duplicate to be invoiced as part of the annual property tax bill and collected as a part of the City property tax collection process and holds the violator responsible for collection costs and attorney's fees.

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:

PROPOSED ORDINANCE #2012-22 WITH LF&A-1 AMENDING CHAPTER 114 - VEGETATION, ARTICLE II - WEEDS WITH LF&A #1 (COLLECTION OF GRASS CUTTING FEES)

COUNCIL MEMBERS ANNOUNCEMENTS

Council President Leary relayed birthday wishes to Councilwoman Williams and Mayor Carey.

Council President Leary noted the recent upgrade of the City's electric revenue bond ratings to AA- by the Fitch Group and congratulated staff on this development.

At the request of Mr. Bonar, Mr. Scott Koenig, City Manager, announced that leaf collection began on October 15, 2012.

Mr. Bonar reminded members that Halloween was quickly approaching and that trick-or-treating would be held between the hours of 6:00 p.m. and 8:00 p.m. on October 31, 2012. He asked that all take safety precautions.

Mr. Anderson invited everyone to have lunch at the Lone Star restaurant on Sunday, October 28, 2012, and to mention Open Door Ministries, which is a organization which helps local people in need to obtain necessary money, supplies, etc., to reach the next stage of their lives.

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

Meeting Adjourned at 7:57 P.M.

TRACI A. McDOWELL
CITY CLERK

All orders, ordinances, and resolutions adopted by City Council during their Regular Meeting of October 22, 2012, are hereby approved.

CARLETON E. CAREY, SR.
MAYOR

/TM/jg
S:\AGENDAS-MINUTES-PACKETS\Council-Minutes\2012\10-22-2012 COUNCIL.wpd

PROCLAMATION

WHEREAS, *the most influential people in many children's lives, outside of family, are the school teachers with whom they spend their days; and*

WHEREAS, *teachers are rarely thanked or recognized for their tireless efforts to shape children's lives and empower their futures; and*

WHEREAS, *the Be Kind People Project, a non-profit organization dedicated to improving the nation's educational environment by recognizing teachers and positively impacting students, will launch a major initiative to thank teachers and promote kindness in the classroom; and*

WHEREAS, *in collaboration with Teach for America, the Be Kind People Project will bestow gifts of appreciation and classroom kindness kits to hundreds of teachers throughout Dover in hopes of sparking a movement to express gratitude to teachers while inspiring kindness; and*

WHEREAS, *Dover's teachers are unsung heroes who deserve this special acknowledgement.*

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim the week of November 12, 2012 to be

CLASSROOM KINDNESS WEEK

in the City of Dover and urge all residents to take a moment to express their gratitude to all teachers for a job well done and celebrate the essential contributions they make to children's futures.

Carleton E. Carey Sr.

Carleton E. Carey, Sr.
Mayor

PROCLAMATION

WHEREAS, *fascination with the earth's geography inspired the early explorers of our country to learn and record information about the surface of the land and its people, environments, resources, political boundaries, and characteristics and today remains a fundamental part of our national heritage; and*

WHEREAS*, geographic information has many useful applications for our municipal government and is a valuable resource used in the analysis of infrastructure, emergency services, economic development, and long-range planning; and*

WHEREAS*; Geographic Information Systems (GIS) technology provides an efficient means of managing geographic information and providing data that allows for effective decision-making and improved delivery of services to the residents of the City of Dover and our surrounding area; and*

WHEREAS*, the City of Dover's GIS Department plays a vital role in the continued growth of the City and has been nationally recognized for its outstanding efforts in the advancement of GIS and its foresight in creating programs that can be used to better manage services in the City.*

NOW, THEREFORE, I, CARLETON E. CAREY, SR., MAYOR OF THE CITY OF DOVER, DELAWARE, do hereby proclaim November 14, 2012 as GIS Day, and November 11 – 17, 2012 as

GEOGRAPHY AWARENESS WEEK

in the City of Dover and urge all residents to adopt the national Geography Awareness Week theme, "Declare Your Interdependence," by exploring our community's connection to our neighbors around the globe using geographic skills such as mapping, photography, and storytelling, and to learn about the value of GIS technology in the management and exchange of geographic information.

Carleton E. Carey Sr.

Carleton E. Carey, Sr.
Mayor

Dover/Kent County MPO Metropolitan Transportation Plan 2013-2040



One of the MPO's major documents is its Metropolitan Transportation Plan.

This is a long-range look at how transportation will take shape over the next 25 years.

The plan also is a blueprint for transportation funding.



Dover/Kent County MPO
Metropolitan Planning Organization

What's an MPO?

- The Dover/Kent County Metropolitan Planning Organization is an agency that aids in transportation planning and programs of all kinds for central Delaware.

- It is federally-funded and not-for profit. It exists via a congressional mandate, and is one of hundreds of MPO's around the country.

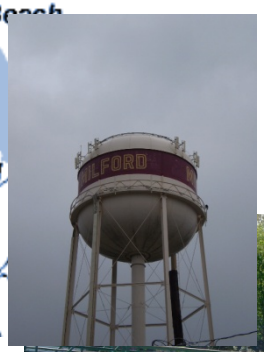
What's an MPO?

The Dover/Kent County MPO serves Kent County, including all of Smyrna and Milford.



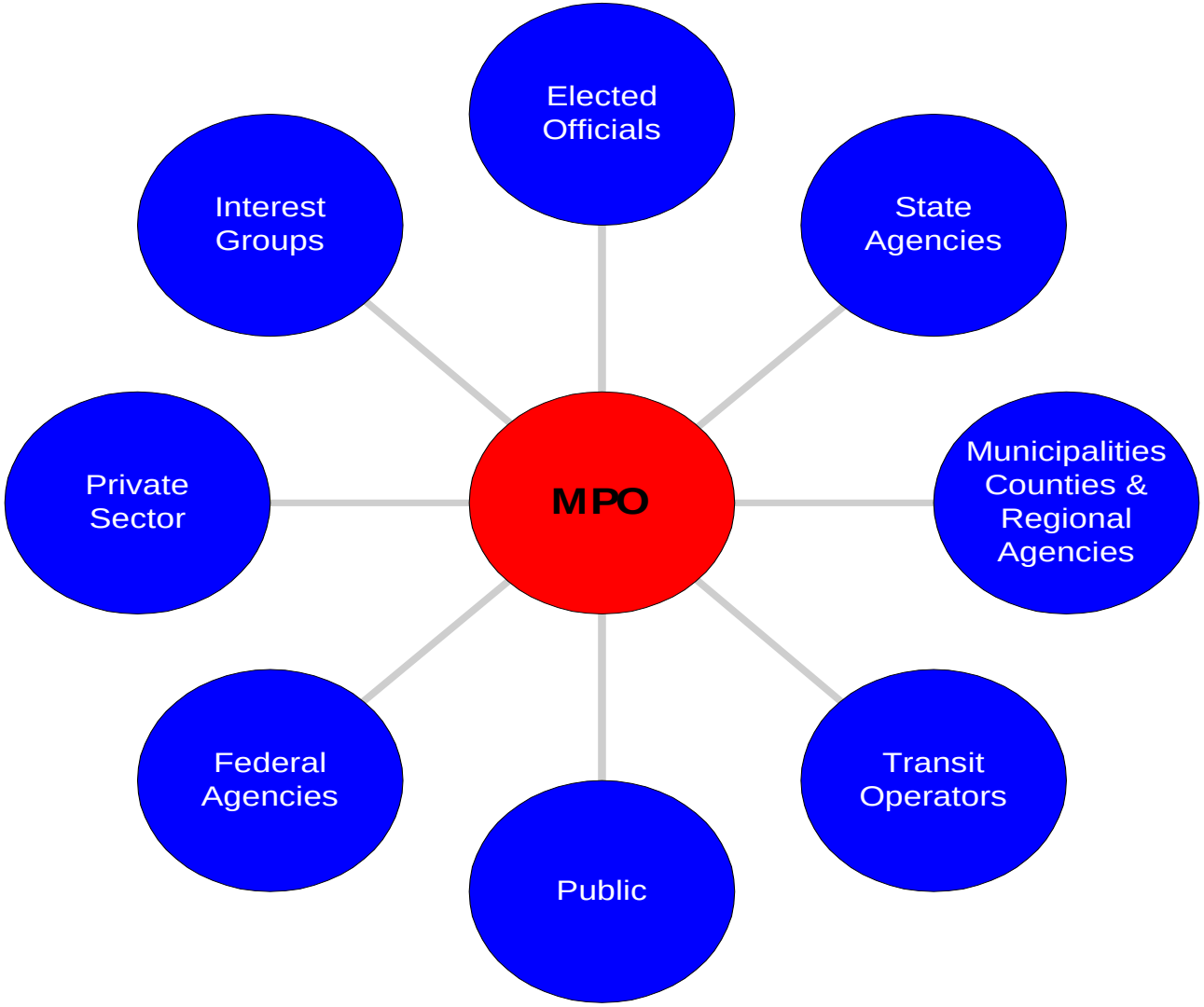








What's an MPO?


Elected Officials
Interest Groups
State Agencies
Private Sector
MPO
Municipalities Counties & Regional Agencies
Federal Agencies
Transit Operators
Public

The MTP looks ahead to 2040.

The plan also must show that federal air quality standards will be met.







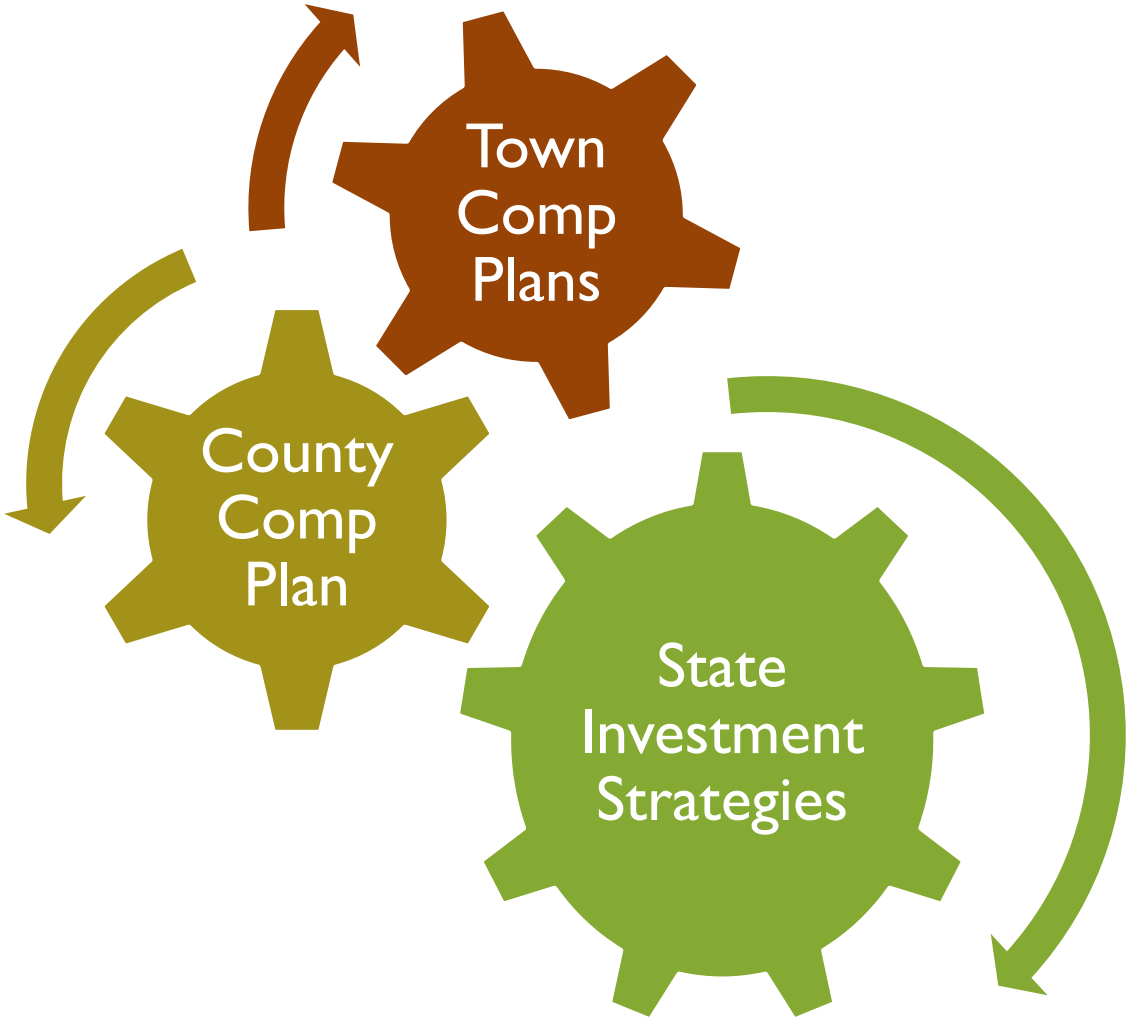






Dover/Kent County MPO
Metropolitan Planning Organization

How does an MTP work?



Dover/Kent County MPO
Metropolitan Planning Organization

How does an MTP work?



Dover/Kent County MPO
Metropolitan Planning Organization

Update, Not An Overhaul

Time to think outside the box:

This plan will see fewer big projects, and more moderate to small projects.

At the same time, the Plan will keep projects already in the works on track.

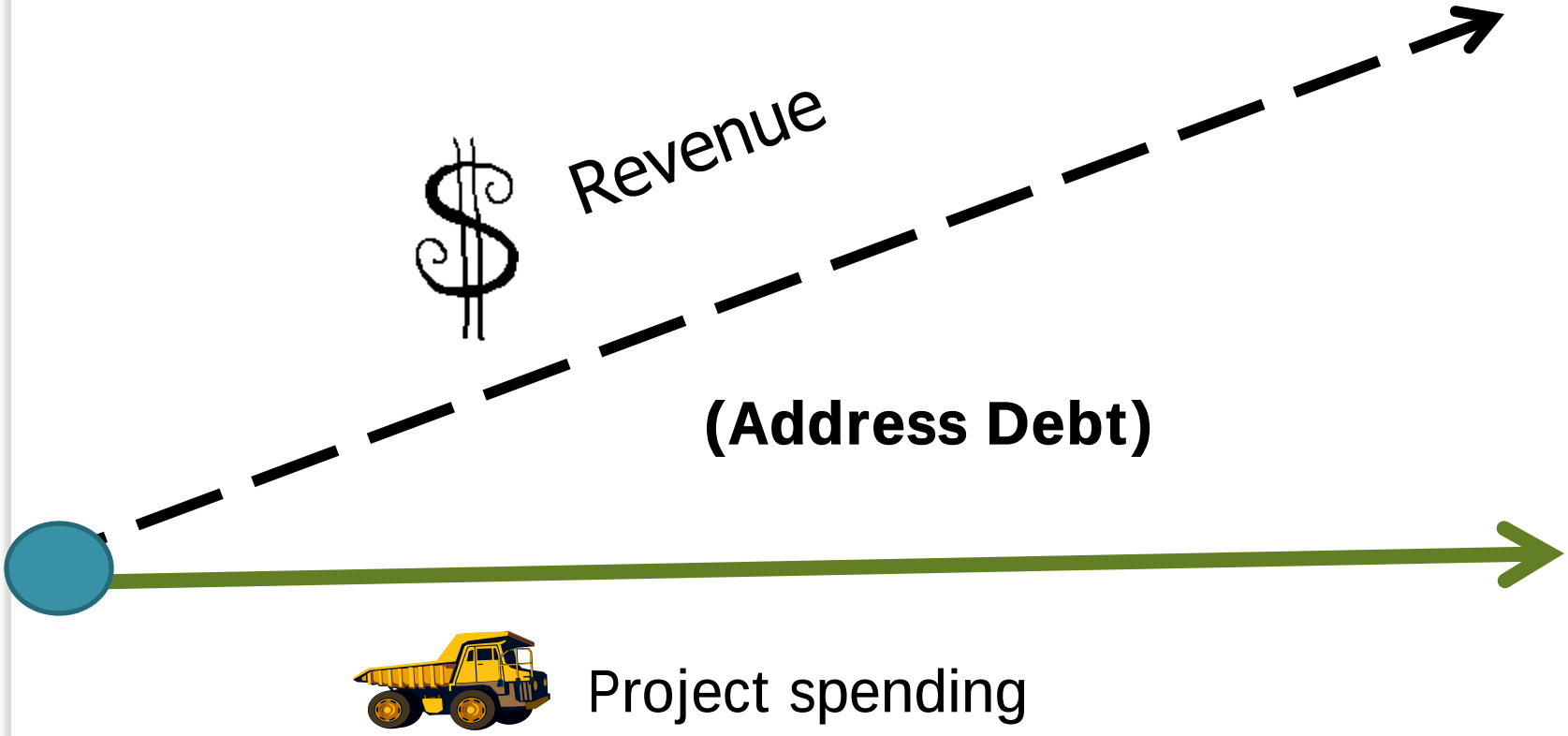


Some of the projects in the MTP are:

- Transit studies
- Bike and pedestrian trails and paths
- Road improvements, such as the West Dover Connector; overpasses along Del. 1.



Financial Restraint



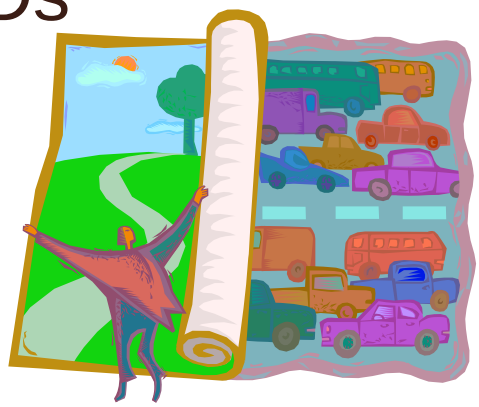
Adheres to the governor's order for Complete Streets (making sure roads consider all users)



Dover/Kent County MPO
Metropolitan Planning Organization

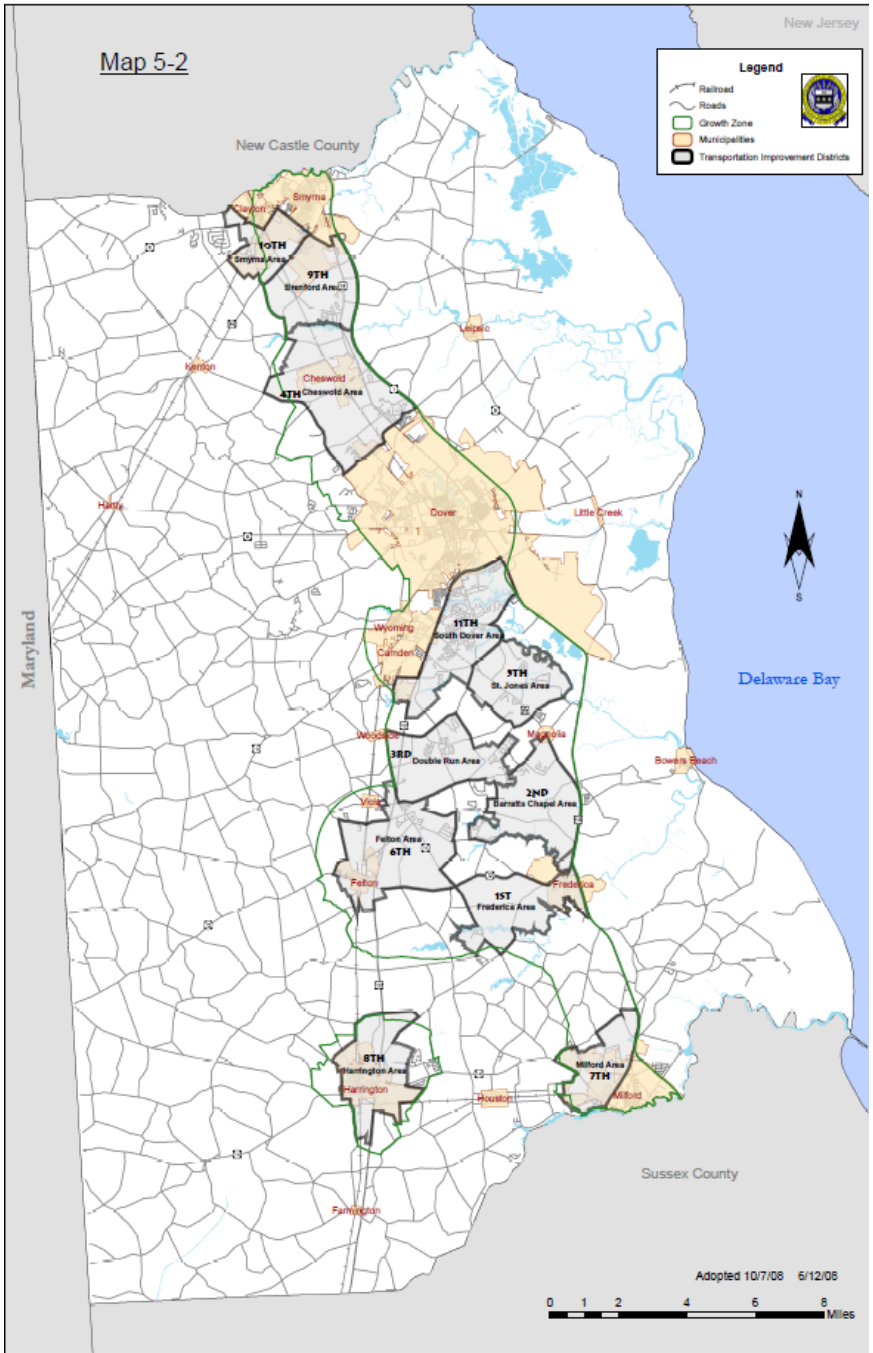
Transportation Improvement Districts

- TID's are master planning areas identified as high growth.
- Have one, large transportation land use plan for multiple developments.
- Developers contribute to improvements and traffic studies.
- Kent County has 11 identified TIDs



Dover/Kent County MPO
Metropolitan Planning Organization

Transportation Improvement Districts



Topics of the MPO area

- Push for more space for biking and walking (lanes, trails, sidewalks)







Dover/Kent County MPO
Metropolitan Planning Organization

Projects: Silver Lake/St. Jones trail connector







Del. 10 Study

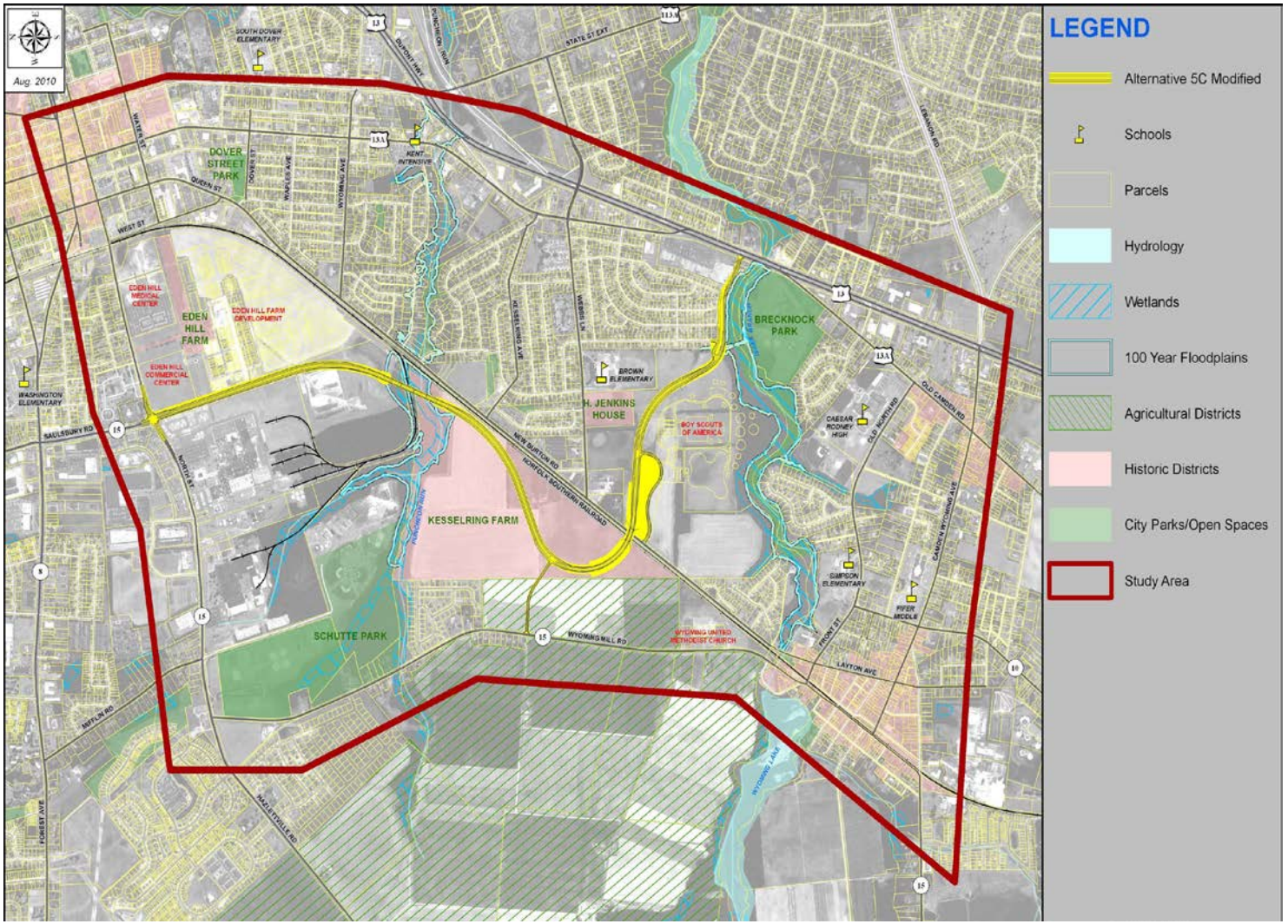

PROJECT LIMITS
PROJECT LIMITS
ISAAC BRANCH TRAIL
HUNN PROPERTY
PINE CABIN RD
BAY ROAD
DOVER AFB
10
1
Dover/Kent County MPO




AHEAD



West Dover Connector



Overpasses


EXIT 91
9
Kitts
ummock
Litt
Creek
To
ver AFB
Com
cial Gate
EXIT
91

Smyrna U.S. 13 Corridor Study



DART Survey







What About DART?

Thank you for taking the time to complete this survey, administered by DART First State, RideShare Delaware, and the Dover/Kent County Metropolitan Planning Organization (MPO). The survey should take no more than 5 minutes of your time.

The purpose of this survey is to reach out to people working for major employers in Kent County, DE and to:

1) learn if employees are familiar with, or use DART's bus service or carpool in Kent County
2) take a look at 'how far' and 'when' employees travel to and from work in Kent County
3) obtain information from employees about what transit factors impact the decision TO RIDE or NOT RIDE public transit in Kent County.

If you provide your name, phone number, and or e-mail address at the end of the survey, you will be entered into a drawing for a $25 gift card, or DART First State Fare card. Your responses will remain completely anonymous.

1. Your employer Name/ Address (please print)
Employer _____
Street Address/Town_____

2. Home address or Development Name/Zip Code (please print)
Address/Development _____
_____
Zip Code _____

3. What is your most common work schedule?
- Start_____AM/PM (circle AM or PM)
- Finish_____AM/PM (circle AM or PM)

4. How many minutes per day does it take you to travel TO work?
- ❍ Under 15 minutes
- ❍ 15 – 30 minutes
- ❍ More than 30 minutes

5. What days do you typically work?
- ❍ Weekdays
- ❍ Saturdays
- ❍ Sundays
- ❍ Combination of Weekdays and Weekends

6. How do you travel to work each day?
- ❍ Drive alone
- ❍ Walk
- ❍ Bus
- ❍ Bike
- ❍ Get a ride
- ❍ Carpool/Vanpool (share the ride)
- ❍ Combination of some of these (drive, walk, bus)
- ❍ Other (specify)_____

7. Have you ever ridden a DART bus?
- ❍ YES
- ❍ NO (skip to 10)

8. Where in Delaware have you ridden DART buses? (Check all that apply)
- ❍ Kent County (Dover, Milford)
- ❍ Sussex County (Georgetown, Seaford)
- ❍ New Castle County (Newark, Wilmington)
- ❍ Resort/Beach Areas (Rehoboth, Lewes)

9. How often did/do you ride?
- ❍ On occasion
- ❍ 1-3 days/week
- ❍ 4-5 days/week
- ❍ 6 days/week

10. Please rate how important the following factors are when deciding to RIDE DART ?
1= Unimportant , 2= Moderately Important, 3= Very Important

① ② ③	Money I am saving on gas/vehicle maintenance costs
① ② ③	Access to more bus stops with shelters or benches
① ② ③	Buses running closer to where I live and work
① ② ③	Buses serving the entire length of U.S. 13 in Delaware
① ② ③	Frequent bus service intervals (every 15-30 minutes).
① ② ③	Knowing transit can improve the environment and my health

Other (please specify) _____
_____

(...CONTINUED ON OTHER SIDE)

We need your input

- The MPO will hold a public comment period for the MTP in November.

- We'll also hold a public workshop from 4 to 7 p.m. on Wednesday, Nov. 14 at the new Dover Public Library.



How to see the MTP

- Printed drafts will be available at our public workshop on Nov. 14
- When available, public can request copies of the draft plan
- Will be viewable on our Web site, www.doverkentmpo.org

How to Comment



- Attend the workshop:

  4-7 p.m., Wednesday, Nov. 14

  - Complete a comment form
- Phone: (302) 387-6030
- Write us: P.O. Box 383, Dover, DE 19903
- E-mail us: doverkentmpo@gmail.com
- *"Like" us on Facebook and send a message.*
- *Drop by the office, third floor, Camden Town Hall, 1783 Friends Way, Camden, DE 19934*

If a project doesn't come from the plan, it can't be done.





Without public comment, transportation needs can't enter the conversation.

Thank You!


Dover/Kent
County MPO
Metropolitan Planning Organization

MEMORANDUM

Department of Planning and Inspections
P.O. Box 475
Dover, Delaware 19903
Phone: 302.736.7196 Fax: 302.736.4217

Date: November 2, 2012

To: City Council

From: Ann Marie Townshend, AICP

RE: 488 N. East Avenue – Violation of Dangerous Building Ordinance

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On June 25, 2012, City Council held a public hearing regarding violation of the Dangerous Building Ordinance for the property located at 488 North East Avenue. Thomas Barnett, testified on behalf of the bank that is in the foreclosure process, stating requesting time to make the necessary repairs to the property. Following the public hearing, City Council approved the following motion:

> **Mr. Bonar moved to table the matter for 120 days to provide Wells Fargo the opportunity to proceed with the foreclosure action and, if at any time during this 120-day period City inspectors were to find the property to be a hazard or find a continuing increase in hazardous conditions, that staff be authorized to move forward with the demolition process. The motion was seconded by Mr. Anderson and carried by a roll call vote of five (5) yes, and four (4) no (Mr. Lynn, Mr. Perza, Mrs. Williams, and Mr. Hutchison).**

Staff met with a contractor hired by the Wells Fargo to review the property on July 3, 2012. On October 10, 2012, a permit was issued for a roof replacement; however the roof has not been replaced. Staff met with the Wells Fargo's contractor again on October 31, 2012. The overgrowth and litter have been cleared from the property, but the interior conditions have not been repaired. The property was sold at sheriff sale on November 1, 2012, to HSBC Bank.

Given the lack of progress on correcting the violations, staff recommends the following:

1. Declare this building and all accessory structures on this property dangerous.
2. Order the property repaired or demolished by **December 13, 2012** 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.

ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: November 2, 2012

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

SUBJECT: 628 N West 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 # 11-757, 11-1351 & 11-2320

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 September 28, 2012, there is $103,649.41 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 **December 13, 2012** 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 Marina Laird, c/o Marina Laird Valentine. The property is a split level wood-framed single family home. On August 19, 2009, the metering department for the City disconnected the water to the home due to the failure of the owner to upgrade his current meter to an electronic radio read water meter. On May 5, 2011, the home was declared unfit for human habitation due to no water service and the electric was diconnected. Since then, the home has been registered as a vacant building with 1st & 2nd year registration fees due. Currently the structure is still unoccupied, with no active utility services and in a serious state of disrepair with large amounts of debris, garbage and personal effects filling the interior of the home.

ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: November 1, 2012

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

SUBJECT: 312-314 W Division 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 # 07-1040, 12-2788 & 12-3014

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 $20,000-25,000.

AMOUNT BUDGETED: $150,000 Budgeted for all demolitions Citywide in the FY-2013 Budget; As of September 28, 2012, there is $103,649.41 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 **December 13, 2012** 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 Taruna LLC. The property is a three-story wood-framed duplex. On April 4, 2007 the building was condemned and declared unsafe for human occupancy due to the numerous code violations found within the structure and the illegal use that was occurring at the time. The previous owner had created an illegal passageway between the two structures and was using one side as a church and the other as apartments. The property has been vacant with no active utility service since December 1st 2010, with some of the smaller units within having no power since December of 2005. Currently the structure is vacant, with no active utility services and in a serious state of disrepair.

ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: November 1, 2012

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

SUBJECT: 316 W Division 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 # 09-4111, 11-751 & 12-2776

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 September 28, 2012, there is $103,649.41 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 **December 13, 2012** 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 Joe W. Burden. The property is a two-story wood-framed single family home. On January 13, 2010 an housing inspection was conducted on the structure with numerous code violations found. Some of the violations were corrected by the owner, but utilities were disconnected on April 7, 2010 and no further inspections have occurred. Since then, the home has been registered as a vacant building with 2nd year registration fees due with the rental license having been suspended. Currently the structure is still unoccupied, with no active utility services and in a serious state of disrepair.

ACTION FORM

PROCEEDING: City Council

DEPARTMENT OF ORIGIN: Planning & Inspections **DATE SUBMITTED**: November 1, 2012

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

SUBJECT: 320 W Division 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 # 10-3103, 3106 & 11-1678

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 $15,000-20,000.

AMOUNT BUDGETED: $150,000 Budgeted for all demolitions Citywide in the FY-2013 Budget; As of September 28, 2012, there is $103,649.41 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 **December 13, 2012** 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 Joe W. Burden. The property is a two-story wood-framed single family home that was convertered at some point into two apartments. On November 28, 2010 an housing inspection was conducted withing the apartment units with numerous code violations found. Some of the violations were corrected by the owner, but no further inspections occurred after December 1, 2010. Since then, the home has been registered as a vacant building with 1st year registration fees due and the rental license was suspended on March 3, 2011. Currently the structure is still unoccupied, with no active utility services and in a serious state of disrepair.

SAFETY ADVISORY AND TRANSPORTATION COMMITTEE

The Safety Advisory and Transportation Committee Meeting was held on October 24, 2012 at 5:00 p.m. with Chairman Hutchison presiding. Members present were Mr. Davis and Mr. Keller. Mr. Perza was absent.

AGENDA ADDITIONS/DELETIONS

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

Proposed Resolution No. 2012-14 - Designating a Redevelopment Area on Properties Bounded by U.S. Route 13 (North DuPont Highway) on the East, Kings Highway on the North and West, and Delaware Route 8 (East Division Street) on the South

Mrs. Ann Marie Townshend, Director of Planning and Community Development, advised members that Delaware Department of Transportation (DelDOT) Standards and Regulations for Subdivision Streets and State Highway Access include level of service (LOS) criteria. She explained that DelDOT has limited flexibility to relax its LOS standards unless an area is designated as a redevelopment area. Mrs. Townshend noted that in the development process, the developer is typically responsible for the transportation upgrades necessary to support the proposed development project and must bring the road segment or intersection up to an acceptable level of service. She indicated that this becomes a challenge in highly developed urban areas as upgrades may involve property acquisition or condemnation, which can be costly enough to make a project economically infeasible.

Mrs. Townshend explained that the property located in the area bound by U.S. Route 13 on the east, Kings Highway on the north and west, and Delaware Route 8 on the south was in an area where current transportation challenges create an impediment to redevelopment without flexibility of the LOS standard. Although the language in the City's Comprehensive Plan supports redevelopment of underutilized sites along the Route 13 corridor, after discussing this matter with DelDOT, it was determined that the Comprehensive Plan was not specific enough to allow DelDOT to require only that the current LOS be maintained.

Mrs. Townshend reviewed Proposed Resolution No. 2012-14, designating a redevelopment area on Properties Bounded by U.S. Route 13 (North DuPont Highway) on the East, Kings Highway on the North and West, and Delaware Route 8 (East Division Street) on the South. She stated that the proposed Resolution would allow DelDOT to require the developer to contribute only a portion of the cost of improvement that is proportional to the traffic generated by the proposed development rather than making costly upgrades to the intersection that would make the project infeasible.

Mrs. Townshend assured members that the Proposed Resolution had been reviewed by DelDOT and no concerns were indicated; however, DelDOT staff forwarded the Resolution to the Deputy Attorney General for review before providing their approval. After speaking with representatives of DelDOT, she stated that it was suggested that the Proposed Resolution be presented to the Committee for their review and recommendation in hopes that approval from the Deputy Attorney General would be received prior to submission to City Council on November 13, 2012. Mrs. Townshend stated that if the approval were not received by that date, the matter would be removed from the Consent Agenda.

At the request of Mr. Hutchison, Mrs. Townshend assured members that the proposed Resolution would be forwarded to the City Solicitor's Office for review prior to its consideration by City Council.

Mr. Davis moved to recommend adoption of Resolution No. 2012-14 *(Attachment #1)*, provided that approval of the Resolution was received from the Deputy Attorney General and City Solicitor, seconded by Mr. Keller and unanimously carried.

Review of Rear Access Waiver for Leander Lakes Apartments

Members considered a request for a waiver of the emergency rear access requirements for the Leander Lakes Apartments. Mrs. Ann Marie Townshend, Director of Planning and Community Development, reviewed the site plan provided to members and explained that the subject property consists of one (1) parcel of land totaling $28.67^{+/-}$ acres. The subject property is zoned RM-1 (Medium Density Residence Zone) and is subject to the COZ-1 (Corridor Overlay Zone). This property is located on the south side of Forrest Avenue west of Dover High Drive and the property of Dover High School and east of Artis Drive. The owner of record is Leander Lakes, LLC (Tax Parcel: ED-05-075.00-01-05.01-000).

Mrs. Townshend advised members that the Site Plan proposes 240 apartment dwelling units in a series of three (3) story apartment buildings. The development will consist of a total of ten (10) apartment buildings, a clubhouse, and residual land to be used for stormwater management, the entry road, and open space. The entrances leading into the apartment complex site are off Dover High Drive, which connects to Forrest Avenue. The continuation of Dover High Drive is currently under construction and will connect to Tribbitt Street in the Cannon Mill subdivision.

Noting the close proximity to the new Dover High School, Mrs. Townshend indicated that one (1) of the requirements of the Planning Commission was for the developers to work together to execute a Memorandum of Agreement (MOA), which has been accomplished. She stated that the MOA specifies which portions of the roadway would be built by the developers of Dover High School and which would be the responsibility of the builders for Leander Lakes Apartments.

Mrs. Townshend reminded members that the Planning Commission had originally granted conditional Site Plan approval (S-09-13) for a 240-unit apartment complex at their meeting in August 2009. Since construction did not commence, the plan expired on August 31, 2012. A Record Plan was previously recorded to subdivide the subject property from the Destiny Christian Church parcel. A Record Plan also recorded the contribution of forty (40) feet of property by Leander Lakes, LLC to create the right-of-way for Dover High Drive. She advised members that the request for a waiver to eliminate the emergency rear access requirement was part of this previous application and that City Council granted the waiver request at their meeting of September 14, 2009.

In accordance with Article 5 §17.5(a) of the Zoning Ordinance, Mrs. Townshend indicated that a 16-foot alley or an 18-foot secondary fire lane and an 18-foot subgrade emergency access lane would be required as emergency access to the rear building areas for two (2) and three (3) story apartment buildings. She noted that the applicant was requesting a waiver of these requirements. She stated that the existing circulation layout provides a 24-foot fire lane access across the front side of each

building and that the buildings will contain sprinkler systems. For informational purposes, Mrs. Townshend advised members that since waivers of this requirement are granted frequently, staff was considering the removal of this section from the Zoning Ordinance. After review by the Fire Marshal, staff felt confident that the necessary fire protection was provided through fire lane coverage and sprinkler systems; however, it was necessary to conduct the waiver process because rear access was a current Code requirement.

The Planning Commission recommended approval of the waiver for the elimination of the emergency rear access. Members were provided a summary of the requested waiver as follows:

Zoning Ordinance	Required	Proposed	Waiver
Emergency Rear Access for Two-Three story apartment buildings	16 ft. alley or 18 ft. secondary fire lane and an 18 ft. subgrade Emergency access lane	None	Elimination of the Required alleys/ Secondary fire lanes

Responding to Mr. Davis, Mrs. Townshend assured members that City Staff had been meeting with the Delaware Department of Transportation (DelDOT), explaining the need for the Route 8/Hazlettville Road connection project to be completed sooner than originally planned. She advised members that staff was expecting an application for development for property located at the corner of Dover High Drive and Route 8. As a result, she stated that she had requested a meeting with all project engineers involved to assure that the infrastructure being planned would tie in together. Mrs. Townshend indicated that Calvary Baptist Church, which occupies the adjacent property to the west, has placed their development plans on hold; however, they plan to develop the property as a church/church school site.

Mrs. Townshend further explained that the City has required cross access easements to the Destiny Christian Center property, the Dover High School property, and other adjacent properties.

In response to Mr. Hutchison, Mrs. Townshend indicated her understanding that the developers hope to begin construction within a year.

Mr. Keller moved to recommend approval of a waiver of the Zoning Code requirement for emergency rear access for Leander Lakes Apartments, as recommended by the Planning Commission. The motion was seconded by Mr. Davis and unanimously carried.

Creation of Bicycle and Pedestrian Committee

Mrs. Ann Marie Townshend, Director of Planning and Community Development, reminded members that the 2008 City of Dover Comprehensive Plan included a recommendation for the formation of a Bicycle/Pedestrian Advisory Group made up of bicyclists, pedestrians, DelDOT staff, MPO staff, and City staff to begin identifying gaps in the pedestrian and bicycle network.
She indicated that in September 2011, the Dover Kent County Metropolitan Planning Organization (MPO) approved the Kent County Regional Bicycle Plan, which aims to create an effective, safe bicycle system in central Delaware. It shows where there are bicycle trails, lanes, and similar facilities in central Delaware and where there are gaps in such a service. This plan identifies a number of priorities in the City of Dover. She explained that the proposed Bicycle and Pedestrian

Committee would work with the City, the Delaware Department of Transportation (DelDOT) and the Dover/Kent County MPO to prioritize projects for implementation and to promote safe opportunities for bicycling, walking, and jogging in the City of Dover.

Mrs. Townshend also explained that the creation of this Committee would provide the City a mechanism for regular communication with the cycling and pedestrian community, which would help to improve the quality of life in the City, help the City to achieve a Bicycle Friendly Community designation, and put the City in a positive position to receive funding through the State Trails and Pathways Initiative.

Staff recommended the creation of a Bicycle and Pedestrian Committee consisting of five (5) City residents who are active pedestrians and cyclists selected by the Chair of the Safety Advisory and Transportation Committee, with participation from City departments, DelDOT, and the Dover/Kent County MPO.

In response to Mr. Hutchison, Mrs. Townshend stated that two (2) individuals had indicated an interest in serving the City in this capacity and another individual who may also wish to serve approached her at a Bike Summit. She suggested that recommendations be provided for consideration and that she meet with the Committee Chair prior to the end of the year to finalize the selection of members.

Mr. Keller questioned whether the City would be required to maintain the pathway, including snow removal. Mrs. Townshend expressed her opinion that the City would be responsible for snow removal but that this would be a lower priority than snow removal from City streets. She acknowledged the importance of pathway maintenance, noting that an asphalt pathway on North Street that travels to Schutte Park has not been actively maintained and, as a result, grass is protruding and damaging the asphalt. She stated that the proposed committee would be discussing these types of issues.

Mr. Davis moved to recommend the creation of a Bicycle and Pedestrian Committee as recommended by staff, and that staff work with the Committee Chair to develop a list of members to be considered for appointment to this committee. The motion was seconded by Mr. Keller and unanimously carried.

By unanimous consent, the meeting adjourned at 5:26 p.m.

James L. Hutchison
Chairman

JLH/DD/jg/js/mk/tm
S:\AGENDAS-MINUTES-PACKETS\Committee-Minutes\2012\10-24-2012 SA&T.wpd

Attachment
Attachment #1 - Proposed Resolution No. 2012-14 - Designating a Redevelopment Area

City of Dover

MAYOR AND COUNCIL

DRAFT PROPOSED COUNCIL RESOLUTION NO. 2012-14

A RESOLUTION DESIGNATING A REDEVELOPMENT AREA ON PROPERTIES BOUNDED BY U.S. ROUTE 13 (NORTH DUPONT HIGHWAY) ON THE EAST, KINGS HIGHWAY ON THE NORTH AND WEST, AND DELAWARE ROUTE 8 (EAST DIVISION STREET) ON THE SOUTH

WHEREAS, the City of Dover 2008 Comprehensive Plan, as amended, encourages redevelopment along the U.S. Route 13 corridor; and

WHEREAS, a number of intersections along the U.S. Route 13 corridor fail to meet the Level of Service Standards required by the State of Delaware, and the costs of modifying such intersections can cause redevelopment of certain properties to be financially infeasible; and

WHEREAS, economic growth, prosperity and redevelopment are identified priorities of the City of Dover, which wishes to work with the development community and the Delaware Department of Transportation to promote redevelopment while preserving and enhancing the transportation network.

NOW, THEREFORE BE IT RESOLVED THAT THE MAYOR AND COUNCIL OF THE CITY OF DOVER

1. Designates the area bounded by U.S. Route 13 (North DuPont Highway) on the east, Kings Highway on the north and west, and Delaware Route 8 (East Division Street) on the south as a redevelopment area, and requests that the Delaware Department of Transportation allow for development to proceed without requiring the developer to make all of the necessary improvements but rather requiring the developer to contribute a portion of the costs to be set aside for current and future improvements that is proportional to the traffic generated by the proposed development; and

2. Directs staff to work with the Delaware Department of Transportation and the Dover/Kent County Metropolitan Planning Organization to plan for and prioritize the transportation system improvements needed to facilitate redevelopment.

ADOPTED: *

S:\RESOLUTIONS & PROCLAMATIONS\2012\Draft\2012-14 Redevelopment Area.wpd

CARLETON E. CAREY, SR. MAYOR	THOMAS J. LEARY COUNCIL PRESIDENT

Actions History:
October 24, 2012 - Introduced at Safety Advisory and Transportation Committee

Draft

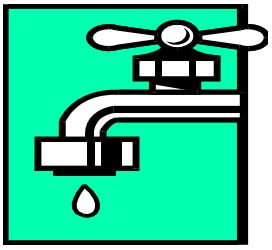
CITY OF DOVER

FINANCE & CENTRAL SERVICES DEPARTMENTS

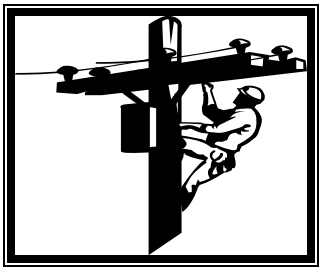
MONTHLY BUDGET REPORT

SEPTEMBER 2012









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
September 2012 Monthly Budget Report

FINANCE DEPARTMENT ACTIVITY LEVELS

	FY12 YTD			FY13 YTD		
BANK TRENDS						
Number of Deposits Made	1,284			1,472		
Total Amount of All Deposits	$ 48,111,417			$ 45,355,448		
PAYROLL						
	Hours	%	Amount	Hours	%	Amount
Gross wages per registers	**244,337**	**100.0%**	**$ 5,730,589**	**196,096**	**100.0%**	**$ 4,666,633**
Wages and Hours Worked						
Regular	204,826	83.8%	$ 4,434,405	163,195	83.2%	$ 3,596,161
All over time	7,767	3.2%	$ 377,914	9,958	5.1%	$ 447,730
Other Paid or Unpaid Wages and Hours						
Vacation	17,893	7.3%	$ 470,122	13,672	7.0%	$ 356,675
Sick	7,395	3.0%	$ 202,588	4,808	2.5%	$ 118,892
Terminal Leave - Retiree Vacation/Sick Payout	3,283	1.3%	$ 134,033	1,692	0.9%	$ 36,256
Comp Time	2,222	0.9%	$ 68,385	2,106	1.1%	$ 58,293
Personal	288	0.1%	$ 7,921	217	0.1%	$ 5,482
Leave Without Pay	-	0.0%	$ -	-	0.0%	$ -
Other (description below)	665	0.3%	$ 35,221	450	0.2%	$ 47,144

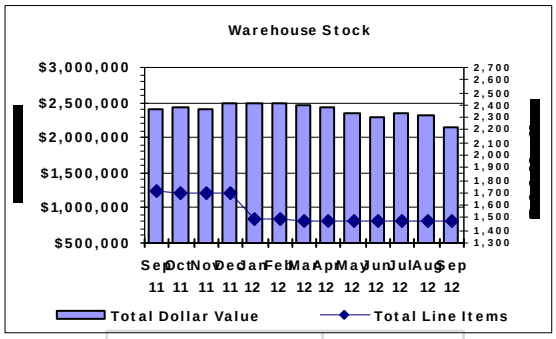
Other includes: pay adjustments, military differential pay, committee meetings, worker compensation tracking/adjustments, etc.

Other Activity		
Number of Pay Periods	7	6
Number of Payroll Checks & Direct Deposits Issued	2,757	2,205
Number of Pension Checks Issued	716	736
Total Pension Benefits Paid - Defined Benefit Plan	$ 1,151,518	$ 1,220,041

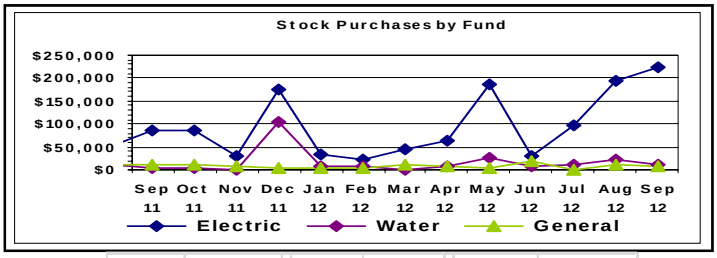
Payroll Checks & Direct Deposits issued: number of payroll checks issued for FY 2010 includes separate checks for shoe allowance & clothing allowance.

ACCOUNTS PAYABLE		
Number of Check Vouchers	1,431	1,420
Number of EFT Vouchers	492	469
Vouchers Dollar Amount Disbursed	$ 20,842,062	$ 19,600,828

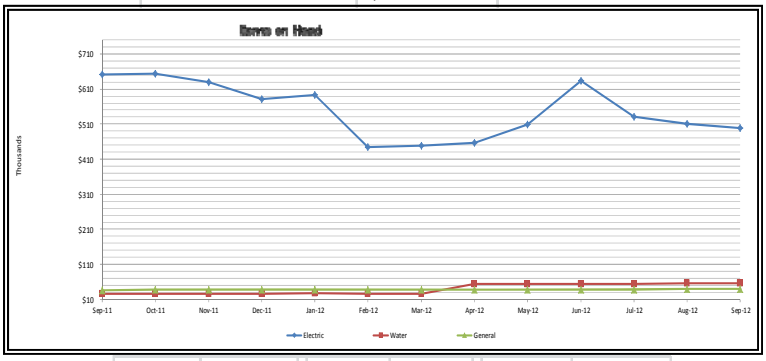
CENTRAL SERVICES SEPTEMBER 2012 REPORT



Total Dollar Value:	$2,145,577
Total Line Items:	1,459



Electric:	$223,029	Water:	$9,815	General:	$8,642



Electric:	$497,887	Water:	$55,619	General:	$39,306

Fuel Use		
Unleaded:	10,808.6	gallons
Diesel:	6,206.2	gallons
Total:	$ 54,576	

City of Dover
Finance Department
Monthly Report –September 2012

General Fund Summary

	Budget	YTD	Balance	25% of Budget
Beginning Balance - unaudited	$ 2,666,600	$ -	$ 2,666,600	0.0%
Revenues				
Court of Chancery Fees	753,800	142,060	611,740	18.8%
Fines & Police Revenues	1,162,400	440,762	721,638	37.9%
Franchise Fees	550,000	-	550,000	0.0%
Grants	708,500	103,329	605,171	14.6%
Intrafund Services	4,329,100	1,002,135	3,326,965	23.1%
Library & Recreation Revenues	602,100	28,986	573,114	4.8%
Licenses & Permits	2,508,300	1,591,639	916,661	63.5%
Property Taxes (Includes BID Revenue) (1)	11,049,000	10,700,069	348,931	96.8%
Curbside Recycling	-	-	-	0.0%
Sanitation Revenues	2,690,200	657,596	2,032,604	24.4%
Other Miscellaneous Revenues	130,500	58,433	72,067	44.8%
Garrison Farm Rent Revenue	62,000	14,094	47,906	22.7%
Transfers-In from Special Funds & Utilities				
Civil Traffic Penalties	750,000	-	750,000	0.0%
Municipal Street Aid Fund	527,400	-	527,400	0.0%
Transfer Taxes	1,370,000	121,744	1,248,256	8.9%
Verizon and CI Reserves	11,000	-	11,000	0.0%
Water/Wastewater Fund	500,000	500,000	-	100.0%
Electric Fund	8,000,000	4,000,000	4,000,000	50.0%
Total Revenues	35,704,300	19,360,847	16,343,453	54.2%
Total Beginning Balance & Revenues	**$ 38,370,900**	**$ 19,360,847**	**$ 19,010,053**	50.5%
Expenditures				
City Clerk & Council	$ 441,100	$ 83,082	$ 358,018	18.8%
Mayor, City Manager & Human Resources	822,100	176,766	645,334	21.5%
Police & Police Extra Duty	13,774,600	3,035,340	10,739,260	22.0%
Public Services	4,359,300	877,815	3,481,485	20.1%
Central Services	1,968,400	411,230	1,557,170	20.9%
Planning & Inspections	1,996,600	414,905	1,581,695	20.8%
Finance, Info Tech & Customer Services	2,423,400	618,174	1,805,226	25.5%
Library & Recreation	1,963,600	370,814	1,592,786	18.9%
Fire Department	688,300	154,046	534,254	22.4%
Assessor	187,500	45,959	141,541	24.5%
Contribution to DDP	180,000	180,000	-	100.0%
Miscellaneous Grant Expense	25,000	-	25,000	0.0%
Other Employment Expenses	463,400	-	463,400	0.0%
Insurance	600,000	131,174	468,826	21.9%
OPEB - Retiree's Health Care Contribution	1,620,600	540,000	1,080,600	33.3%
Police Pension Trust Contribution - State Grant	500,000	100,000	400,000	20.0%
Appropriation to Emp Pension Fund - Unfunded Liability	1,310,500	1,310,500	-	100.0%
Appropriation to Police Pension Fund	95,000	95,000	-	100.0%
Street Lights	869,700	220,193	649,507	25.3%
Debt Service	624,200	312,809	311,391	50.1%
Provision for Uncollectible	10,000	10,000	-	100.0%
Transfers Out				
Capital Projects Fund	613,400	-	613,400	0.0%
Total Expenditures	35,536,700	9,087,807	26,448,893	25.6%
Budget Balance - Working Capital	2,834,200	-	2,834,200	0.0%
Total Budget Balance & Expenditures	**$ 38,370,900**	**$ 9,087,807**	**$ 29,283,093**	23.7%
Reserve Balances				
Contingency	$ 731,100	$ 726,082		

(1) Property Taxes are the taxes billed and not cash received. The outstanding receivable balance as of 09/30/12 is $970,735.08

City of Dover
Finance Department
Monthly Report –September 2012

Water/Wastewater Fund Summary

	Budget	YTD	Balance	25% of Budget
Beginning Balance - Water - unaudited	$ 865,100	$ -	$ 865,100	0.0%
Beginning Balance - Wastewater - unaudited	$ 853,000	$ -	$ 853,000	0.0%
Beginning Balance - Kent County Treatment - unaudited	$ (553,500)	$ -	$ (553,500)	0.0%
	1,164,600	-	1,164,600	0.0%
Revenues				
Water Fees	4,730,700	1,426,301	3,304,399	30.1%
Wastewater Fees	3,834,600	1,012,326	2,822,274	26.4%
Kent County Treatment Fees	3,090,800	837,410	2,253,390	27.1%
Ground Water Adjustment Fees	1,257,600	375,871	881,729	29.9%
Water Tank Leases	313,500	8,554	304,946	2.7%
Interest Earnings - Water	8,700	1,616	7,084	18.6%
Interest Earnings - Water/Wastewater	17,100	2,086	15,014	12.2%
Miscellaneous	77,000	16,212	60,788	21.1%
Impact Fees - Water	350,000	99,820	250,180	28.5%
Impact Fees - Wastewater	317,000	92,200	224,800	29.1%
Total Revenues	13,997,000	3,872,396	10,124,604	27.7%
Total Beginning Balance & Revenues	**$ 15,161,600**	**$ 3,872,396**	**$ 11,289,204**	25.5%
Expenses				
Water/Wastewater Operating Divisions				
Engineering & Inspection	$ 597,900	$ 88,738	$ 509,162	14.8%
Water	408,200	78,344	329,856	19.2%
Water Treatment Plant	1,522,600	333,915	1,188,685	21.9%
Wastewater	993,000	146,951	846,049	14.8%
Construction & Inspection	345,700	68,543	277,157	19.8%
Kent County Treatment Fees	3,600,000	839,170	2,760,830	23.3%
Intrafund Services	1,235,400	273,394	962,006	22.1%
Pension Unfunded Liability	309,800	309,800	-	100.0%
OPEB - Retiree's Health Care Contributions	220,000	55,000	165,000	25.0%
Debt Service	1,263,600	130,358	1,133,242	10.3%
Inventory/Fixed Asset Write-offs	5,000	5,000	-	100.0%
Other Employment Expenses	16,200	-	16,200	0.0%
Transfers Out				0.0%
General Fund	500,000	500,000	-	100.0%
Uncollectible Reserve	5,000	5,000	-	100.0%
Water I & E Fund	1,700,000	-	1,700,000	0.0%
Wastewater I & E Fund	1,200,000	-	1,200,000	0.0%
Capital Asset Reserve - Water	70,000	70,000	-	100.0%
Capital Asset Reserve - Wastewater	22,000	22,000	-	100.0%
Total Expenses	14,014,400	2,926,213	11,088,187	20.9%
Budget Balances				
Budget Balance - Working Capital - Water	482,700	-	482,700	0.0%
Budget Balance - Working Capital - WW	664,500	-	664,500	0.0%
Total Budget Balances	1,147,200	-	1,147,200	0.0%
Total Budget Balances & Expenses	**$ 15,161,600**	**$ 2,926,213**	**$ 12,235,387**	19.3%
Reserve Balances				
Contingency-Water	$ 103,724	$ 102,976		
Contingency-Wastewater	$ 189,176	$ 186,243		
Impact Fee Reserve - Sewer	NO BUDGET	$ 3,563,466		
Impact Fee Reserve - Water	NO BUDGET	$ 380,905		
Bond Coverage Ratio (Covenant 1.20)	3.73	5.43		

City of Dover
Finance Department
Monthly Report –September 2012

Electric Revenue Fund Summary

	Budget	YTD	Balance	25% of Budget
Beginning Balance - unaudited	$ 7,184,000	$ -	$ 7,184,000	0.0%
Revenues				
Sales to Customers	85,071,400	26,402,394	58,669,006	31.0%
Utility Tax	1,595,200	421,933	1,173,267	26.5%
Weyandt Hall Rents	225,000	67,612	157,388	30.0%
Miscellaneous Revenues	979,700	331,490	648,210	33.8%
Interest Earned	107,800	38,628	69,172	35.8%
Transfer from Rate Stabilization	5,400,000	-	5,400,000	0.0%
Intrafund Service Receipts Water/Wastewater	130,800	30,287	100,513	23.2%
Total Revenues	93,509,900	27,292,344	66,217,556	29.2%
Total Beginning Balance & Revenues	**$ 100,693,900**	**$ 27,292,344**	**$ 73,401,556**	27.1%
Expenses				
Power Supply & Generation				
Power Supply	$ 40,883,400	$ 11,780,242	$ 29,103,158	28.8%
Power Supply Management/Incentive	996,000	166,000	830,000	16.7%
Capacity Charges	12,564,800	2,390,616	10,174,184	19.0%
PJM Spot Market Energy	(772,700)	-	(772,700)	0.0%
PJM Charges - Load	17,508,300	3,683,316	13,824,984	21.0%
Total Power Supply	71,179,800	18,020,174	(18,020,174)	25.3%
Plant Operations	5,914,900	1,478,010	4,436,890	25.0%
Generation Fuels	586,000	935,549	(349,549)	159.7%
Capacity Credits	(14,318,600)	(3,034,395)	(11,284,205)	21.2%
PJM Credits	(427,000)	(1,909,479)	1,482,479	447.2%
Total Generation	(8,244,700)	(2,530,315)	2,530,315	30.7%
Total Power Supply & Plant	62,935,100	15,489,859	47,445,241	24.6%
Electric Operating Divisions:				
Transmission/Distribution	3,223,600	727,048	2,496,552	22.6%
Electrical Engineering	1,163,900	221,799	942,101	19.1%
Administration	501,200	77,497	423,703	15.5%
Meter Reading	212,500	52,301	160,199	24.6%
Systems Operations	517,600	114,745	402,855	22.2%
Intrafund Services	3,224,500	759,028	2,465,472	23.5%
Utility Tax	1,595,200	421,933	1,173,267	26.5%
OPEB - Retirees Health Care Contribution	696,500	696,500	-	100.0%
Pension Trust Contribution - Unfunded liability	1,074,200	1,074,200	-	100.0%
Interest on Deposits	35,000	8,140	26,860	23.3%
Green Energy Payment to DEMEC	129,000	39,774	89,226	30.8%
Accounts Receivable Write-Offs	150,000	150,000	-	100.0%
Inventory Write-Offs	175,000	175,000	-	100.0%
Other Employee Expenses	157,900	-	157,900	0.0%
Contractual Services Power Supply	190,000	10,459	179,541	5.5%
Debt Service	3,323,600	844,391	2,479,209	25.4%
Transfers Out:				0.0%
General Fund	8,000,000	4,000,000	4,000,000	50.0%
Electric Improvement & Extension Fund	3,500,000	-	3,500,000	0.0%
Total Expenses	90,804,800	24,862,674	65,942,126	27.4%
			-	
Budget Balance - Working Capital	9,889,100	-	9,889,100	0.0%
Total Budget Balance & Expenses	**$ 100,693,900**	**$ 24,862,674**	**$ 75,831,226**	24.7%
Reserve Balances				
Contingency Reserve	$ 816,200	$ 805,472		
Insurance Reserve	$ 750,000	$ 725,151		
Rate Stabilization Reserve	$ 4,947,600	$ 10,299,481		
Bond Coverage Ratio (Covenant 1.25)	2.74	3.96		
Megawatt Hours Sold & Purchased				
Sales to Customers MWh (excluding Street Light MWh)	709,972	221,810		31.2%
Sales per MWh	$ 119.824	$ 119.032		99.3%
Purchased/Generated MWh	750,296	217,786		29.0%
All In MWh Supply & Generation	83.88	$ 71.124		84.8%

City of Dover
Finance Department
Monthly Report –September 2012
General Capital Project Fund Summary

	Budget	YTD	Balance	25% of Budget
Beginning Balance - Projects - unaudited	$ 294,400	$ -	$ 294,400	0.0%
Beginning Balance - Library - unaudited	$ -	$ -	$ -	0.0%
Revenues				
State Grant - Other	108,000	-	108,000	0.0%
Interest Earnings	-	5,213	(5,213)	0.0%
Income from Sale of Assets	-	15,168	(15,168)	0.0%
Loan Proceeds - Streets, City Hall	2,000,000	-	2,000,000	0.0%
Loan Proceeds - Garrison Farm	2,000,000	-	2,000,000	0.0%
Transfer from General Fund for Projects	613,400	-	613,400	0.0%
Police Grant	33,800	-	33,800	0.0%
Subtotal Project Receipts	4,755,200	20,381	4,734,819	
State Grant - Library	884,200	-	884,200	0.0%
Loan Proceeds - Library Green Energy Project	-	940,000	(940,000)	0.0%
Kent County Library Contribution	250,000	250,000	-	100.0%
Transfer from Library Foundation	67,500	250,000	(182,500)	370.4%
Income from Sale of Library/Bridge Loan	1,200,000	-	1,200,000	0.0%
Subtotal Library Project Receipts	2,401,700	1,440,000	961,700	60.0%
				0.0%
Total Revenues	7,156,900	1,460,381	5,696,519	20.4%
Total Beginning Balance & Revenue	**$ 7,451,300**	**$ 1,460,381**	**$ 5,990,919**	19.6%
Expenditures				
Fire	$ 238,500	$ 238,515	$ (15)	100.0%
Grounds Maintenance	112,000	-	112,000	0.0%
Library	2,535,000	941,972	1,593,028	37.2%
Recreation	30,000	-	30,000	0.0%
Police	197,000	19,864	177,136	10.1%
Streets (1)	1,974,000	8,333	1,965,667	0.4%
Sanitation	150,000	-	150,000	0.0%
Information Technology	57,000	50,198	6,802	88.1%
Facilities Management	381,000	96,275	284,725	25.3%
Mayor	33,000	-	33,000	0.0%
Loan Issuance Costs	56,000	-	56,000	0.0%
Transfer to Community Transportation Fund	1,606,700	-	1,606,700	0.0%
Total Expenditures	7,370,200	1,355,157	6,015,043	18.4%
Budget Balance - Projects	81,100	-	81,100	0.0%
Total Budget Balance & Expenditures	**$ 7,451,300**	**$ 1,355,157**	**$ 6,096,143**	18.2%
Reserve Balances				
Capital Asset Replacement Reserve	$ 503,000	$ 501,847		
Parkland/Recreation	$ 202,600	$ 200,632		

(1) Street program - Budget includes $2 million for street repaving and City Hall improvements to be completed over two years (FY12 &
Will be funded by bond issue or commercial bank loan.

City of Dover
Finance Department
Monthly Report –September 2012

Water/Wastewater Improvement & Extension Fund Summary

	Budget	YTD	Balance	25% of Budget
Beginning Balance - Water - unaudited	$ 3,071,800	$ -	$ 3,071,800	0.0%
Beginning Balance - Wastewater - unaudited	$ 1,013,600	$ -	$ 1,013,600	0.0%
Revenues				
Bond Proceeds - Water	2,000,000	-	2,000,000	0.0%
Bond Proceeds - Wastewater	2,000,000	-	2,000,000	0.0%
State Loan-Wastewater 2011	-	154,520	(154,520)	0.0%
Income from Sale of Assets	-	3,252	(3,252)	0.0%
Interest Earned	25,000	35,772	(10,772)	143.1%
Transfer from Water Operating Fund for Water	1,700,000	-	1,700,000	0.0%
Transfer from Wastewater Operating Fund for Wastewater	1,200,000	-	1,200,000	0.0%
Transfer from Impact Fee Reserve - Water	300,000	-	300,000	0.0%
Transfer from Impact Fee Reserve - Wastewater	250,000	-	250,000	0.0%
Total Revenues	7,475,000	193,544	7,281,456	2.6%
Total Beginning Balance & Revenues	**$ 11,560,400**	**$ 193,544**	**$ 11,366,856**	1.7%
Expenses				
Bond Issue Costs	$ 344,000	$ -	$ 344,000	0.0%
Engineering & Inspection	23,400	-	23,400	0.0%
Water	5,140,000	127,567	5,012,433	2.5%
Wastewater	3,817,300	116,184	3,701,116	3.0%
Water Treatment Plant	24,100	-	24,100	0.0%
Water Construction	31,000	-	31,000	0.0%
Total Expenses	9,379,800	243,751	8,768,649	2.6%
Budget Balance - Working Capital - Water	1,675,500	-	1,675,500	0.0%
Budget Balance - Working Capital - Wastewater	505,100	-	505,100	0.0%
Total Budget Balances	2,180,600	-	2,180,600	0.0%
Total Budget Balances & Expenses	**$ 11,560,400**	**$ 243,751**	**$ 10,949,249**	2.1%
Reserve Balances				
Capital Asset Replacement - Water	$ 501,100	$ 500,000		
Capital Asset Replacement - Wastewater	$ 501,100	$ 498,856		

City of Dover
Finance Department
Monthly Report –September 2012

Electric Improvement & Extension Fund Summary

	Budget	YTD	Balance	25% of Budget
Beginning Balance - unaudited	$ 2,714,600	$ -	$ 2,714,600	0.0%
Revenues				
Interest Earnings	40,700	20,250	20,450	49.8%
Transfer from Electric Revenue Fund	3,500,000	-	3,500,000	0.0%
Transfer from Future Capacity Reserve	550,000	550,000	-	100.0%
Total Revenues	4,090,700	569,949	3,520,751	13.9%
Total Beginning Balance & Revenues	**$ 6,805,300**	**$ 569,949**	**$ 6,235,351**	8.4%
Expenses				
Power Plant	$ 1,441,300	$ 28,132	$ 1,413,168	2.0%
Transmission/Distribution	596,000	304,583	291,417	51.1%
Electrical Engineering	1,932,700	94,773	1,837,927	4.9%
Meter Reading	-	-	-	0.0%
Total Expenses	3,970,000	427,488	3,542,512	10.8%
Budget Balance - Working Capital	2,835,300	-	2,835,300	0.0%
Total Budget Balance & Expenses	**$ 6,805,300**	**$ 427,488**	**$ 6,377,812**	6.3%
Reserve Balances				
Depreciation Reserve	$ 9,864,800	$ 9,749,597		
Future Capacity Reserve	$ 9,362,000	$ 9,267,452		

City of Dover
Finance Department
Monthly Report –September 2012

Community Transportation Improvement Fund

	Budget	YTD	Balance	25% of Budget
Beginning Balance - unaudited	$ 435,700	$ -	$ 435,700	0.0%
Revenues				
Grants Revenue	300,000	-	300,000	0.0%
Transfer from General Capital Project Fund	1,606,700	-	1,606,700	0.0%
Interest Earned	500	-	500	0.0%
Total Revenues	1,907,200	-	1,907,200	0.0%
Total Beginning Balance & Revenues	**$ 2,342,900**	**$ -**	**$ 2,342,900**	0.0%
Expenses				
Program Expenses	$ 700,000	$ 4,409	$ 695,591	0.6%
Program Expenses - City appropriated	1,546,700	-	1,546,700	0.0%
Program Expenses- Concrete Program	60,000	1,456	58,544	2.4%
Total Expenses	2,306,700	5,865	2,300,835	0.3%
Budget Balance - Working Capital	36,200	-	36,200	0.0%
Total Budget Balances & Expenses	**$ 2,342,900**	**$ 5,865**	**$ 2,337,035**	0.3%

CITY OF DOVER
SPECIAL REVENUE FUNDS
COMBINING STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN UNRESERVED FUND
PERIOD ENDED SEPTEMBER 30, 2012

	POLICE GRANTS	LIBRARY GRANTS	CDBG/NSP HOUSING GRANTS	SUBSTANCE ABUSE PREV. GRANT	TOTALS
REVENUES:					
State Grants received	$ 59,984	$ -	$ -	$ 7,008	$ 66,992
Federal Grants received	-	1,275	41,452	-	42,727
Recreation revenue	-	-	-	1,824	1,824
Investment income (loss)	-	-	-	-	-
TOTAL REVENUES	$ 59,984	$ 1,275	$ 41,452	$ 8,832	$ 111,543
EXPENDITURES:					
Program expenditures	$ 25,978	$ 14,177	$ -	$ 29,525	$ 69,680
Program expenditures - NSP	-	-	13,610	-	13,610
Program expenditures - CDBG	-	-	22,507	-	22,507
TOTAL EXPENDITURES	$ 25,978	$ 14,177	$ 36,117	$ 29,525	$ 105,797
Excess (deficiency) of revenues over expenditures	$ 34,006	$ (12,902)	$ 5,335	$ (20,693)	$ 5,746
Other financing sources (uses):					
Operating transfers-out	(35,962)	-	-	-	(35,962)
Excess (deficiency) of revenues and other financing sources over expenditures & other uses	$ (1,956)	$ (12,902)	$ 5,335	$ (20,693)	$ (30,216)
FUND BALANCE AT BEGINNING OF YEAR	$ 178,433	$ 30,008	$ 16,197	$ (3,995)	$ 220,643
FUND BALANCE AT END OF PERIOD	$ 176,477	$ 17,106	$ 21,532	$ (24,688)	$ 190,427

Notes:

Dover Police Department

Monthly Report

To

Mayor and City Council

"To Protect and Serve"

September 2012

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

October 11, 2012

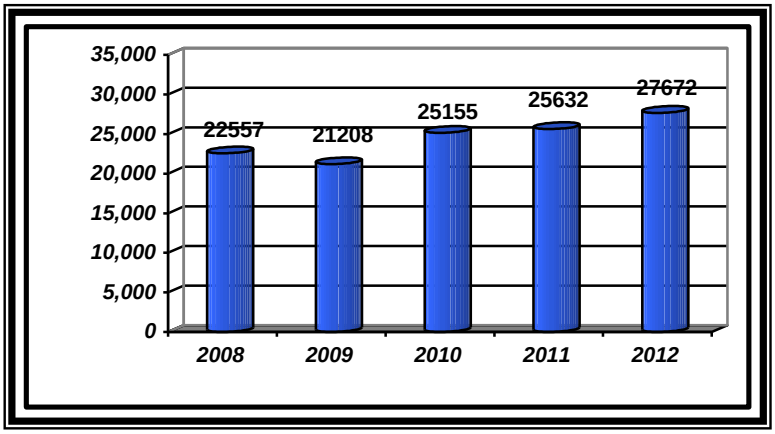
Honorable Carleton E. Carey, Sr., Mayor
Members of Dover City Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

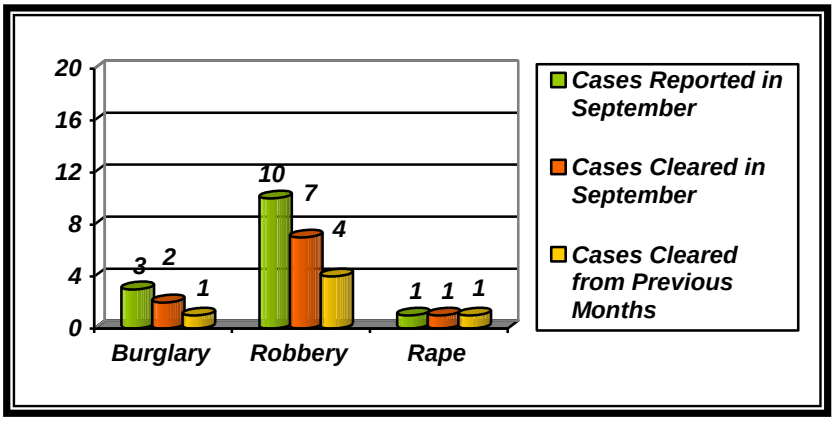
The following is the monthly report for Dover Police Department activities for the month of September 2012:

COMPLAINTS

Total complaints received through September 30th numbered 27,672. This is an increase of 2,040 complaints over the same time period last year.



CRIMINAL INVESTIGATIONS

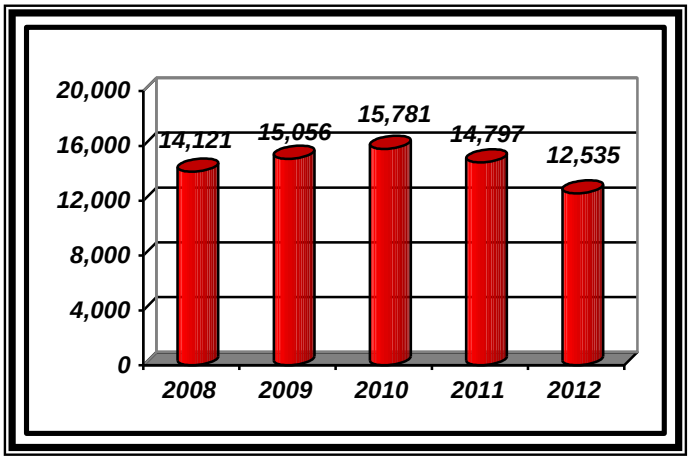


COMMUNITY POLICE SECTION

ENFORCEMENT ACTION	ARRESTS
ABANDONED VEHICLES	0
ALCOHOL VIOLATIONS/DUI'S	20
ASSIST OTHER	0
WARRANTS ON FILE	0
BIKE ON SIDEWALK	1
CITY PARK VIOLATIONS	1
CRIMINAL ARRESTS	47
DRUG RELATED ARRESTS	7
LOUD MUSIC	4
MISCELLANEOUS VIOLATIONS	8
PARKING VIOLATIONS	9
PEDDLER	0
MEETINGS	72
PROSTITUTION	0
COLLECTION OF DELINQUENT DCO'S	0
WANTED CHECKS/CPC'S	6
TRAFFIC ARRESTS	57
WARNINGS	37
FUGITIVE	4
TOTAL ARRESTS	**1**

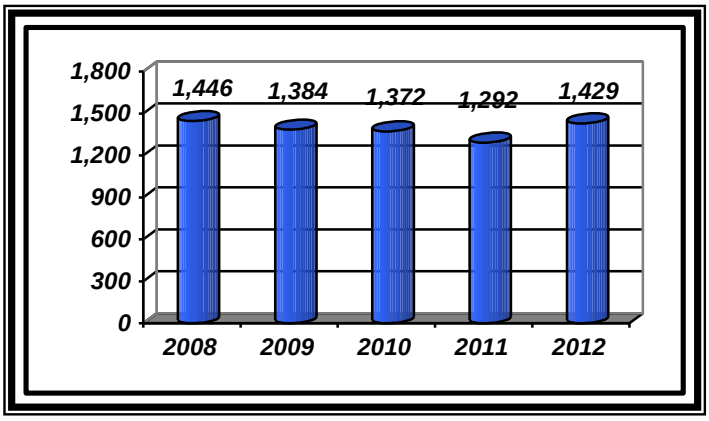
TRAFFIC ARRESTS

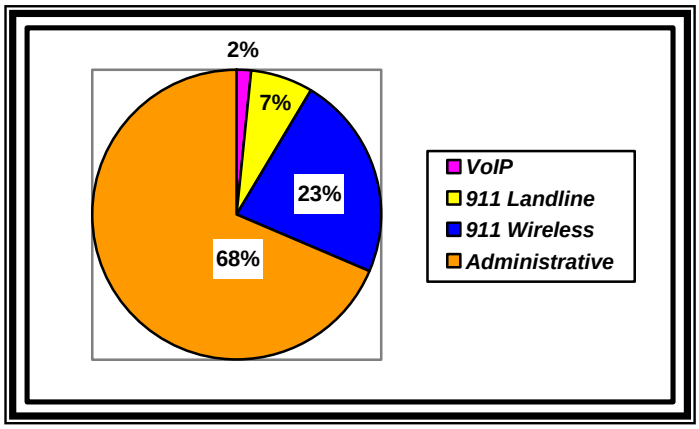
The department issued 12,535 traffic citations through this reporting period. This is a decrease of 2,262 citations over the number issued during the same period last year.



TRAFFIC CRASHES

Through September 30th, Dover Police investigated 1,429 traffic crashes. This is an increase of 137 crashes investigated during the same period last year.



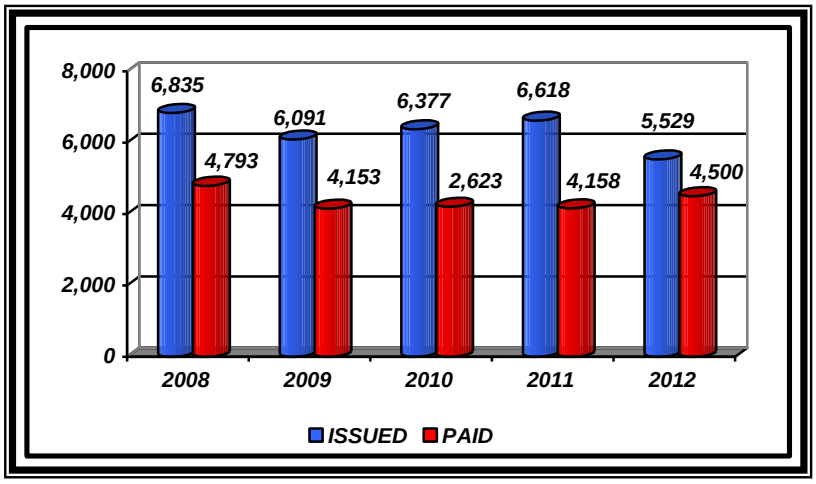


911 CENTER

During the month of September, our 911 Center handled a total of 10,418 calls averaging 347 calls per day. Dispatchers handled 2,371 calls on the 911 wireless lines, an average of 79 calls per day, 725 calls on the 911 landlines, an average of 24 calls per day, and 165 calls on the Voice Over Internet Protocol lines with an average of 6 calls per day.

CITY ORDINANCE SUMMONS

*Through September 30th, we issued 5,529 city ordinance summons, a decrease 1,089 summons over the same period last year. *Note: of those summonses issued in September, 21 DCO's were issued for handicapped parking violations, 9 for fire lane parking violations, 63 for false alarms (40 for 3-5 alarms, 9 for 6-9 alarms, 6 for 10-15 alarms, and 8 for 16 or more alarms) and 19 for noise violations (7 for vehicle violations and 12 for residence violations).*



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

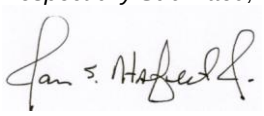
- On September 1 at approximately 0123 hours, the Dover Police responded to the 200 block of Green Blade Drive for a report of shots fired. Upon arrival officers found a large party in the residence and an adult female victim with a possible bullet wound to her leg. The residence also had several bullet holes in a door. The victim was treated and released from Bayhealth for the injury to her leg. Officers' investigation discovered that earlier in the night a confrontation ensued with a subject who was denied entry into the party. It was mentioned to the officers that this subject possibly returned and shot at the house in retaliation.
- On September 4 at approximately 1900 hours, three male suspects entered the Family Dollar located at 650 Bay Road. Two of the suspects were wearing masks and one produced a handgun. They demanded money and cigarettes and fled on foot toward the rear of the business. A Dover PD officer observed them running on the trail behind DMV and apprehended one of the suspects. The other two continued toward Capitol Park where a second Dover officer then observed one get into an occupied vehicle. He had actually carjacked the vehicle and forced the operator to drive. The vehicle was stopped in the 200 block of President Drive and the second suspect was taken into custody. The two occupants were unharmed. Both defendants were linked to another armed robbery that occurred at the same location on August 18th and an

attempted robbery there on August 22nd of this year. The third suspect was identified and arrested on September 27th.

- The Dover Police Criminal Investigations Unit is currently investigating a burglary of a business in the 900 block of E Division St. The burglary occurred between Friday September 7 and Saturday September 8. A suspect forced entry into the business and removed items from within prior to fleeing.
- The Dover Police Criminal Investigations Unit is investigating a burglary and attempted robbery that occurred on Friday September 7 at approximately 2300 hours at a residence on Ann Avenue. The victims advised detectives that three unknown suspects, armed with a handgun, forced their way into the residence and demanded money. The suspects fled without obtaining any property. The suspects are described as black males between the ages of 23 to 25 and all approximately 6' tall.
- On September 7 at approximately 2355 hours, the Dover Police Department responded to a robbery at the Shore Stop on Forrest Ave. The investigation revealed that the 3 black males subjects wearing disguises entered the store armed with a shotgun and demanded money. The suspects fled after obtaining cigarettes and an undisclosed amount of cash.
- On September 12 at approximately 2106 hours, a subject attempted to remove a purse from the shoulder of a 63 year old victim as she was seated in her vehicle in the parking lot of Applebee's. The suspect was unsuccessful and then walked to the rear of the business where he was apprehended by Dover Police officers. He was charged with Attempted Robbery 1st and committed to James T. Vaughn Correctional Center.
- Between Tuesday September 11 at 2030 hours and Wednesday September 13 at 0700 hours, an unknown suspect used a landscaping paver to break out a large window of the Capitol Diner. Once inside the suspect removed an undetermined amount of cash and fled in an unknown direction.
- On September 12 at approximately 2030 hours, 2 males entered the U.S. Gas located at 505 Bay Road and attacked the clerk. Both subjects were armed with knives and the clerk was stabbed in his upper torso. The subjects then forced the clerk to open the register and they took an undetermined amount of cash as well as the victim's wallet before fleeing. The victim was transported to Bayhealth and was later released with non-life threatening injuries. The suspects were both identified and one was arrested on September 27th.
- On Monday, September 17 at 0400 hours, Dover Police responded to the unit block of Spruance Road for a report of shots fired. Upon arrival officers learned that there was a single gunshot fired in the direction of a residence. Investigation further revealed that several pellets from a shotgun round had struck the residence but did not penetrate inside. None of the residents in the home were injured. The investigation was turned over to the Dover Police Criminal Investigations Unit.
- The Dover Police Criminal Investigations Unit is currently investigating a homicide that occurred on Monday, September 17 at approximately 1030 hours. At 1042 hours, Dover Police responded to a female caller who reported that she had been abducted from a residence in the 100 block of Acorn Lane and was released unharmed. The female further advised that a male subject at the residence was assaulted during what she reported to be a home invasion. Dover Police Patrol Officers responded to the address and discovered a male victim deceased inside the residence. Dover Police Detectives released photograph of a person of interest in the investigation. The public provided numerous possible suspects which ultimately led to identifying the driver, 20 year old male from Newtown, PA. The investigation also revealed that his girlfriend had ties to the Dover area and knew the victim. Continued investigation led to detectives obtaining an arrest warrant for both suspects on Murder, Home Invasion, Robbery, Kidnapping and related offenses. Dover Police Department worked in conjunction with Newtown Township Police in Pennsylvania who apprehended the suspect at his residence on September 19th. Dover Police Detectives then contacted Falls Township, PA Police after receiving information that the female suspect may be in the area. Falls Township PD subsequently located and arrested her. Both suspects are being held in Pennsylvania pending extradition hearings. The investigation continues but it appears that robbery was the motive for the crime.
- The Dover Police Criminal Investigations Unit is investigating an armed robbery that occurred on Tuesday, September 18 at 1100 hours at DOT Discount located at 720 Townsend Boulevard. Two male suspects entered the business, displayed knives and demanded money. They removed an undisclosed amount of cash and fled southbound on foot. No injuries were reported. The suspects were identified and one was arrested on September 27th.

- The Dover Police Criminal Investigations Unit is investigating an armed robbery that occurred on Tuesday, September 25 at 1930 hours at Sally's Beauty Supply, 283-D North DuPont Highway. Two suspects entered the business, displayed a knife and a handgun and demanded money. They removed an undisclosed amount of cash and fled north bound on foot. No injuries were reported. The suspects were identified and one was arrested on September 27th.
- On Tuesday, September 25 at 2319 hours, Dover Police responded to vehicle crash on Forrest Avenue at Bennington Street. Investigation revealed that a 2001 Suzuki GSXR 750 Motorcycle, operated by a 34 year old male, was travelling eastbound on Forrest Avenue. The second vehicle, a 2002 Mitsubishi Eclipse, operated by a 19 year old male, was crossing Forrest Avenue from George Washington Drive southbound to Bennington Street. The operator of the motorcycle struck the Mitsubishi. The motorcycle operator was transported to Kent General Hospital where he was pronounced dead a short time later from apparent head injuries. A helmet was located near the victim, but it has not been determined if it was properly secured at the time of the crash. The 19 year old operator of the Mitsubishi was not injured. Investigation into the crash continues by Dover Police Accident Reconstructionists. Alcohol/ Drugs are not believed to be factors in the crash.
- On Tuesday, September 25 at 0908 hours, Dover Police Department received reports of shots fired on Par Haven Drive two suspects fleeing from the scene. The two suspects were located on Mifflin Road and a .380 cal handgun was found in their vicinity. A 29 year old male gunshot victim, who sustained a single gunshot wound to the right knee, then responded to Bayhealth. It was determined that the victim was shot in the parking lot in the area of 11 Par Haven Drive (Building C) during an unknown altercation. Detectives later recovered shell casings at the crime scene, which matched the caliber of handgun recovered. As a result of the investigation, a 19 year old defendant was charged with Assault 2nd and weapons charges for the shooting. The victim underwent surgery at Bayhealth and was admitted in stable condition. While processing the crime scene, officers observed a dark SUV entering Par Haven Drive that was reportedly involved in the incident. Officers attempted to stop the vehicle and the operator of the vehicle immediately fled on foot; however, two subjects were detained for further questioning. A .357 revolver was located concealed in the center console of the vehicle. Following further investigation, it was determined that one of the occupants was responsible for the concealed weapon. He was charged for Carrying a Concealed Deadly Weapon.
- On Tuesday September 25, Dover Police arrested a 31 year old suspect for rape and other related charges after investigation revealed he molested a 15 year old female victim after providing her alcohol. Defendant was committed to James T. Vaughn Correctional Center.
- On September 27, Dover Police along with Delaware State Police and Probation and Parole arrested a 24 year old defendant in a residence in the 1000 block of South Governors Avenue. He was wanted by the Dover Police for a string of armed business robberies, some of which are listed above, and by the State Police for armed robberies and multiple residential burglaries. When the uniformed officers entered the residence and confronted the defendant he began to fight with the officers. During the scuffle he reached for firearm in the residence, but was subdued and arrested.

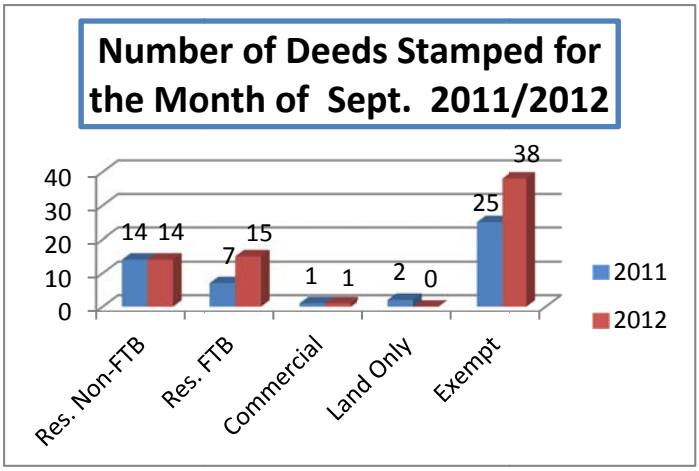
Respectfully Submitted,

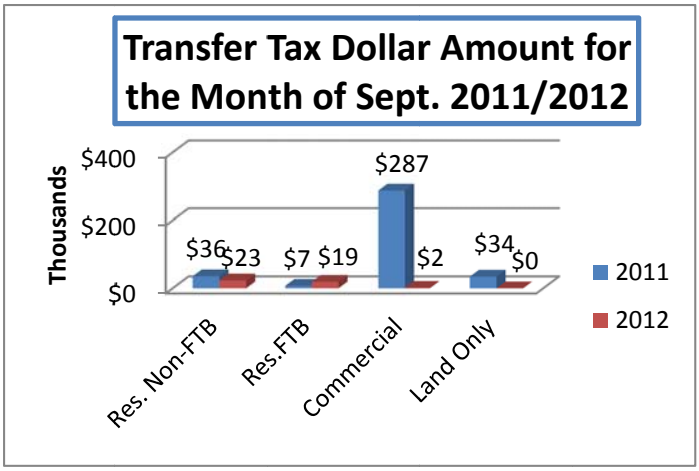


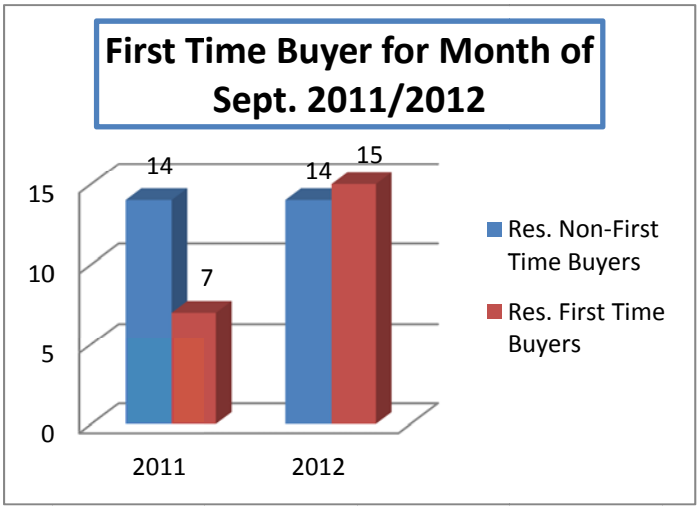
James E. Hosfelt, Jr.
Chief of Police

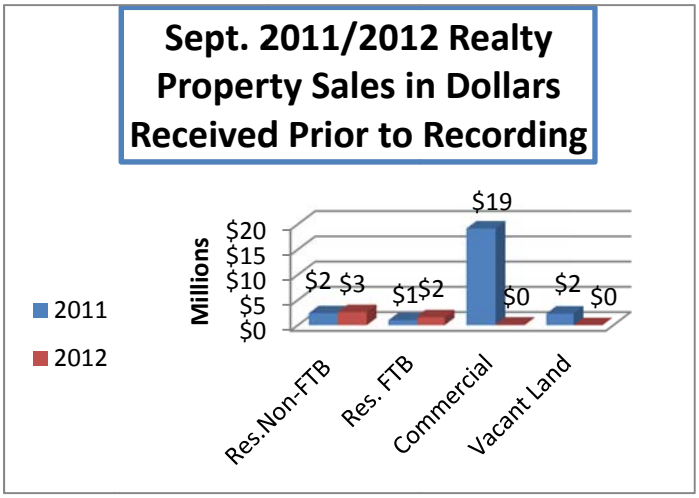
Monthly Report
September 2012

Office of City Assessor









Major Updates

	July - 12	August - 12	Sept – 12
Assessment Change	**-$97,000**	**$4,405,200**	**$2,179,800**

Residential Sales Ratio Report

Sales in Study	Total Assessed Value	Total Sale Price	Ratio	PRD
17	**$2,723,500**	**$2,620,080**	**1.03**	**1.02**

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 scanned and indexed into Fortis.

2015 Revaluation

- The Assessor's Office has started the 2015 Revaluation process.

Assessor's Office

Parcel ED05-076.08-03-06.00 has been combined with ED05-076.08-03-07 which has been tax exempt.
Parcel Consolidation occurred years ago, but was not changed due to ownership issues.
Kent County has made the change. Our Records are now reflecting this change.

CITY OF DOVER
SALES RATIO REPORT

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
ED05-057.17-01-42.00	16F	R10	26 GRISTMILL PL	1	8	1990	2	1381	C+	AV	146,400	19-SEP-12	135,000	1.08
ED05-057.17-02-28.00	16F	R10	236 GRINDING WHEEL DR	1	8	1999	2	1520	C	AV	156,400	07-SEP-12	149,900	1.04
ED05-067.01-01-06.00	26A	R10	6 MINERAL CT	1	5	2006	2	2216	B	VG	261,200	17-SEP-12	255,000	1.02
ED05-067.15-03-32.00	2A	R10	17 N ANN AVE	1	14	1984	1	1152	C-	GD	119,700	04-SEP-12	153,000	.78
ED05-067.15-04-29.00	11	R10	844 WILSON DR	1	5	1966	2	1939	C	VG	179,800	04-SEP-12	179,900	1
ED05-067.18-03-47.00	17	R10	17 LIBERTY DR	1	3	1982	1	1897	B-	GD	189,900	12-SEP-12	169,500	1.12
ED05-067.19-04-09.00	26	R10	116 MATTERHORN DR	1	14	2002	1	1796	B-	AV	200,200	27-SEP-12	195,000	1.03
ED05-068.14-05-86.00-	50	R50	1001 WHITE OAK RD	1	20	1973	1	824	D+	AV	42,200	26-SEP-12	37,000	1.14

PARID	NBHD	LUC	ADDRESS	UNITS	STYLE	YRBLT	STORIES	SFLA	GRADE	CDU	TOTAL APPR	SALE DT	PRICE	ASR
011														
ED05-068.20-01-24.00	25B	R10	40 NICHOLAS DR	1	13	2006	3	2390	B-	GD	200,700	13-SEP-12	220,000	.91
ED05-076.03-01-52.00	25	R10	151 E SHELDRAKE CIR	1	13	2006	2	1855	C+	AV	170,900	12-SEP-12	125,000	1.37
ED05-076.04-01-81.00	16M	R10	512 ANN MOORE ST		13	2012	2	2080	B-	AV	194,700	21-SEP-12	227,895	.85
ED05-076.04-06-23.00	16M	R10	501 ANN MOORE ST		13	2012	2	1760	B-	AV	183,700	07-SEP-12	179,985	1.02
ED05-076.06-01-72.00	51	R50	6 GRAND HALL	1	20	1973	1	794	B+	GD	60,600	25-SEP-12	69,900	.87
ED05-076.06-03-14.00	17A	R10	268 GREEN BLADE DR	1	13	1983	2	1120	C-	AV	117,100	17-SEP-12	104,900	1.12
ED05-076.09-02-26.00	25	R10	251 TRAFALGAR DR	1	8	2004	2	1650	C+	AV	159,500	27-SEP-12	155,000	1.03
ED05-077.05-04-01.00	11B	R40	1 S BRADFORD ST	4	1	1900	2	2757	C	FR	165,400	07-SEP-12	108,000	1.53
ED05-085.12-01-17.00	12	R10	309 ALDER RD	1	5	1965	2	1468	C+	AV	175,100	28-SEP-12	155,100	1.13

CITY MANAGER'S MONTHLY REPORT



SEPTEMBER 2012

Monthly Highlights

Customer Services

- In the month of September, we processed 1,743 payments as of September 30, 2012.
- City of Dover property taxes were due July 31, 2012. As of September 30, 2012, the delinquent property taxes total $975,846.80 for all tax years. 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 November, the properties over one (1) year delinquent will be selected to be processed for the monition sale.

Human Resources

- Continued contract negotiations with DOE bargaining unit.
- Signed new three-year agreement with FOP.

Library

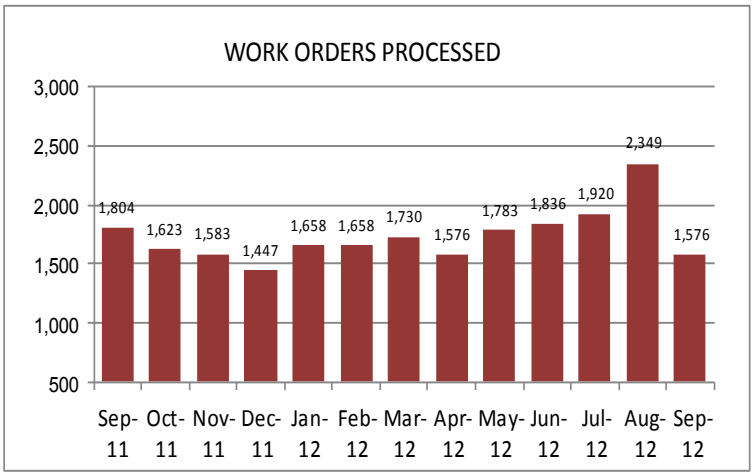
The Grand Opening of the new library was held on Thursday, September 20, 2012. This report represents statistics from 9/20/12 - 9/30/12.

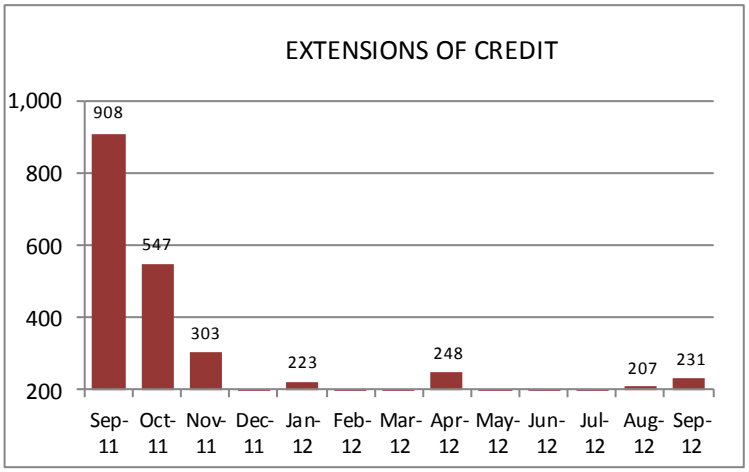
- ◊ 90 children attended 4 children's programs.
- ◊ Job Center noted 192 participants this month.
- ◊ 26 attended 44 adult programs.

Public Works

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

CUSTOMER SERVICES





Write-Offs / Electric & Trash Bills

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

The trash write-off for outstanding trash bills with dates ranging mainly from July 2010 until September 2010. The proposed write-off of $2,396.86 includes $252.84 from accounts that filed bankruptcy. The $2,396.86 is the first write-off for Fiscal 2013 and is .47 percent of the revenue ($507,757) for the write-off period. In other words, the City collected 99.53% of all bills for the write-off period. For every $100 of revenue the City billed in the write-off period, $0.47 was not collected.

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

Major Program Updates	Sep 2012	Sep 2011	Difference	FY 2013 Year-to-Date	FY 2012 Year-to-Date
Number of Customers Served	22,767	22,857	(90)	78,253	77,991
Final Bills	558	718	(160)	2,168	2,237
Estimated Bills	148	178	(30)	451	487
Penalties Posted	$ 15,226	$ 21,205	(5,979)	$ 56,517	$ 45,228
Extensions of Credit - Amount Extended	$ 79,297	$ 320,294	(240,997)	$ 232,164	$ 852,563
Balance Transfers	$ 1,412	$ 8	1,404	$ 4,164	$ 3,960
Utility Collections	$ 18,283	$ 42,278	(23,995)	$ 81,467	$ 108,749
Special Assessments	$ 110	$ 110	-	$ 330	$ 110
Miscellaneous Billings	$ 58,538	$ 246,803	(188,265)	$ 178,544	$ 467,299
CNP through Disconnect Collars	$ 28	$ 8	20	92	24
Court Cases	-	-	-	-	-
Tamperings	3	5	(2)	9	12
Taxes Levied (includes carry forward)	$ 10,901,726	$ 1,373,910	9,527,816	$ 10,901,726	$ 1,373,910
Billing Adjustments	$ -	$ 3,126	(3,126)	$ 3,567	$ 3,126
Total Taxes Collected	$ -	$ 233,953	(233,953)	$ 272,938	$ 9,795,145
Taxes Outstanding	$ 975,847	$ 1,143,083	(167,236)	$ 975,847	$ 1,143,083
Payments in Lieu	$ -	$ -	-	$ -	$ -
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%	-	99.7%	99.7%

HUMAN RESOURCES

Category	Sept 11	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12	Apr 12	May 12	June 12	July 2012**	Aug 2012	Sept 12	Total
Caucasian*	302	299	299	299	295	294*	291	289	290	285	286	282	286	N/A
Minorities*	63	62	61	59	59	59*	57	56	57	58	59	58	58	N/A
Hired	1	-	1	-	-	2	-	-	2	6	-	1	5	18
Terminated/Resigned/ Retired/Other	5	4	2	2	4	3	5	3	2	5	-	5	1	41
Transferred/Promoted	-	-	2	-	-	-	-	-	1	1	-	-	-	4
Jobs Posted	-	-	-	-	-	-	3	4	2	2	-	4	1	16
Workers Comp. Injuries	4	2	9	4	3	3	6	2	2	1	4	2	2	44
Workers Comp. Hours	263	565	369	418	315	222	55	195	112	139	164	192	160	3172
Insurance Claims	1	2	1	2	1	2	4	3	6	2	3	1	3	31

Full-time Employees: 328 **Part-time Employees: 16 (4 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 Posted: Buildings Craftsperson I (Police)

Hired: Administrative Assistant (City Clerk) and 4PT Library Pages

Retired: Building Craftsperson II (Facilities Management)

Recruitment Information (Job posting closed in September)

Position	Total	Female	Male	Black	White	Hispanic	Asian/ Pacific Islander	American Indian/Alaskan Native	Unknown	In Dover	Out Dover
Public Works Director	13	3	10	-	12	-	-	-	1	1	12

Unfilled/Open Positions by Department*

Unfilled/Open Positions By Department	Sept 11	Oct 11	Nov 11	Dec 11	Jan 12**	Feb 12	Mar 12	Apr 12	May 12	June 12	July 12[2]	Aug 12	Sept 12
Electric	4	4	5	5	5	5	5	5	3	3	1	2	2
Public Works	3	3	5	5	9	11	13	13	15	16	9	12	13
Police	4	5	3	3	3	1	2	3	2	4	3	4	5
All Other Departments	8.5	12	10.5	12.5	11.5	12	13	15	14	15	8	9	6
Totals	**19.5**	**22.5**	**23.5**	**25.5**	**28.5**	**29**	**33**	**36**	**34**	**38**	**21**	**27**	**26**

**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

Public Works: (2) Utility Maintenance Mechanic I/ Wastewater, (2) Motor Equipment Operator I/Water, Motor Equipment Operator II/Water, (2) Motor Equipment Operator II/Sanitation, Public Works Director, Vehicle Maintenance -Mechanic I, Water Treatment Plant Operator I, Utility Maintenance Mechanic II/Wastewater, Operations -Construction Manager, Buildings Craftsperson II

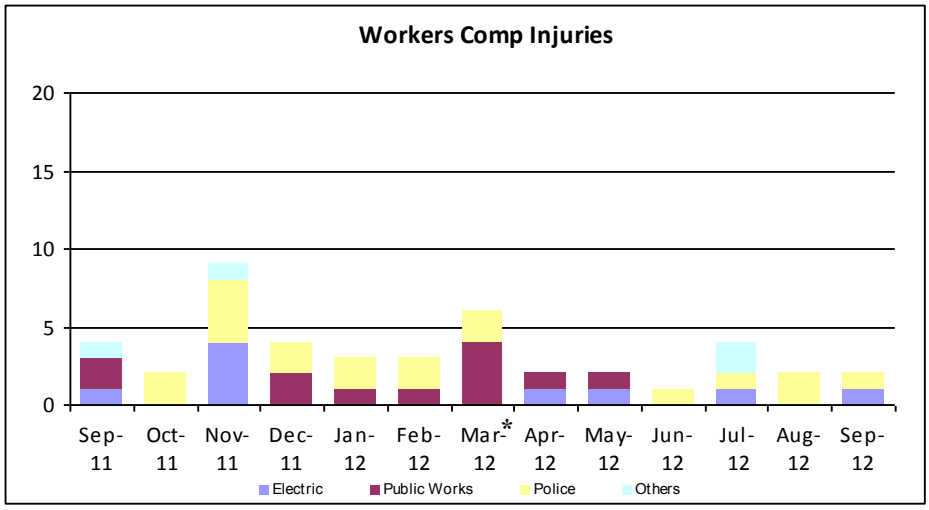
Police: Police Officer, Police Clerk, Communications Operator, Administrative Assistant, Building Craftsperson I

All Other Departments: Administrative Assistant - IT, Human Resources & Safety Coordinator, Library Clerk I, Library Assistant, Fire Dispatcher, Inspector I.

HUMAN RESOURCES
continued

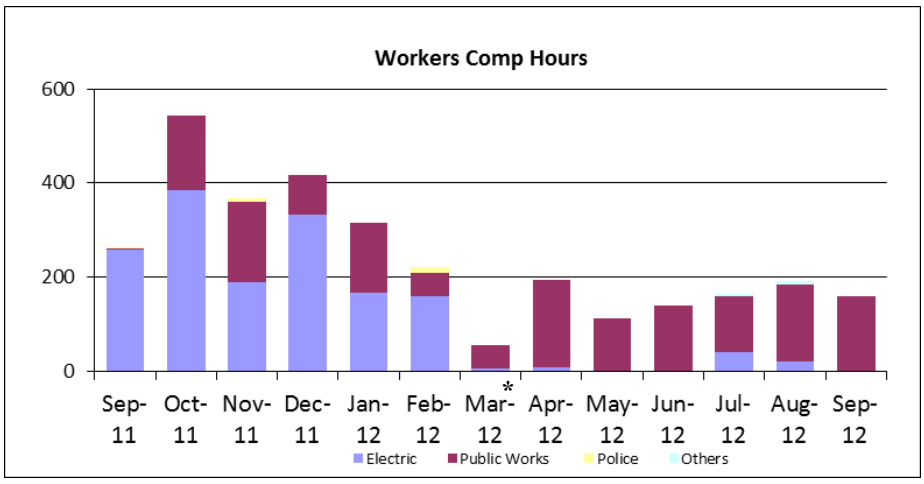
Bonus Programs by Month

Bonus Program Category	Sept 11	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12	Apr 12	May 12	June 12	July 12	Aug 12	Sept 12	Total
Stop Program-*Sensibly Taking Off Pounds(weigh-ins)*	5	22	5	8	-	13	4	8	24	23	9	18	15	154
Caught Doing it Right-*Promotes employees productivity & creativity (submissions)*	1	1	-	-	-	2	-	-	-	-	-	-	2	6
Breathe Program-*Rewards for ending tobacco use (submissions)*	1	-	1	-	1	-	-	-	-	-	-	-	-	3
Ducs in a Row-*Doing Useful Community Service (submissions)*	-	-	-	-	-	-	-	-	-	-	-	-	-	-



*** Organization Change**

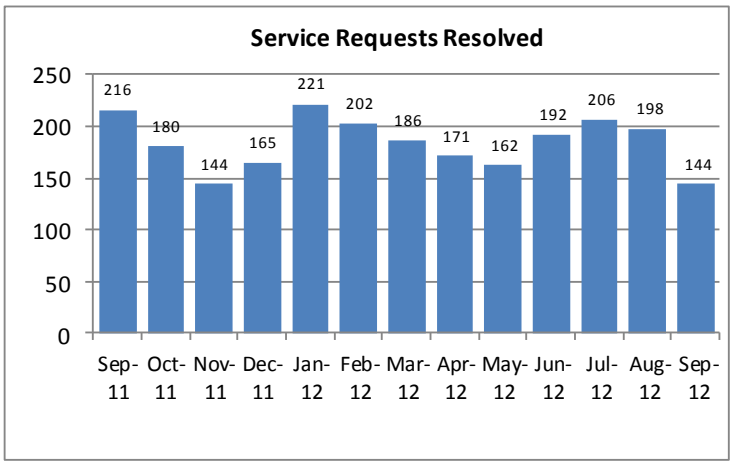
Electric: 1 Public Works: 0 Police: 1 All Other Depts.: 0

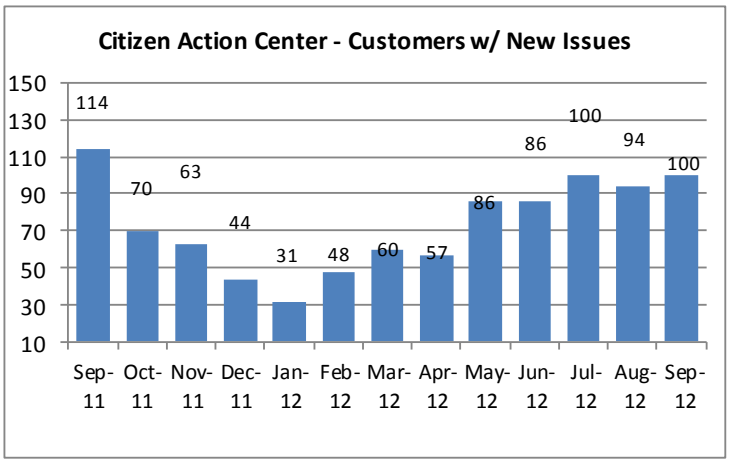


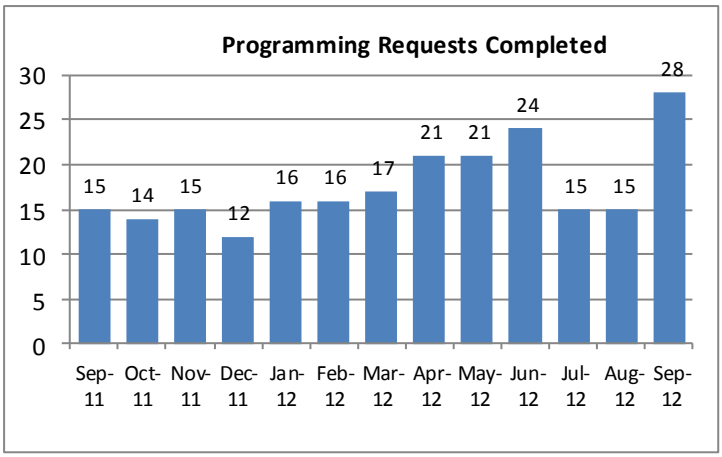
*** Organization Change**

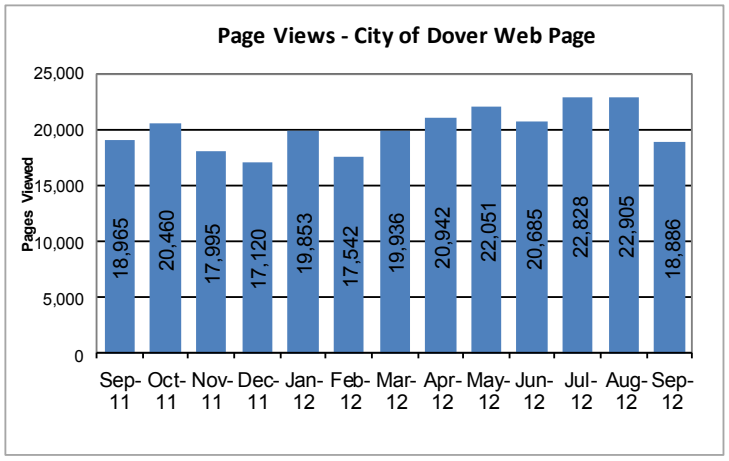
Electric: 0 Public Works: 160 Police: 0 All Other Depts.: 0

INFORMATION TECHNOLOGY





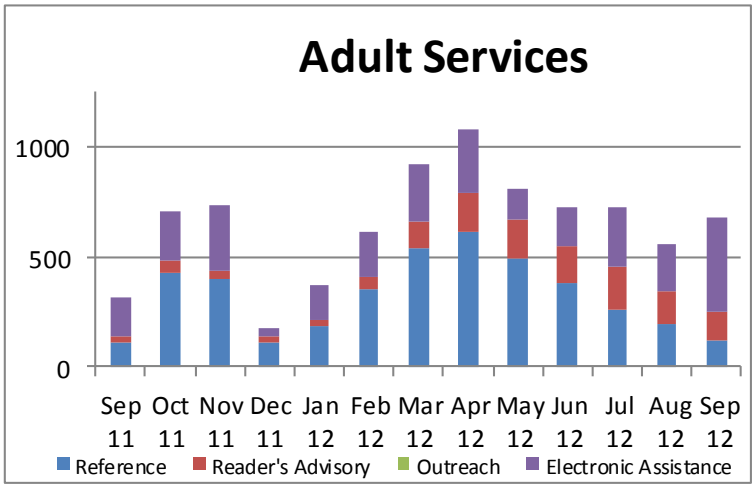


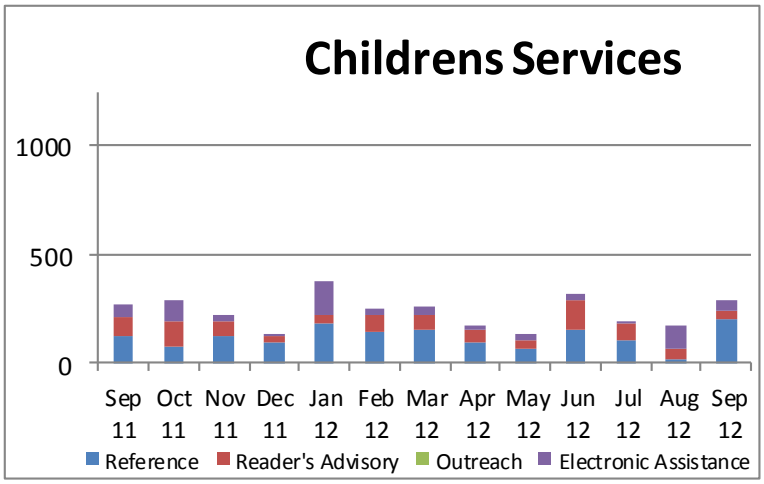


Performance Indicators	Current Month	Last Month	Same Month Last Year
iSeries Availability	100%	100%	100%
Server Availability	100%	100%	100%
AS/400 Connections *(concurrent/authorized users)*	N/A	N/A	N/A
PCs Supported	358	358	337
Scheduled PCs Replaced	-	-	-
Servers Supported	13	13	16
People Trained	14	11	5

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

LIBRARY





Reference – 121; Reader's Advisory – 131
Electronic Assistance – 426; Outreach—0

Reference - 204; Reader's Advisory – 35
Electronic Assistance – 51; Outreach – 0

****We have amended our Electronic Assistance, Reader's Advisory & Reference transactions to more accurately represent the actual statistics.***

Circulation	Sept 12		FYTD 13		Sept 11		FYTD 12
Dover residents	9,264		43,565		13,912		50,801
Ebooks (began 12/2011)	725		2,327				
Kent residents*	7,752		35,629		12,320		44,837
Non-county residents	769		5,254		1,250		4,872
Registrations							
Dover residents	279		682		212		648
Kent residents*	72		196		118		305
Non-county residents	6		18		11		33
Other							
Visiting Patrons	10,750		70,612		31,221		96,604
Meeting Room Usage	300		320		100		120
Photocopier Usage	310		2,971		1,670		4,625
Dial-A-Story	N/A		1,911		1,075		3,467
Computer Usage	1,254		7,845		4,193		13,234
Holds (Total)	1,891				7,150		22,388

***Breakout of Kent County Residential Statistics**

Circulation	Registrations
Harrington: 70	Harrington: 2
Smyrna: 492	Smyrna: 7
Milford: 55	Milford: 0
Outside City Limits: 7,135	Outside City Limits: 63

Total Registered Users: (Card Holders)
City: 18,546 Kent County: 12,995 Outside Kent County: 1,087

Other Points of Interest:

Inter/Interlibrary***: 25 items loaned out
42 items borrowed

Technical services: 866 items added
151 items deleted

Volunteers: 772 hours of service completed

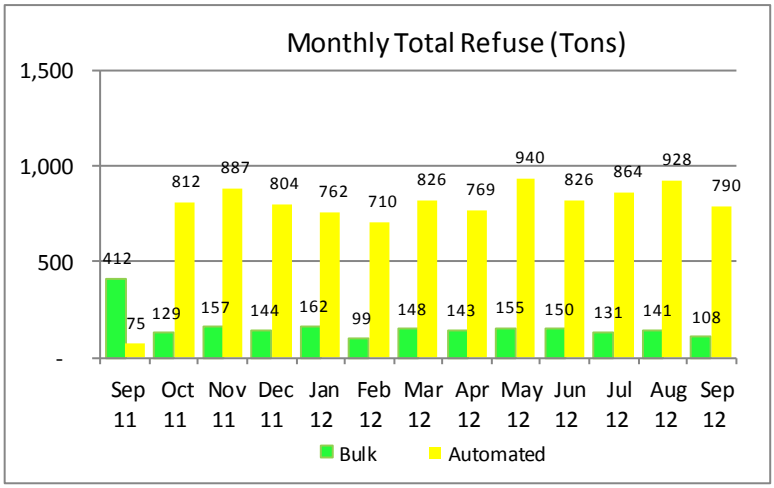
PUBLIC WORKS

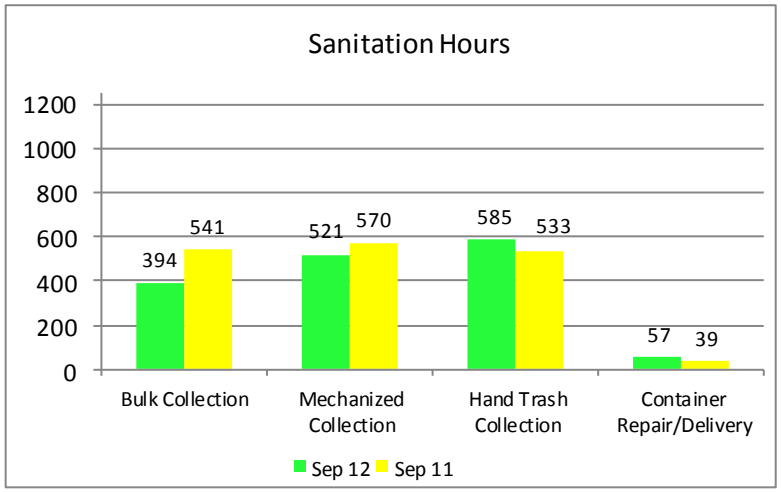
Administration

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





	SEPTEMBER 12	FYTD 13	SEPTEMBER 11	FYTD 12
Trips to DSWA Sandtown Landfill	158	523	188	579
Total Tonnage to DSWA	898.12	2,962.06	1,157.20	3,370.90
90-Gallon Containers Delivered	43	89	22	70
300-Gallon Containers Delivered	5	11	2	4
Total Man Hours-containers Delivered	56.5	161	39	127

CURBSIDE RECYCLING STATS	TOTAL # OF HOUSEHOLDS COLLECTED	TOTAL # OF ACCOUNTS	WEIGHT/ LBS.	AVE. LBS.
September 2012	17,294	8,647	241,920	13.99

Streets	SEPTEMBER 12	FYTD 13	SEPTEMBER 11	FYTD 12
Signed Installed	18	91	17	56
Signs Repaired	6	38	20	45
Curbs Painted Yellow (feet)	5,305	5,336	290	416
New Post Installed	0	19	8	33
Storm Catch Basins Repaired	0	1	0	26
Storm Catch Basin Repairing (Hrs.)	0	1	0	10
Storm Catch Basins Cleaned	17	57	18	82
Storm Catch Basins Cleaning (Hrs.)	46	126	38	54
Hot Mix Patching (Tons)	0	236	0	63
Hot Mix Patching (Hrs.)	0	283	0	420
Cold Mix Patching Hrs.)	24	164	24	125
Concrete Work (Hrs)	90	327	38	544
Concrete Patching (Cubic Yards)	0	4	0	1
Street and Alley Maintenance (Hrs)	160	512	176	520
Ditch Work (Hrs).	76	88	24	64
Street Sweeping (Miles)	1,257	3,389	1,403	3,399
Street Sweeping (Cubic Yards)	332	846	366	746

Grounds

Arborist Crew	SEPTEMBER 2012	SEPTEMBER 2011
Trees Pruned	7	0
Trees Removed	7	35
Root Pruning	39	0
Stumps Removed	2	0

- Mowed with tractor four days this month.
- Root pruning's for sidewalk replacement program.
- Prepared the Christmas lighting materials to start the first of October.

Beautification Crew

- Continued annual/perennial bed maintenance including edging, weeding and deheading.
- Continued watering and fertilizing the hanging baskets and containers on Loockerman Street in the downtown business district.
- Weeded and edged all mulched areas at Electric Administration building, City Hall, The Plaza, Construction Park and Blue Coat point.
- Applied 29 gallons of herbicide to curbs, sidewalks, parking lots and mulched areas all around town.

Mowing Crew

- Mowing all areas, including parks, around City facilities, ditches and right-of-ways.

Geographic Information Systems (GIS)

- Printed posters for Dover Fire's 5K run.
- Printed grand opening sign for Maxine's Fashions.
- Printed posters for display during the Dover Library opening.
- Created a location map for Schutte Park salt barn.
- Created Silver Lake Boulevard engineering analysis map.
- Created multiple City repaving maps.
- Printed multiple maps for race weekend.
- Modify existing City Hall floor plan layout.

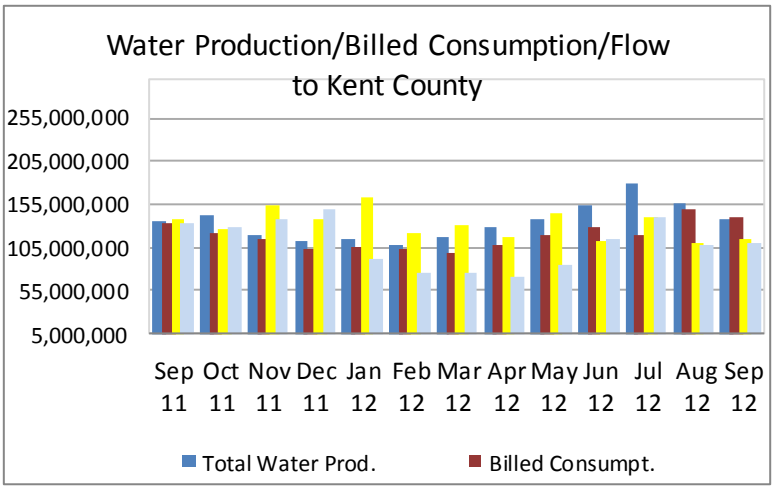
Fleet and Facilities Management

Fleet Maintenance
Work Orders: 62

Major Program Updates

Measure	SEPTEMBER 12	SEPTEMBER 11	DIFFERENCE
Fleet Maintenance			
Scheduled Preventative Maintenance appointments being kept *(Quantity and Percentage)*	*24 out of 38 63.16% 4 Unscheduled PM's 17 Vehicles Rescheduled Or Unavailable for PM	28 out of 30 93.33%	-30.17%
Facilities Management			
Routine work orders completed within 5 days *(Quantity and Percentage)*	23 out of 27 85.19%	48 out of 50 96%	-10.81%
Emergency work orders completed within 2 days *(Quantity and Percentage)*	3 out of 3 100%	12 out of 12 100%	0%

Water/Wastewater



ENGINEERING SUMMARY

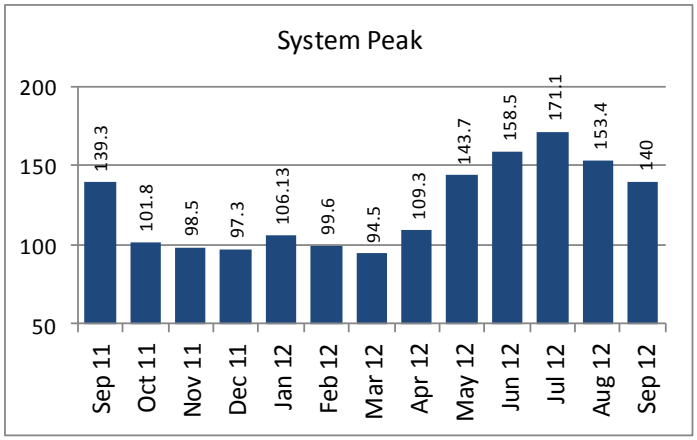
Major Program Updates	SEPTEMBER 12	SEPTEMBER 11	DIFF	FY13 YTD	FY12
State and Federal Violations	0 violations	0 violations	-	-	-
Water Quality Complaints	1	14	-13	16	39
Plan Review Completed Within 30 days of Sub-mission	6 plan 100%	5 plan 100%	+1	22	19
Field Inspection Response within 48 hours of Request	34	26	+8	102	82

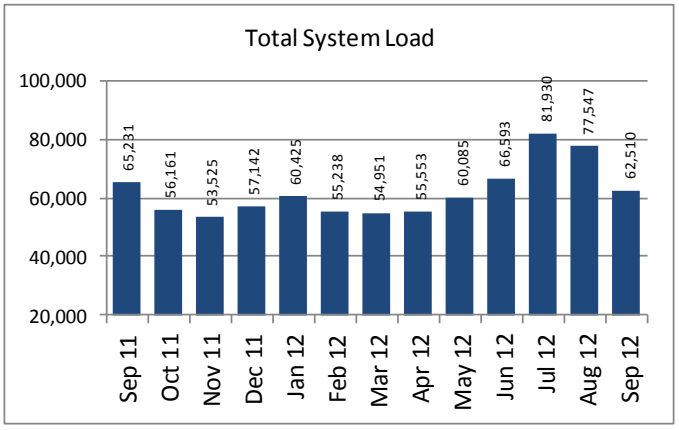
OPERATIONAL SUMMARY

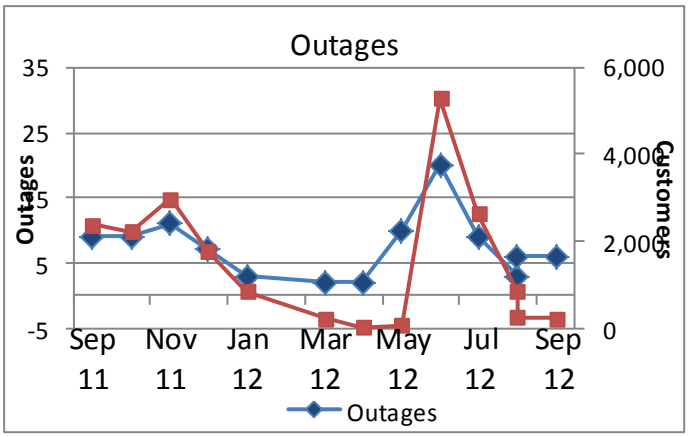
Task	SEPTEMBER 12	SEPTEMBER 11	CURRENT FY
Water Production - Daily Average	4,584,600	4,487,200	474,034,000
Average Field Response Time (goal is <30 minutes)	18.57	30.80	17.99
Water Mains Repaired	2	4	4
Water Service Lines Repaired	0	2	8
Wastewater Mains Repaired	0	1	1
Wastewater Service Lines Repaired	0	3	1
Sewer Lines Flushed - linear feet	155,418	72,587	413,568
Sewer Mains Videoed -linear feet	109	14	16,836
Total Fire Hydrants in Service	1,792	1,779	1,792

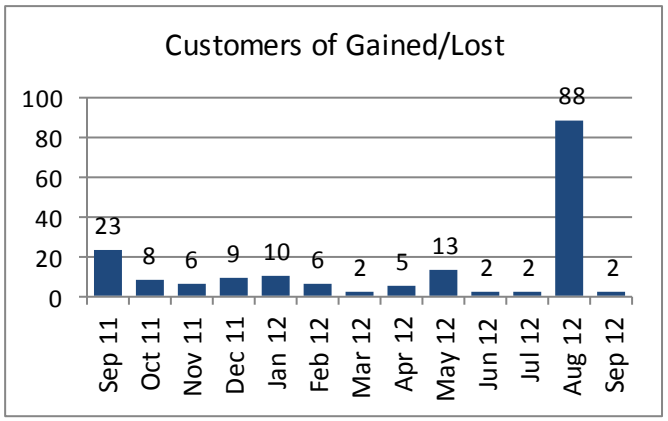
PUBLIC UTILITIES

Electric









Outages: 6 Customers: 231

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
54.53	45.84	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**
1	8	35.6 Minutes	26.62 Minutes

PROGRAM UPDATES	SEPT 12	SEPT 11	FY13 YTD
Tree Trimming	245	115	828
Number of Oil Releases	0	0	1
Lost Time Accidents – All Electric Utility Divisions	1	2	2
New Services	2	23	92
Major Goals Completed in the Past Two Months			
N/A			

CITY PLANNER'S MONTHLY REPORT

15 Loockerman Plaza
P.O. Box 475
Dover, DE 19903
Phone: (302) 736-7196 Fax (302) 736-4217

September 2012

PERSONNEL

On September 8, 2012 David McGinnis and Ann Marie Townshend assisted with the Amish Bike Tour.

On September 13, 2012 Greg Akers, Chief Building Inspector and Chris Scott, Inspector II attended the DBOA (Delaware Building Officials Association) State Plumbing Code Training in New Castle, DE.

On September 14, 2012 Tracey Harvey, Planner attended the Annual NAHRO meeting held at Dover Downs,

During the September 2012 NASCAR Race staff activities involved manning the Command Post, data gathering with GIS technology, intake of business licenses, license and code compliance checks, and incident response by Fire Marshals in addition to the regular daily operations of the Department of Planning. The Staff activities specifically related to the NASCAR event covered the period of Wednesday, September 26th through Sunday, September 30th and involved 13 City Staff and 4 Kent County Dispatchers.

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. Planning Staff also reviews new applications for Business Licenses and Rental Dwelling Permits. More detailed information on these permits and licenses is reported later in this document. For September 2012, Planning Staff was involved with review of 60 Permits and 14 Certificates of Occupancy permits (2012 Year to Date total of 689 Permits and COs compared to 710 year-to-date in 2011).

EDEN HILL FARM TND

- Phase 1: Residential District of Eden Hill Farm TND – 77 Dwelling units constructed. Infrastructure for Phase 1 is not yet dedicated.
- Phase 2: Residential District of Eden Hill Farm TND – In mid-September the Certificates of Occupancy were issued to the set of six townhouse dwelling units located at 512-522 Ann Moore Street within Phase 2A of the Residential District. No additional units are under construction at this time.
- Prior to continuing with additional development in Phase 2, the site developer/property owner needs to address infrastructure dedication, bonding, street lighting payments for installation, tree planting requirements, and other infrastructure items.
- There was no activity associated with the Professional Office, Medical & Financial District.
- There was no activity associated with the Neighborhood Commercial District.

COMPREHENSIVE PLAN IMPLEMENTATION

Planning Staff continues to focus on the various implementation items identified in the *2008 Comprehensive Plan* as amended. On-going efforts 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 housing and the commercial zoning classifications. As the library was one of the community services and facilities discussed in the Comprehensive Plan, it is noted that the new Dover Public

Library at 35 Loockerman Plaza opened on September 20, 2012.

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 site. The monthly coordination meeting between City Staff and the district's design professionals was not held in September and the meetings have been discontinued. The applicant continues to work on the design for the east entrance. The construction continues on the signalized west entrance (Dover High Drive) and Route 8 improvements.

NPDES – MUNICIPAL SEPARATE STORM SEWER SYSTEM PERMIT *NEED TO UPDATE*
Will report on September's activity on October's report.

BOARDS AND COMMISSIONS REPORTS

BOARD OF ADJUSTMENT:
The Board of Adjustment held a meeting on September 19, 2012 and took the following actions. The next regular scheduled meeting of the Board of Adjustment is scheduled for October 17, 2012.

1. **Applicant #V-12-10 - 100 Campus Drive, Delaware Technical Community College** – Moved to approve variance allowing for an increased number of parking spaces.

HISTORIC DISTRICT COMMISSION:
The Historic District Commission met on September 20, 2012. The next Historic District Commission meeting is scheduled for October 18, 2012.

1. **HI-12-06 Demolition of Building at 509 South State Street** – Moved to postpone action on Request for Demolition of the property until more evaluation work could be done by a professional in historic architecture regarding the property.

PLANNING COMMISSION
The Planning Commission met on September 17, 2012 and took the actions summarized listed below. The next Planning Commission meeting is scheduled for October 15, 2012.

1. **S-10-17 Duncan Plaza at 600 Forest Street** - Moved to grant approval of a one year extension of the Site Plan approval.
2. **S-10-21 NBR Properties at 850 New Burton Road** - Moved to grant approval of a one year extension of the Site Plan approval.
3. **C-08-01 House of Pride at Properties on North New Street and South New Street** - Moved to approve the Revocation of the Conditional Use Permit for the House of Pride.
4. **C-12-06 Dover First Christian School at 647 Wyoming Avenue** – Moved to defer action on application until the October meeting and to refer it to the Architectural Review Oversight Subcommittee.
5. **S-12-15 DelTech Office of the President Building Addition** – Moved to conditionally approve the Site Plan application along with approval of the waiver requests for elimination of the loading space and the waiver for partial elimination of upright curbing. Also the sidewalk is to be constructed from behind the President's office to the multi-modal pathway.
6. **S-12-16 Dick's Sporting Goods at the Dover Mall** – Moved to conditionally approve the Site Plan application for a building addition including the approval of the waiver request for a reduction in bicycle parking.

CODE ENFORCEMENT

Case Type	# cases current month	# cases YTD	% staff initiated current month	% staff initiated YTD
No valid rental permit	2	117	100%	97%
No valid building permit	5	38	100%	94%
Tall grass and weeds	54	510	56%	66%
Unregistered vehicle	2	21	50%	67%
Abandoned vehicle	16	93	100%	63%
Annual Housing Inspection	8	463	100%	74%
Property Maintenance – Exterior	40	366	48%	57%
Electric Termination	29	246	100%	99%
Dover Code of Ordinances	28	244	50%	63%
Zoning	8	58	25%	50%
Total Cases	**192**	**2156**		
Total # of Inspections	**288**			

DANGEROUS BUILDINGS/DEMOLITION STATUS

The following buildings were declared dangerous by City Council:

- *123 Blue Beach Drive* – Monthly inspections continue, property is improving, and pool is in compliance.
- *171 Orchard Avenue* – Asbestos abatement completed on home. Contractor has set October 5th as start of the demolition.
- *488 North East Avenue* – The exterior overgrowth of weeds and grass has been removed by the bank. No interior repairs have been made.
- *39 Primrose Drive* – Council declared the structure dangerous on August 27, 2012 and gave the property owners 30 days to bring into code compliance or the demolition process with begin. Several of the co-owners of the structure have contacted out staff and have requested additional time to see if it would be possible to renovate the structure. Staff has yet to meet any of the owners and the bid process for the demolition will begin in October.
- *126 N. Ann Avenue* – Council declared the building dangerous and ordered the owners to make repairs by October 10, 2012 or the City would begin the demolition process within 10 days of that date.
- *212 N. Governors Avenue* – Council declared this structure dangerous and ordered the owners to make repairs by October 24, 2012 or the City would begin the demolition process within 10 days of that date.

During the month of September staff registered an additional 14 structures as vacant buildings; total number of active vacant buildings within the City is 390. Staff also collected in September $3750.00 in registration fees for a total of $17,500 for 2012.

COMMUNITY DEVELOPMENT

CDBG FY11 PROJECTS

Homeownership Assistance Program

CDBG funds will be used to provide down payment and closing cost to first time homebuyers who purchase properties in the City.

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.

Dover Interfaith Mission to the Homeless
CDBG funds will be used for operations cost for the shelter.

MHDC Emergency Home Repair Project
CDBG funds will be used to assist very low income homeowners with emergency home repairs to eliminate severe housing conditions that constitute health and safety hazards.

NCALL Research
CDBG funds will be used for foreclosure prevention and pre-purchase homeownership counseling services to 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.

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.

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 $1,290,492 has been expended on the acquisition and renovations for 10 properties. The remaining balance of $136,247 will be utilized for renovations and acquisition. Seven properties have been sold, two are for sale, and one is a rental that serves persons with disabilities.

218 Ann Avenue (sold)
343 Mimosa Avenue (sold)
907 Woodcrest Avenue (sold)
1430 S. Hancock (group home rental)
1415 S. Hancock (for sale)
337 N. Governors Avenue (sold)
254 Green Blade Drive (sold)
302 Stonebrook Place (for sale)
11 Westover Drive (sold)
110 Thames Drive (sold)

FIRE MARSHAL'S OFFICE
BUILDING INSPECTIONS AND LICENSING

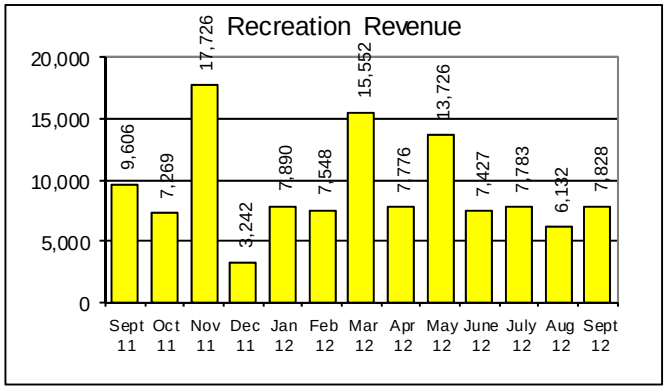
LIFE SAFETY

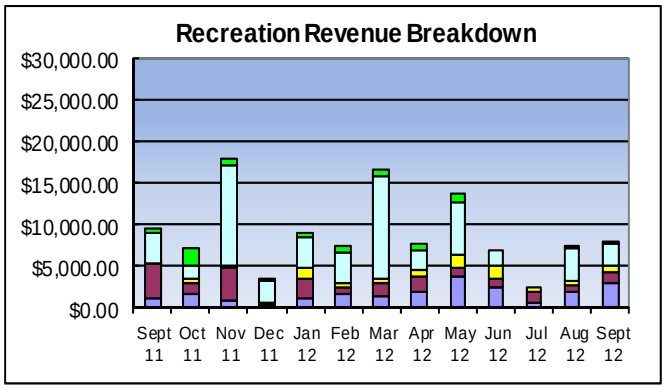
Inspections	SEPT 12	FYTD 13	SEPT 11	FYTD 12
Fire Protection Inspections (new & existing)	28	93	71	226
Fire Code Inspections	149	447	55	203
Inspection Deficiencies	12	142	99	298
Certificate of Occupancy	3	9	1	7
Office	56	208.5	83.5	282
Meetings	25	79	44	130
Plan Review	17	68.5	23	86
Training	0	0	4	4
Fire Investigations	2	15	8	12
Accidental	$400.00	$400.00	$23,350.00	$124,750.00
Incendiary	$0.00	$11,000.00	$51,800.00	$52,200.00
Undetermined	$0.00	$1,000.00	$1,000.00	$41,500.00
PERMITTING AND LICENSING				

Permits Issued	SEPT 12	FYTD 13	SEPT 11	FYTD 12
Administrative Permit	1	9	1	5
Building Addition/Renovation Permits	34	112	42	99
Building Permits	15	47	15	58
Demolition Permits	4	18	2	4
Fence Permits	8	26	7	29
Fire Prevention Permits	1	15	2	13
Mechanical Permits	18	103	26	69
Plumbing Permits	31	75	41	107
Sign Permits	4	47	17	61
Swimming Pool Permits	1	10	0	6
Business Licenses	154	780	204	1,159
Merchant Licenses	19	228	32	245
Contractor Licenses	55	508	59	580
Lodging House Licenses	0	1	0	0
Mobile Homes	21	152	17	223
Public Occupancy	9	22	22	39
Rental Dwelling	24	77	19	61
BUILDING INSPECTIONS				
	SEPT 12	**FYTD 13**	**SEPT 11**	**FYTD 12**
Building	309	946	256	842
Plumbing/Mechanical	303	1,045	375	1,084
Certificate of Occupancy	14	33	10	29

PARKS and RECREATION

Parks and Recreation





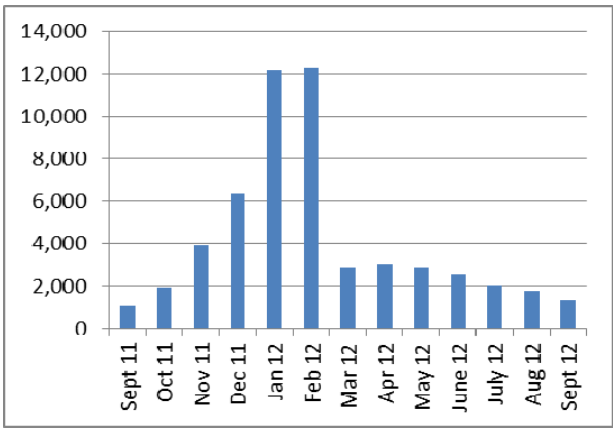
Year To Date Revenue Comparison
FY12 $28,639 vs FY13: $21,743
***softball league registration decline**

General – $1,485 Rental Payments – $927
Sports – $475 Leagues – $3,960 Trips – $70

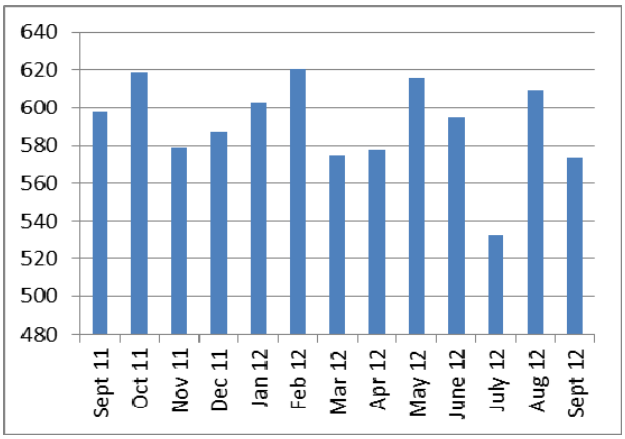
Rentals	SEPTEMBER12	FYTD 13	SEPTEMBER11	FYTD 12
*Baseball/Softball Field Rentals**	17	58	23	75
Dover Park Pavilions (2)	7	34	3	29
*Multipurpose/Field Hockey Field Rentals**	0	11	2	21
Recreation Center – Dover Park	7	46	16	55
Silver Lake Pavilions (2) / Schutte (1)	2	21	3	11
*Soccer Field Rentals**	4	4	3	3
Stage – Mobile Platform	3	13	3	12
**These numbers reflect groups that utilized our facilities during September.*				
Dover Park Program Attendance*	**SEPTEMBER12**	**FYTD 13**	**SEPTEMBER11**	**FYTD 12**
No Programs took place in September.	Staff began preparations for relocating to the Pitts Center.			
**This number reflects activities that took place in September. (Not included on the JWP report.)*				

John W. Pitts Recreation Center

Total Program Attendance



Facility Usage By The Hour



Facility Usage By The Hour	SEPT 12		FYTD 13		SEPT 11		FYTD 12
Open Gym	484.25		1,379		500.75		1,389
Fitness Classes	44		116		46.5		135.5
Leagues	0		56		0		62
Camps	0		49		0		44
Sports Classes	10.5		46		33.5		83
Meetings & Rentals	26.5		66.5		5		42
Enrichment Classes	8.5		12.5		12		32
Total Facility Usage Hours	573.75		1,715		597.75		1,787.5

Program Attendance**	SEPTEMBER 12		FYTD 13		SEPTEMBER 11		FYTD 12
Total	1,372		5,117		1,692		3,698
Open Gym	638		1,889		501		961
Fitness Classes	409		772		331		634
Leagues	0		1,440		620		1,290
Camps	0		254		35		348
Sports Classes	129		400		142		324
Meetings & Rentals	209		360		37		91
Enrichment Classes	16		31		26		50

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

Since our opening in late April 2008, we have had 224,865 guests at the John W. Pitts Recreation Center.

We are issuing FREE Recreation Center ID Cards to track facility usage during Public Open Gym Periods.
The statistics listed below reflect those that have completed the registration.

Open Gym Registrations:

Total ID cards issued: 5,116

Total ID cards issued: 5,151
City Residents: 2,288 (44%)
Non-City Residents: 2,863 (56%)
Kent County Residents: 2,366 (46%)
Sussex County Residents: 165 (3%)
New Castle County Residents: 109 (2%)
Out of State Residents: 225 (4%)

HIGHLIGHTS

Recreation

- Staff assisted in the Amish Bike tour with logistics and SAG support.
- Recreation staff participated in a "staff workshop" on Sept 21st. This was really informative and productive for preparing office staff for moving into the Pitts Center, planning for future partnerships, programs and goals for the office.
- Fall softball leagues kicked off with six co-ed teams and 10 men's teams.

Submitted by:

Ann Marie Townshend

Ann Marie Townshend, AICP
Planning & Community Development Director

DOVER
FIRE DEPARTMENT



SEPTEMBER
2012

Incident Type Report (Summary)

Dover Fire Department

Date Range: From 09/01/2012 to 09/30/2012

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
1 Fire					
113 Cooking fire, confined to container		4	5.56%	$0	0.00%
131 Passenger vehicle fire		1	1.39%	$0	0.00%
151 Outside rubbish, trash or waste fire		4	5.56%	$0	0.00%
170 Cultivated vegetation, crop fire, other		1	1.39%	$0	0.00%
	Totals	**10**	**13.89%**	**$0**	**0.00%**
2 Overpressure Rupture, Explosion, Overheat(no fire)					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
3 Rescue & Emergency Medical Service Incident					
322 Motor vehicle accident with injuries		2	2.78%	$0	0.00%
324 Motor vehicle accident with no injuries.		1	1.39%	$0	0.00%
	Totals	**3**	**4.17%**	**$0**	**0.00%**
4 Hazardous Condition (No Fire)					
400 Hazardous condition, other		2	2.78%	$0	0.00%
412 Gas leak (natural gas or LPG)		1	1.39%	$0	0.00%
445 Arcing, shorted electrical equipment		1	1.39%	$0	0.00%
	Totals	**4**	**5.56%**	**$0**	**0.00%**
5 Service Call					
500 Service Call, other		2	2.78%	$0	0.00%
553 Public service		1	1.39%	$0	0.00%
561 Unauthorized burning		1	1.39%	$0	0.00%
	Totals	**4**	**5.56%**	**$0**	**0.00%**
6 Good Intent Call					
600 Good intent call, other		4	5.56%	$0	0.00%
611 Dispatched & canceled en route		3	4.17%	$0	0.00%
641 Vicinity alarm (incident in other location)		1	1.39%	$0	0.00%
650 Steam, other gas mistaken for smoke, other		1	1.39%	$0	0.00%
651 Smoke scare, odor of smoke		1	1.39%	$0	0.00%
	Totals	**10**	**13.89%**	**$0**	**0.00%**
7 False Alarm & False Call					
700 False alarm or false call, other		9	12.50%	$0	0.00%
710 Malicious, mischievous false call, other		2	2.78%	$0	0.00%
714 Central station, malicious false alarm		1	1.39%	$0	0.00%
730 System malfunction, other		10	13.89%	$0	0.00%
731 Sprinkler activation due to malfunction		1	1.39%	$0	0.00%
733 Smoke detector activation due to malfunction		4	5.56%	$0	0.00%
734 Heat detector activation due to malfunction		1	1.39%	$0	0.00%
735 Alarm system sounded due to malfunction		1	1.39%	$0	0.00%
743 Smoke detector activation, no fire - unintentional		6	8.33%	$0	0.00%
744 Detector activation, no fire - unintentional		3	4.17%	$0	0.00%
745 Alarm system activation, no fire - unintentional		1	1.39%	$0	0.00%
746 Carbon monoxide detector activation, no CO		1	1.39%	$0	0.00%
751 Biological hazard, malicious false report		1	1.39%	$0	0.00%
	Totals	**41**	**56.94%**	**$0**	**0.00%**
8 Severe Weather & Natural Disaster					

Incident Type Report (Summary)

Dover Fire Department

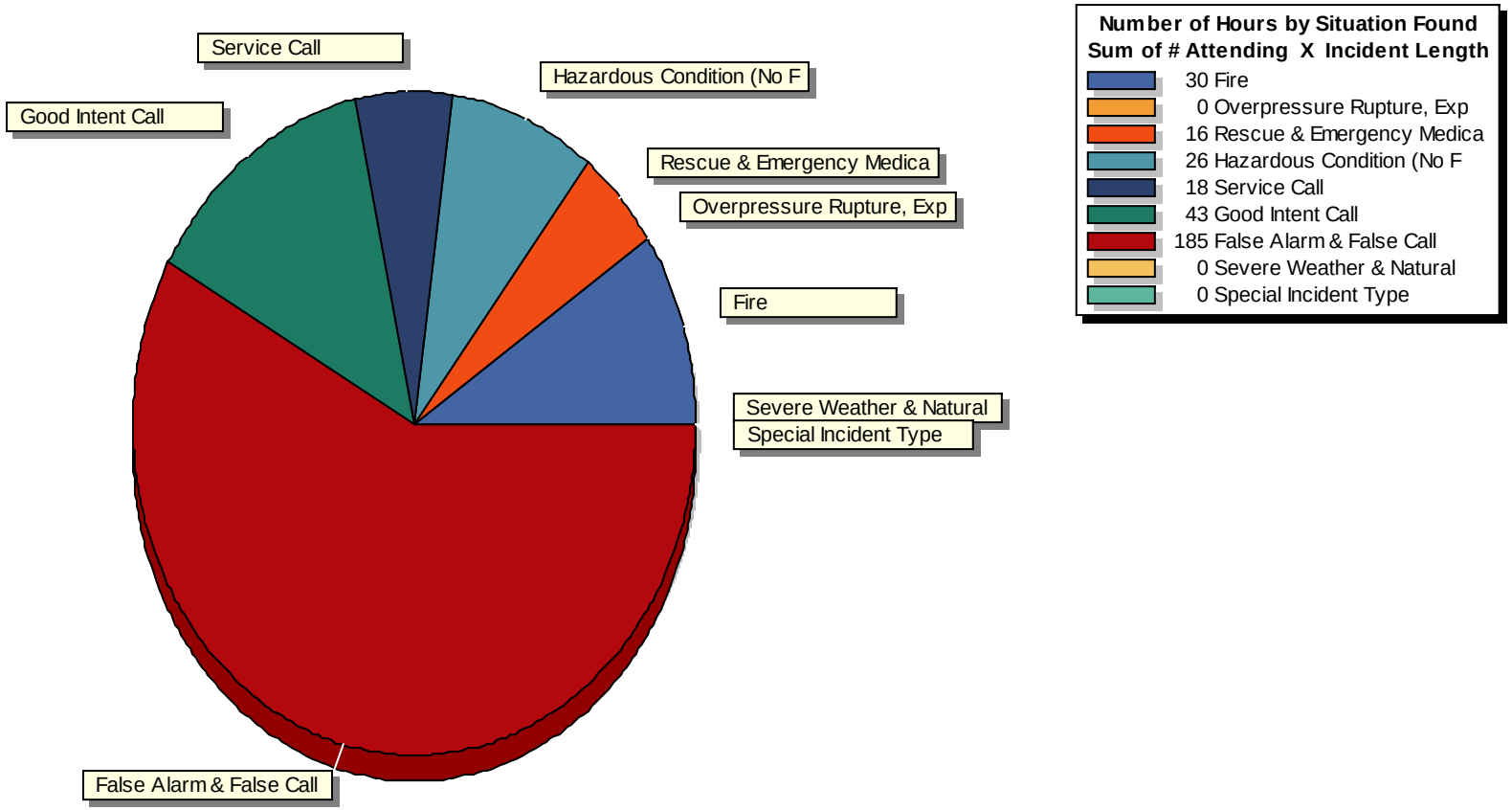
Date Range: From 09/01/2012 to 09/30/2012

Incident Type		Count	Pct of Incidents	Total Est Loss	Total Est Loss
	Totals	**0**	**0.00%**	**$0**	**0.00%**
9 Special Incident Type					
	Totals	**0**	**0.00%**	**$0**	**0.00%**
	Totals	**72**		**$0**	

Manpower Hours by Sitation Found

Date Range: From 09/01/2012 to 09/30/2012

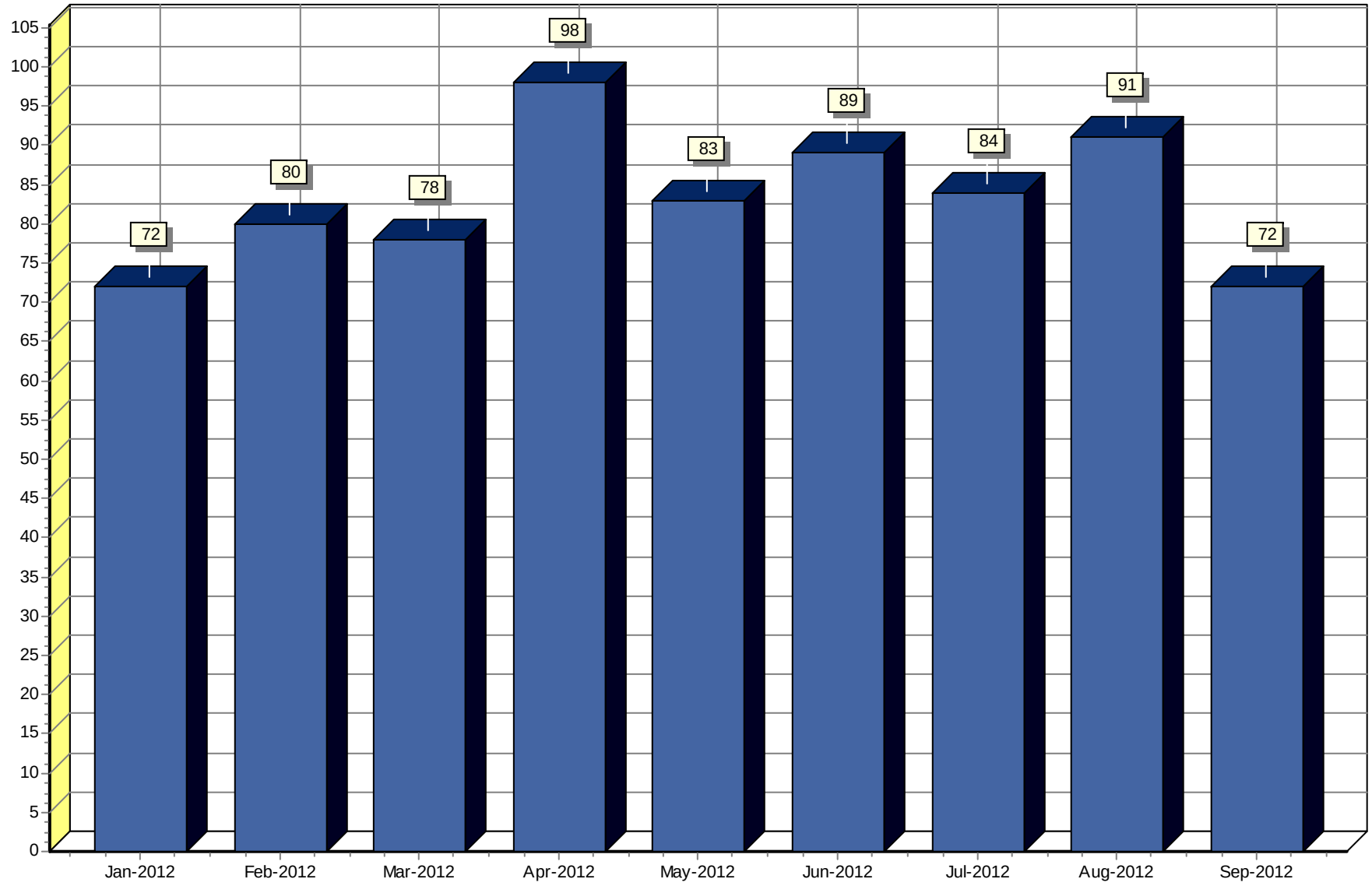
Dover Fire Department



Alarms by Month of Year

Dover Fire Department

Date Range: From 01/01/2012 to 09/30/2012



Incident Run Log

Dover Fire Department

Date Range: From 09/01/2012 to 09/30/2012
Company: All Companies
Sorted by: Incident Number

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
09/01/2012	30046	2012-000677	07:05		SR1 & M/M 104		Motor vehicle accident with no injuries.
		WRITER AND RESCUE 1 RESPONDED FOR REPORT OF MVC INVOLVING A MOTORCYCLE DOWN THE EMBANKMENT. CREWS ARRIVED ON SCENE AND ASSISTED EMS WITH LIFTING THE SUBJECT OUT OF HARM. SUBJECT WAS TRANSPORTED TO KGH VIA A63 AND KM-7. SCENE WAS TURNED OVER TO DSP					
09/01/2012	30046	2012-000678	08:39	1200	N DUPONT HWY		False alarm or false call, other
		CANCELLED AFTER DISPATCH BY DOVER 22					
09/01/2012	30046	2012-000679	14:11	1225	WALKER RD		Cooking fire, confined to container
		PATIENT BURNING BUTTER IN THE COMMON ROOM MICROWAVE.					
09/01/2012	30046	2012-000680	18:35	540	S DUPONT HWY		Good intent call, other
		C-1 responded to the above area in reference to a smoke investigation. The area was checked and met with negative results.					
09/01/2012	30046	2012-000681	19:10	1358	FORREST AVE		Service Call, other
		C1 responded to the above location in reference to a possible propane leak from a Blue Rhino cylinder. The scene was declared safe and no further action was taken.					
09/02/2012	30046	2012-000682	00:19	1200	N DUPONT HWY		False alarm or false call, other
		Dover dispatch received an alarm for an alarm activation for Warren Franklin Hall, DSU. DSU security was notified and advsied the alarm has been going off all week. No response made by Dover Fire Department.					
09/02/2012	30046	2012-000683	07:11	7	SENATOR AVE		Carbon monoxide detector activation, no CO
		Call for a CO detector activation with no injuries. Car 1 (Rhodes) responded to investigate and found a bad detector/dead batteries.					
09/02/2012	30046	2012-000684	10:36	1200	N DUPONT HWY		Sprinkler activation due to malfunction
		DSU University Village Apts Bldg 3. Dispatched to the above location for a AFA. Upon arrival, was met by DSU Police who related a water leak in the ceiling of the pump room. Went to investigate the room. Found water leaking from the room above into the light fixture and smoke detector. Proceeded to the floor above and entered the pump room. Found the pump running with a pinhole leak in one of the metal tubes. Secured power to the room. Mx was contacted for repair of the system and to inspect the water soaked equipment on the first floor room below. Bldg was placed on fire watch until the system could be repaired. DSU Police is aware that there is no sprinkler protection in Bldg III.					
		User: O'Connor, Jr., Michael 09/02/2012 11:28:06					
09/03/2012	30046	2012-000685	06:45	149	RED TAIL DR		System malfunction, other
		DFD responded to the above location in reference to an alarm activation. On arrival, crews checked the building and located a faulty detector. No action taken.					
09/03/2012	30046	2012-000686	07:51	1010	HAYES DR		System malfunction, other
		Call for an alarm sounding for 2-3 hours. Car 2 responded to investigate. P/C Bates found the alarm sounding due to a malfunction. The resident was unhooking the tied in detectors attempting to get them to stop. P/C Bates advised her to contact the housing authority.					
09/03/2012	30046	2012-000687	12:00	9	PAR HAVEN DR	C	System malfunction, other
		Call for an alarm sounding with no smoke or fire. Crews arrived and investigated and found a third floor smoke detector activated, unknown reason why. Maintenance was contacted to reset the alarm.					
09/03/2012	30046	2012-000688	15:33	121	S STATE ST		Alarm system activation, no fire - unintentional
		Smoke detector activation					
09/03/2012	30046	2012-000689	16:17	1399	FORREST AVE		Detector activation, no fire - unintentional
		Fire alarm. Nothing found					
09/04/2012	30046	2012-000690	09:17	1525	MCKEE RD		Smoke detector activation, no fire - unintentional
		Unfounded water flow					
09/04/2012	30046	2012-000691	12:31		INDEPENDENCE BLVD		Steam, other gas mistaken for smoke, other
		DFD Dispatched received a call that a house behind the old Super Fresh grocery store was smoking. Upon arrival, three separate crews investigated the entire neighborhood with negative results. At the time of alarm, the was extremely high humidity and a passing rain shower. After the rain has stopped, some roofs were steaming. We believe someone mistook this for a structure fire. Returned to quarters, good intent call.					
		User: O'Connor, Jr., Michael 09/07/2012 09:22:45					
09/04/2012	30046	2012-000692	19:43	198	ROUNDTREE DR west		Outside rubbish, trash or waste fire
		Wood burning in a grill.					
09/05/2012	30046	2012-000693	06:34	720	PEAR ST		Passenger vehicle fire
		Interior of vehicle on fire.					
09/05/2012	30046	2012-000694	08:19	1572	N DUPONT HWY		System malfunction, other
		Alarm activation. Possible due to power outage in the area					
09/05/2012	30046	2012-000695	10:58	1200	N DUPONT HWY		Smoke detector activation due to malfunction
		Alarm activation Grosseley Hall. Dover FM4 responded					
09/05/2012	30046	2012-000696	12:10		SR1 & US 113 /SR 10		Motor vehicle accident with injuries
		Stood by at a rollover MVC while ALS/BLS loaded patient					

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
09/05/2012	30046	2012-000697	12:20	855	TOWNSEND BLVD		Smoke scare, odor of smoke
		Crews checked the basement area for an odor of smoke with negative results.					
09/05/2012	30046	2012-000698	23:01	1200	N DUPONT HWY		System malfunction, other
		MLK building, DSU PD was doing a walk through of the building and saw a strobe on the 2nd floor " flickering " and " making a funny noise " so he contacted thier dispatch who inturn called 911. Building was searched with negative findings					
09/06/2012	30046	2012-000699	19:41	1654	N DUPONT HWY		Cooking fire, confined to container
		Crews found unattended cooking in room 304. Crews found no extension and no need for positive pressure.					
09/07/2012	30046	2012-000700	07:26	858	HORSEPOND ROAD		Public service
		The Dover Fire Dept was requested to the above location to inspect the scene of a a car vs. house MVC. The vehicle had struck the house and caused damage to the "B" side foundation and exterior wall. The under structure was inspected for any utility hazards. The only visible defect was a broken cable TV line. The inside of the structure was inspected and there was no visible damage noted. The City of Dover Building Inspector was requested to the scene for further evaluation and inhabitation determination. Cleared the scene, turning it over to Dover PD.					
		User: O'Connor, Jr., Michael 09/07/2012 09:17:25					
09/07/2012	30046	2012-000701	11:04	32	W LOOCKERMAN ST		Smoke detector activation due to malfunction
		On arrival found an AFA with a smoke detector activation on the 4th floor. Crew checked the area with negetive results.					
09/08/2012	30046	2012-000702	18:55	1654	N DUPONT HWY		Dispatched & canceled en route
		DFD was dispatched for a elevator rescue. Units were cancelled while enroute. No action taken.					
09/09/2012	30046	2012-000703	02:12	125	SPRINGFIELD WAY		False alarm or false call, other
		DFD responded to the above address in reference to an alarm activation. On arrival, the home owner advised the system was activated by a broken hose in the basement. No action taken.					
09/09/2012	30046	2012-000704	09:04	852	S LITTLE CREEK RD		False alarm or false call, other
		DFD responded to the above address in reference to an alarm activation. On arrival, investigation revealed the alarm system was activated by painters in the building. No action taken.					
09/10/2012	30046	2012-000705	19:02	103	PAR HAVEN DR	K	Heat detector activation due to malfunction
		E6 RESPONDED TO ABOVE FOR REPORT OF SMOKE DETECTOR ACTIVATION. CREWS FOUND HEAT DETECTOR IN THE LAUNDRY AREA OF THE BASEMENT WAS ACTIVATED.					
09/11/2012	30046	2012-000706	15:34		SCARBOROUGH RD		Service Call, other
		DFD responded to the Rt 13 and Scarborough Rd in reference to a washdown. Crews placed stay dry on the roadway and departed.					
09/12/2012	30046	2012-000707	09:00	109	RED OAK DR		False alarm or false call, other
		DFD responded to the above location in reference to an alarm activation. Crews checked the residence and met with negative results.					
09/13/2012	30046	2012-000708	06:49	133	DORIAN DR		Dispatched & canceled en route
		Call from ADT reporting a fire alarm, hallway smoke detector activation. After dispatch, the alarm company called back wishing to cancel. They received proper pass code, unknown reason for activation. Per 16, alarm was canceled.					
09/13/2012	30046	2012-000709	08:11	429	WEBBS LN		Smoke detector activation, no fire - unintentional
		Accidental activation					
09/13/2012	30046	2012-000710	16:43	724	S HALSEY RD		Good intent call, other
		On arrival resident advised that he had a red light on his CO detetcor that was ativated that he had never seen before. Dover 17 ran a CO detector through the residence with negetive results. Resident was advised that the detectir was expired and that he needed to replace same. Dover 17 cleared.					
09/13/2012	30046	2012-000711	18:33		S STATE ST		Biological hazard, malicious false report
		Washdown for an MVC. No need for fire apparatus					
09/14/2012	30046	2012-000712	18:40	62	FREEDOM DR		Cultivated vegetation, crop fire, other
		Dispatched to the above location for speak to a homeowner in reference to illegal burning in the woods behind his house. The homeowner advised that this evening, for a second evening in a row, he observed three teenaged males between 13-14 y/o. One white and two black subjects. he observed them starting a small fire in the woods. This evening, he confronted the subjects and they ran away. prior to running away, they placed a large piece of plywood over the fire to smoother it. Some paperwork (school work) was found at the scene. The paperwork was turned over to FM-1. Scene was cleared.					
		User: O'Connor, Jr., Michael 09/16/2012 21:08:26					
09/14/2012	30046	2012-000713	20:20	74	PAR HAVEN DR	H	System malfunction, other
		DFD responded to the above location in reference to an alarm activation. On arrival, crews checked the building and met with negative results. No further action taken.					
09/16/2012	30046	2012-000714	00:32	1200	N DUPONT HWY		System malfunction, other
		AFA DUE TO POWER OUTAGE					
09/16/2012	30046	2012-000715	01:24	120	S GOVERNORS AVE		Outside rubbish, trash or waste fire
		DUMPSTER FIRE					
09/16/2012	30046	2012-000716	03:32	171	WESTMINSTER DR		System malfunction, other
		AFA DUE TO POWER SURGE					
09/16/2012	30046	2012-000717	20:44	458	BARRISTER PL		Malicious, mischievous false call, other
		Report of a fire. Nothing found					

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
09/17/2012	30046	2012-000718	14:01	834	S GOVERNORS AVE		False alarm or false call, other
		Respond to the above address for a fire alarm activation. During the walk through of the building crews found the front door unsecured and an odor of gas. Writer called for Chesapeake utility's immediately. Crews cleared and turned the scene over to Chesapeake and the respondent.					
09/18/2012	30046	2012-000719	07:50	631	RIDGELY ST		Central station, malicious false alarm
		On arrival found a pull station activation in the hallway on the west side of the building. Building checked with negetive results. School staff was checking cameras to see if they could obtain who pulled the alarm. All units cleared.					
09/18/2012	30046	2012-000720	18:28	147	RUSTIC LA		Dispatched & canceled en route
		CANCELED BEFORE RESPONDING					
09/18/2012	30046	2012-000721	19:19	111	S NEW ST		False alarm or false call, other
		WRITER CONDUCTED A WALK THROUGH OF THE BUILDING WITH NEGATIVE RESULTS.SYSTEM MALFUNCTIONED FOR UNKNOWN REASON.					
09/19/2012	30046	2012-000722	09:54	115	S NEW ST		False alarm or false call, other
		Crews found a hole punched in the wall in apartment D. The homeowner was burning incenses inside that hole wiched cause the alarm to sound. The fmo was advised.					
09/19/2012	30046	2012-000723	17:37	423	ANN MOORE ST		Good intent call, other
		On arrival resident advised her smoke detectors were beeping in her house. Crews checked the residence and found bad batteries in a smoke detector. all units cleared.					
09/19/2012	30046	2012-000724	17:57	305	ALDER RD		Smoke detector activation, no fire - unintentional
		On arrival contacted the occupant who advised she was melting crayola wax when it spilled causing smoke in the kitchen. Residence checked and all units cleared.					
09/20/2012	30046	2012-000725	18:46	1706	N DUPONT HWY		Malicious, mischievous false call, other
		E4 AND E3 RESPONDED FOR REPORT OF A PULL STATION ACTIVATION ON THE FIRST FLOOR AT THE ABOVE LOCATION. E4 ARRIVED AND THEIR CREW FOUND IT TO BE A FALSE ALARM. SCENE TURNED OVER TO MANAGEMENT,					
09/20/2012	30046	2012-000726	23:34	600	W NORTH ST		Motor vehicle accident with injuries
		22 AND E4 RESPONDED FOR MVC WITH ROLLOVER. 22 ARRIVED ON SCENE AND FOUND ONE VEHICLE OVERTURNED WITH ALL SUBJECTS OUT OF THE VEHICLE. THERE WAS TWO PATIENTS TOTAL . SMALL CHILD WAS TRANSPORTED VIA A63 AND ADULT OF THE SILVER ACURA WAS TRANSPORTED BY A41. SCENE WAS TURNED OVER TO DOVER PD.					
09/21/2012	30046	2012-000727	03:04	40	EDWARD ST		Hazardous condition, other
		DSP was on scene of the above address with a Meth lab. DNREC was called and they requested DECON 54. Dover 22/Hall (officer on call) was notified of the situation. Station 54 responded with the DECON team. ALS/BLS stood by as well. Once scene was under control all crews cleared with the exception of DSP.					
09/21/2012	30046	2012-000728	08:50	3282	N DUPONT HWY	2	Gas leak (natural gas or LPG)
		CREWS CHECKED THE ENTIRE BUILDING FOR AN ODOR OF GAS WITH NEGATIVE RESULTS ON DFD GAS METERS.					
09/21/2012	30046	2012-000729	23:51	1575	MCKEE RD	102	Cooking fire, confined to container
		CREWS FOUND A BURNED PIZZA LEFT UNATTENDED TO IN THE OVEN. NO NEED FOR POSITIVE PRESSURE AND UNITS CLEARED.					
09/22/2012	30046	2012-000730	00:08	1113	JANES RD		Unauthorized burning
		DFD responded to the above location in reference to a complaint of illegal burning. Crews investigated the area than returned.					
09/22/2012	30046	2012-000731	17:41	124	N KIRKWOOD ST		Good intent call, other
		DFD responded to the rear of 124 Kirkwood St in reference to a vehicle fire. On arrival, crews advised that Dover PD had extinguished the small fire that was in the dash area. No action taken.					
09/23/2012	30046	2012-000732	17:44	1455	WHITEOAK RD		Arcing, shorted electrical equipment
		Fire reported in the electrical panel of the solar plant. Fire out upon arrival.					
09/24/2012	30046	2012-000733	09:07	237	CHARRING CROSS DR		Smoke detector activation, no fire - unintentional
		On arrival found unattended cooking, no extention and all units cleared.					
09/24/2012	30046	2012-000734	11:36	707	BICENTENNIAL BLVD		System malfunction, other
		Writer responded to above location for alarm sounding. Writer arrived and found it to be a faulty detector in the second floor bedroom, Residence was placed on firewatch until DES responded to fix the system .					
09/24/2012	30046	2012-000735	13:26	1	N AMERICAN AVE		Smoke detector activation, no fire - unintentional
		Dispatched to the above location for an AFA. Upon arrival, crews investigated a lobby smoke detector activation. Crews found the occupant of apartment 102 was fumigating his apartment and had set off the alarm. The occupant reset the alarm prior to our arrival. Scene was turned over to FM-2 on scene. User: O'Connor, Jr., Michael 09/24/2012 13:57:36					
09/24/2012	30046	2012-000736	16:37	540	FAIRVIEW AVE		Cooking fire, confined to container
		E4, L1, L2 RESPONDED TO ABOVE FOR REPORT OF AN OVEN FIRE AT THE ABOVE LOCATION. E4 ARRIVED AND 15 ASSUMED COMMAND. CREWS FOUND ACTIVE FIRE IN THE STOVETOP AREA AND THE GAS WAS SECURED CAUSING THE FIRE TO GO OUT. SCENE WAS TURNED OVER TO FM 2 FOR INVESTIGATION.					
09/24/2012	30046	2012-000737	22:25	111	S NEW ST		System malfunction, other
		Writer responded for report of alarm sounding in above address. Upon arrival writer was contacted by residents who advised it was reset prior to writers arrival. Writer cleared.					
09/25/2012	30046	2012-000738	20:03	9	PAR HAVEN DRIVE		Alarm system sounded due to malfunction
		Fire alarm. Unfounded					

Date	FDID	Incident#	Alarm	###	Address	Suite	Type
09/25/2012	30046	2012-000739	23:01	1200	N DUPONT HWY		Detector activation, no fire - unintentional
	smoke detector, burnt hair Warren Franklin						
09/26/2012	30046	2012-000740	07:36	1200	N DUPONT HWY		Smoke detector activation due to malfunction
	Call for a general fire alarm, 2nd floor N/E C wing. Car 2 responded with F/F Small to investigate. F/F Small found smoke detector F3-3376 in the B wing. DSU security on scene as well.						
09/28/2012	30046	2012-000741	07:13	392	MOCKINGBIRD AVE		False alarm or false call, other
	Dispatched to the above location for an AFA, upstairs hallway smoke detector activation. Upon arrival (in Command Car), investigated the interior of the structure. No fire or smoke conditions were present and this writer held the response to the Command Car. Found an activated smoke detector on the 2nd floor hallway. No hazardous conditions present. Advised the home owner to contact her alarm company and advise them of her activation. Cleared the scene.						
	User: O'Connor, Jr., Michael 10/01/2012 12:08:20						
09/28/2012	30046	2012-000742	13:31	32	W LOOCKERMAN ST		Smoke detector activation due to malfunction
	Unfounded alarm activation						
09/29/2012	30046	2012-000743	16:41	900	PUBLIC SAFETY BLVD		Smoke detector activation, no fire - unintentional
	Dispatched to the above location for an AFA. Upon arrival found burnt popcorn in the break room. System was still activated. Advise the occupants they could reset the system. Cleared the scene.						
	User: O'Connor, Jr., Michael 10/01/2012 12:10:58						
09/29/2012	30046	2012-000744	18:02	29	S WEST ST		Detector activation, no fire - unintentional
	Steam from the shower						
09/29/2012	30046	2012-000745	19:59	1365	N DUPONT HWY	3054	Hazardous condition, other
	E2'S CREW FOUND A FULL SIZE CONSTRUCTION DUMPSTER THAT NEEDED TO BE WET DOWN FROM A PREVIOUS FIRE. E2 WET DOWN THE DUMPSTER WITH 50 GALLONS OF WATER AND CLEARED.						
09/29/2012	30046	2012-000746	22:46	500	PERSIMMON TREE LA	1	Outside rubbish, trash or waste fire
	Tree on fire from floating candle						
09/30/2012	30046	2012-000747	09:46	34	STARLIFTER AVE		Vicinity alarm (incident in other location)
	Odor of smoke investigation. Unfounded						
09/30/2012	30046	2012-000748	16:15	202	BAY TREE RD	A	Outside rubbish, trash or waste fire
	Mulch fire under a gas main next to the building. By standers provided water prior to FD arrival						

Total Incidents: 72

FY 12-13 City Funded Account Balance Sheet

ACCOUNT	BUDGET	SPENT	BALANCE
Apparatus Repairs & Maintenance	$ 67,000.00	$ 3,910.30	$ 63,089.70
Building Maintenace Supplies	$ 1,650.00	$ -	$ 1,650.00
Contractual Services	$ 16,587.00	$ -	$ 16,587.00
Electricity	$ 51,820.00	$ 13,748.44	$ 38,071.56
Gasoline	$ 19,050.00	$ 1,344.44	$ 17,705.56
Heating Expenses- Gas	$ 20,000.00	$ 242.94	$ 19,757.06
Medical Supplies	$ 700.00	$ -	$ 700.00
Office Supplies	$ 2,500.00	$ 120.30	$ 2,379.70
Other Equipment Repairs	$ 4,000.00	$ -	$ 4,000.00
Program Expenses	$ 36,630.00	$ 7,550.49	$ 29,079.51
Radio Repairs	$ 2,000.00	$ 239.07	$ 1,760.93
Safety & Security	$ 2,150.00	$ -	$ 2,150.00
Small Tools	$ 4,800.00	$ 1,265.00	$ 3,535.00
Telephone	$ 13,340.00	$ 819.00	$ 12,521.00
Training & Travel	$ 8,815.00	$ 615.00	$ 8,200.00
Uniforms & Firefighting Gear	$ 27,100.00	$ 205.36	$ 26,894.64
Water/ Sewer	$ 3,150.00	$ 300.94	$ 2,849.06

Balance as of: 09/30/12

Robbins Hose Company # 1, Inc.
Profit & Loss Detail
September 2012

	Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Ordinary Income/Expense									
Expense									
Apparatus Repairs & Maintenance									
	Check	09/09/2012	725	Kunkel Auto Supply	Invoice # 056496108- Hyper Wash		City Fund Account	236.28	236.28
	Check	09/16/2012	728	DP Fire	4- 40 series lens for strobe lighhead		City Fund Account	56.90	293.18
	Check	09/23/2012	730	Atlantic Emergency Solutions	MOS1288P		City Fund Account	114.70	407.88
	Check	09/23/2012	730	Atlantic Emergency Solutions	MOS1317P		City Fund Account	52.30	460.18
Total Apparatus Repairs & Maintenance								460.18	460.18
Electricity									
	Check	09/09/2012	722	City of Dover Utility	Acct # 44343-32052		City Fund Account	4,178.17	4,178.17
	Check	09/16/2012	727	City of Dover Utility	Acct # 44255-31966		City Fund Account	922.66	5,100.83
Total Electricity								5,100.83	5,100.83
Gasoline									
	Check	09/01/2012	720	City of Dover	Unleaded Fuel		City Fund Account	385.03	385.03
	Check	09/01/2012	720	City of Dover	Diesel Fuel		City Fund Account	959.41	1,344.44
Total Gasoline								1,344.44	1,344.44
Heating Expenses- Gas									
	Check	09/16/2012	726	Chesapeake Utilities	Acct # 01-72348-3180-1		City Fund Account	69.08	69.08
	Check	09/16/2012	726	Chesapeake Utilities	Acct # 01-300566-14195-1		City Fund Account	45.54	114.62
Total Heating Expenses- Gas								114.62	114.62
Office Supplies									
	Check	09/01/2012	720	City of Dover	Postage		City Fund Account	19.90	19.90
	Check	09/23/2012	734	Staples	Acct # 6035 5178 2028 2647		City Fund Account	100.40	120.30
Total Office Supplies								120.30	120.30
Program Expenses									
	Check	09/09/2012	723	Collins Business Systems	Maintenance Contract for Logging Recorder		City Fund Account	4,475.00	4,475.00
Total Program Expenses								4,475.00	4,475.00
Small Tolls									
	Check	09/09/2012	724	DP Fire	Cutters Edge saw repair		City Fund Account	500.00	500.00
	Check	09/23/2012	733	Witmer Public Safety	Pro Bar and Fire Hooks		City Fund Account	660.00	1,160.00
Total Small Tolls								1,160.00	1,160.00
Telephone									
	Check	09/01/2012	720	City of Dover	Verizon Phone Charges		City Fund Account	295.18	295.18
	Check	09/01/2012	720	City of Dover	Cavalier Phone Charges		City Fund Account	14.79	309.97
	Check	09/01/2012	721	Verizon Wireless	Wireless Charges-07/21 to 08/20		City Fund Account	83.48	393.45
Total Telephone								393.45	393.45
Training & Travel Expenses									
	Check	09/16/2012	729	National Academy of Emergency Dispatch	Retesting for Gregory Parsell		City Fund Account	30.00	30.00
Total Training & Travel Expenses								30.00	30.00
Uniforms									
	Check	09/23/2012	731	Dover Army-Navy Store	Shoulder flag carriers		City Fund Account	107.87	107.87
	Check	09/23/2012	732	Graves Uniforms	Ties		City Fund Account	54.00	161.87
Total Uniforms								161.87	161.87
Water/Sewer									
	Check	09/09/2012	722	City of Dover Utility	Acct # 44345-32054		City Fund Account	85.25	85.25
	Check	09/09/2012	722	City of Dover Utility	Acct # 44341-32050		City Fund Account	11.54	96.79
	Check	09/16/2012	727	City of Dover Utility	Acct # 44253-31964		City Fund Account	29.62	126.41
Total Water/Sewer								126.41	126.41
Total Expense								13,487.10	13,487.10
Net Ordinary Income								-13,487.10	-13,487.10
Net Income								**-13,487.10**	**-13,487.10**

Monthly Report
September 2012

Economic Development Office

2012 _9 Economic Development

- **Approved Commercial Building Re-Development Incentives for the following projects**
  - Renovation of former Super Fresh Market in Greentree Shopping Center for Redner's Market
  - Renovation of former Golden Corral Restaurant for Greene Turtle Sports Bar & Grill
  - Renovation at 155 Commerce Way to expand CrossFit, Dover
- Set up and participated in conference call with DELDOT and Calpine re power lines on White Oak Road
- Participated in Delaware Sports Commission Board Meeting and discussion on how the Sports Complex will impact area development.
- Met with Alan Levin to discuss a number of projects
- Met with Harvey Blonder from Annapolis re new car wash on Route 13 South and signage. Gave him a tour of downtown.
- Attended Kent County Tourism and Chamber of Commerce Board Meetings
- Met with Michael Casson to discuss Marketing Plan for Garrison Tract
- Presentation at Kent Economic Summit
- Met at Calpine office in Wilmington to review LS Power concerns and infrastructure timing on Garrison Farm.

Measures:

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

	2010-2011 Actual	**2011-2012 Actual**	**2012 - 2013 Projected**
Results	<10% unemployment rate in July 2011 9.2 % - U.S. Rate 8.0 % - DE Rate 9.9% - City of Dover Rate June 2011 – Actual	<10% unemployment rate in July 2012 8.2% - U.S. Rate 6.8 % - DE Rate 8.6% - City of Dover Rate June 2012 – Actual	<10% unemployment rate in July 2013 7.8% - U.S. Rate 6.8% - DE Rate 8.3% - City of Dover Rate September 2012 – Actual

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

	2010-2011 Actual	**2011-2012 Actual**	**2012 - 2013 Projected**
Results	≥20 contacts with potential small businesses; **12 contacts YTD** ≥15 contacts with out-of-town companies interested in locating in Dover. **10 contacts YTD**	≥20 contacts with potential small businesses; **10 Contacts YTD** 11 contacts with out-of-town companies interested in locating in Dover **9 Contacts YTD**	≥20 contacts with potential small businesses; **9 Contacts YTD** 11 contacts with out-of-town companies interested in locating in Dover **4 Contacts YTD**

2012_9 DDP Monthly Report

- Renovations on 22-24 W Loockerman were completed
- Construction began on Loockerman Way Plaza and Parking Lot
- Provided technical assistance to nine (9) prospective small business individuals on overall business development with in the Downtown Dover Business District as well as creating business plans.
- Provided technical assistance to two (2) existing small business owners in preparing and submitting small business loan applications for loan consideration.
- Provided technical assistance to nine (9) prospective small business individuals on locating available space within the downtown district to lease. Of these nine (9) inquires; six (6) have signed leases to occupy current vacant spaces within downtown and (1) has purchased a property with plans to convert the building into a Café/Deli.
- Three (3) new businesses, two (2) retail and one (1) service, have opened within the downtown district during this reporting period creating three (3) new jobs.
- Worked with Rev. West from the Dover Christian Center Wesley College on final logistics for the 911 Memorial Celebration held on September 11, 2012 at Legislative Mall.
- DDP Annual Reception was held on September 20th and released the completed Annual Report
- Grand Opening for Amore Bridal
- Grand Opening to celebrate relocation of The Fashion Connection – Maxine's Fashions, The Wedding Boutique, and Top Notch Sewing Connection
- Ribbon-cutting Ceremony to celebrate Dover Art League Facade Improvements during "Push for the Arts"
- Redesigned and placed order for banners to be installed on Loockerman Way and North Street
- Co-facilitated the Kent County Economic Summit on September 25th
- Maxine Lewis (Maxine's Fashions) and Edmound Usefkhanian (Simaron's Steak & Subs) were well-received as presenters on the panel featuring small business success stories
- Identified thirteen (13) downtown properties that could be used for the Pop-Up Program
- Participated in interviews with three (3) candidates interested in downtown Dover space as part of the Pop-Up Program
- Attended Downtown Delaware Idea Exchange in Delaware City to review and discuss economic trends in Delaware's downtowns
- Initiated Social Media Campaign which included Facebook, Twitter, Google+, Foursquare, LinkedIn and Pinterest

City of Dover

Capital Investment Plan

Project Tracking Report

September 30, 2012

Points to Remember -

* Original Project Budget = Original Total Project Budget initially included in approved annual budget.
* Latest Project Budget = Revised Total Project Budget included in most recent approved annual budget or one of the following: bond resolution, revolving fund loan agreement, Council approved budget amendment, or City Manager approved amendment as per the Budget Amendment Procedure.
* Current Fiscal Year - Revised Fiscal Year Budget = Current Year approved project budgets plus carry forward balances of unspent budgets in the prior fiscal year. Project Carry Forward balances will be submitted to City Council for amendment in January 2010. Can also be amended with City Manager approval per the Budget Amendment Procedure.
* Water Quality, Inflow/Infiltration, Distribution Upgrades and New Development projects are budgeted as a blanket project and once individual projects are identified and estimated they are created using an allocation of the overall budgeted amount.
* Status and Comments provided by City Manager.
* For Finance purposes projects are considered completed when placed in service and **all** charges have been processed.

Current Year Budget Funding Sources	General	Community Transportation	Water & Wastewater	Electric	Total CIP
Budget Balance	$ 92,000	$ 298,800	$ 4,508,500	$ 234,700	$ 5,134,000
Budget Balance - Restricted MSA (non Public Safety)	132,200	-	-	-	132,200
Library Funding - FY11 Budget Balance	(127,000)	-	-	-	(127,000)
Federal and/or State Grants	1,746,000	-	-	-	1,746,000
Transfer from Library Foundation	71,000	-	-	-	71,000
Friends of the Library Donation	102,400	-	-	-	102,400
Kent County Library Contribution	250,000	-	-	-	250,000
Sale of Assets - Library	1,200,000	-	-	-	1,200,000
Debt Financing - Green Energy Components	648,500				648,500
Construction Loan	289,400	-	-	-	289,400
Community Transportation Fund - FY11 Balances	-	1,630,050	-	-	1,630,050
Debt Financing	4,000,000	-	4,000,000	-	8,000,000
Other State/Federal Grants	108,000	-	-	-	108,000
Police Grants	33,800	-	-	-	33,800
Transfer from Capital Reserves	-	-	-	550,000	550,000
Impact Fee Reserves	-	-	550,000	-	550,000
State Community Transportation Funds	-	700,000	-	-	700,000
Transfer Loan Proceeds to CT Fund - Street Program	-	1,606,700	-	-	1,606,700
Transfer from Operating Funds	613,400	-	2,900,000	3,500,000	7,013,400
Interest Income	-	-	25,000	40,700	65,700
Total Funding Sources (Unaudited)	$ 9,159,700	$ 4,235,550	$ 11,983,500	$ 4,325,400	$ 29,704,150

City of Dover
General Fund - Major CIP Projects
September, 2012

			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Yr. Budget	Revised Fiscal Yr. Budget	Fiscal YTD Expenses	% Budget Spent	Status	Comments
		FY2009											
LB0901	M/G/L	New Library Project	$ 18,200,000	$ 20,469,080	$ 17,230,752	$ 3,238,328	84.2%	$ 2,535,000	$ 4,180,300	$ 941,972	22.5%	In Process	Overall project 80% Complete on 7/31/12
ST1203		Dump Truck Refurbishment	30,000	24,000	20,354	3,646	84.8%	-	12,000	8,333	69.4%	In Process	
		FY12 MSA - Capital non-safety	-	132,200	-	132,200	200.0%	-	132,200	-	0.0%		Restricted MSA Funding
		Totals - FY09	$ 18,230,000	$ 20,625,280	$ 17,251,106	$ 3,374,174	83.6%	$ 2,535,000	$ 4,324,500	$ 950,305	22.0%		
		FY2013											
---		Vehicles & Equipment	$ 399,900	$ 399,900	$ 70,062	$ 329,838	17.5%	$ 399,900	$ 399,900	$ 70,062	17.5%		
---		Annual Fire Truck Payments	238,500	238,500	96,275	142,225	40.4%	238,500	238,500	96,275	40.4%		
Mayor		Security Cameras	33,000	33,000	-	33,000	0.0%	33,000	33,000	-	0.0%		
FC1302	B/L	City Hall Fire Suppression	288,000	288,000	-	288,000	0.0%	288,000	288,000	-	0.0%		Financed by PNC Loan - FY12
FC1303	G	City Hall Emergency Generator	93,000	93,000	-	93,000	0.0%	93,000	93,000	-	0.0%		DEMA Grant funded;
IT1301	G	Server & Backup Solution	57,000	57,000	-	57,000	0.0%	57,000	57,000	-	0.0%		$15K is DEMA grant funded;
PR1301		Dover Park- Roof Replacement	30,000	30,000	-	30,000	0.0%	30,000	30,000	-	0.0%		
ST1303	B/L	Salt Storage Facility-Schutte Park	50,000	50,000	-	50,000	0.0%	50,000	50,000	-	0.0%		Financed by PNC Loan - FY12
ST1304	B/L	Garrison Farm Improvements	1,924,000	1,924,000	-	1,924,000	0.0%	1,924,000	1,924,000	-	0.0%		Financing to be determined
PD1301	G	Police Elec Breaker Rplcmnt	33,800	33,800	-	33,800	0.0%	33,800	33,800	-	0.0%		Police Grant funded
PD1302	B/L	Police Micro Seal Parking Lots	25,300	25,300	-	25,300	0.0%	25,300	25,300	-	0.0%		Financed by PNC Loan - FY12
		Totals - FY12	$ 2,501,100	$ 2,501,100	$ -	$ 2,501,100	0.0%	$ 3,172,500	$ 3,172,500	$ 166,337	5.2%		
		Debt issuance cost - PNC/Other	56,000	56,000	-	56,000	0.0%	56,000	56,000	-	0.0%		
		Transfer to CT Fund - Streets	1,606,700	1,606,700	-	1,606,700	0.0%	1,606,700	1,606,700	-	0.0%		PNC Loan for FY12/FY13 Street Prog.
		Grand Totals	$ 22,393,800	$ 24,789,080	$ 17,251,106	$ 7,537,974	69.6%	$ 7,370,200	$ 9,159,700	$ 1,116,641	12.2%	12.2%	

Legend

M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
G = Grant funded project
B/L = To be financed through bonds or commercial loan; Projects will be completed through CT Fund, therefore the loan proceeds will be transferred from Capital Fund into the Community Transportation Fund;

City of Dover
Community Transportation & General Fund Street Funds - Major CIP Projects
September, 2012

		TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR						
Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Current Fiscal Yr. Budget	Revised Fiscal Yr. Budget	Fiscal YTD Expenses	Budget Balance	% Budget Spent	Status	Comments
	FY 2002												
	North Street sidewalk	$ 80,400	$ 80,400	$ -	$ 80,400	0.0%	$ -	$ 80,400	$ -		0.0%		Waiting on DDP improvements
	Totals	$ 80,400	$ 80,400	$ -	$ 80,400	0.0%	$ -	$ 80,400	$ -		0.0%		
	FY 2009												
	Little League Park paving	$ 11,600	$ 11,600	$ -	$ 11,600	0.0%	$ -	$ 11,600	$ -	11,600	0.0%		Re-program for signage
	Totals	$ 11,600	$ 11,600	$ -	$ 11,600	0.0%	$ -	$ 11,600	$ -	$ 11,600	0.0%		
	FY 2007												
	E. Water Street Brick	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ 65,000	$ -		0.0%		Specialty contract needed.
	Totals	$ 65,000	$ 65,000	$ -	$ 65,000	0.0%	$ -	$ 65,000	$ -		0.0%		
	FY 2009												
M	Schutte Parking Lot	$ 21,950	$ 21,950	$ -	$ 21,950	0.0%	$ -	$ 21,950	$ -	21,950	0.0%		Deferred
	Totals	$ 21,950	$ 21,950	$ -	$ 21,950	0.0%	$ -	$ 21,950	$ -	$ 21,950	0.0%		
	FY2012												
M	North Street Roundabout	$ -	$ 500,000	$ -	$ 500,000	0.0%	$ -	$ 500,000	$ -		0.0%	35%	Site work initiated.
	Stoney Creek Lighting	-	40,000	-	40,000	100.0%	-	40,000	-		0.0%		
M	Lincoln Park Center	900,000	1,423,500	516,260	907,240	0.0%	-	911,100	3,932		0.4%	Started	
	Street & Alley Program	300,000	298,800	-	298,800	100.0%	-	298,800	-		0.0%		General Fund Appropriaitons
	Totals	$ 1,200,000	$ 2,262,300	$ 516,260	$ 1,746,040	22.8%	$ -	$ 1,749,900	$ 3,932	$ -	0.0%		
	FY2013												
	Unapplied CT Projects (placeholder)	$ 700,000	$ 700,000	$ -	$ 700,000	0.0%	$ 700,000	$ 700,000	$ -		0.0%		Future CT Agreements
	FY13 Concrete Program	60,000	60,000	-	60,000	0.0%	60,000	60,000	1,933		3.2%		Financed by PNC Loan - FY12
	FY12/FY13 Street & Alley Program	1,546,700	1,546,700	-	1,546,700	0.0%	1,546,700	1,546,700	-		0.0%		Financed by PNC Loan - FY12
		$ 2,306,700	$ 2,306,700	$ -	$ 2,306,700	0.0%	$ 2,306,700	$ 2,306,700	$ 1,933	$ -	0.1%		
	Grand Totals	$ 3,593,650	$ 4,655,950	$ 516,260	$ 4,139,690	11.1%	$ 2,306,700	$ 4,235,550	$ 5,865	$ 21,950	0.3%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
C = Project funded by combination of CT Funds and General Fund
B/L = To be financed through bonds or commercial loan;Projects will be completed through CT Fund, therefore the loan proceeds will be transferred from Capital Fund into the Community Transportation Fun

City of Dover
Water/Wastewater Improvement & Extension Fund - Major CIP Projects
September, 2012

			TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS					CURRENT FISCAL YEAR					
Project Code	Type	Description	Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	Approved Fiscal Yr. Budget	Revised Fiscal Yr. Budget	Fiscal YTD Expenses	% Budget Spent	Status / % Complete	Comments
		FY 2008											
WD0804	M	1.0 MG Elevated Water Storage	$ 4,196,600	$ 2,590,000	$ 17,839	$ 2,572,161	0.7%	$ 2,000,000	$ 2,166,000	$ 4,914	0.2%	Started	Staff reviewing agreement docs
WD0805	M	Piney Point Well	398,800	665,000	7,284	657,716	1.1%	450,000	505,600	556	0.1%	Started	Staff reviewing RFP
		Totals - FY08	$ 4,595,400	$ 3,255,000	$ 25,123	$ 3,229,877	0.8%	$ 2,450,000	$ 2,671,600	$ 5,470	0.2%		
		FY2009											
WQ0907	SL/C	Rt. 13 Water Main	1,023,700	2,214,600	2,078,383	136,217	93.8%	-	192,600	20,056	10.4%	100.0%	Complete; Awating final charges
		FY2010											
WW1007	M/SL	Fox Hall Pump Station	427,900	358,900	273,226	85,674	76.1%	-	144,800	59,139	40.8%	98.0%	Final punchlist items outstanding
WW1010	I	Tar Ditch Interceptor Upgrade	518,230	495,400	5,143	490,257	1.0%	-	490,300		0.0%	Started	Easement request sent to residents
		Totals - FY10	$ 427,900	$ 358,900	$ 273,226	$ 85,674	76.1%	$ -	$ 635,100	$ 59,139	9.3%		
		FY2011											
WW1104	SL	Lepore Road P/S Replacement	350,000	402,000	17,850	384,150	4.4%	-	384,200	-	0.0%	Started	Contractor ordered Station;
		Totals - FY11	$ 350,000	$ 402,000	$ 17,850	$ 384,150	4.4%	$ -	$ 384,200	$ -	0.0%		
		FY2012											
WD1201		Pay-As-You-Go Water Station	30,200	30,200	-	30,200	0.0%	-	30,200	-	0.0%	Started	Specs being developed
WQ1202		WQI - New Street	-	113,960	26,600	87,360	0.2334	-	87,400	-	0.0%	Started	Project on hold - Design complete
WQ1203		WQI - Silver Lake	-	279,840	190,030	89,810	67.9%	-	90,800	1,032	1.1%	100.0%	Complete; Awaiting final charges
WW1201	M/SL	Inflow/Infiltration Removal **(1)**	1,000,000	971,900	55,075	916,825	5.7%	-	-	-	0.0%		See FY13 I & I Program; $916.800
WW1202	M	SCADA Equpment Upgrade	84,900	84,900	76,389	8,511	90.0%	29,300	29,300		0.0%	Started	Awaiting delivery of materials
WW1204	M	Baltray Pump Station Rplcmnt	125,000	125,000	20,581	104,419	16.5%	100,000	100,000		0.0%	Started	Project on hold - Bid specs ready
WW1205	M	Dover Brook Gardens Pump Station	65,000	65,000	12,194	52,806	18.8%	50,000	50,000	2,342	4.7%	Started	Project on hold - Bid specs ready
WW1206	M	Brandywine Pump Station Rplcmntq	402,000	402,000	33,582	368,418	8.4%	350,000	350,000		0.0%	Started	Project on hold - Bid specs ready
WW1207	M	McKee Pump Station Comm Rplcmt	55,000	55,000	7,431	47,569	13.5%	45,000	45,000		0.0%	Started	Project on hold - Bid specs ready
		Totals - FY12	$ 1,762,100	$ 2,127,800	$ 421,882	$ 1,705,918	99.2%	$ 574,300	$ 782,700	$ 3,374	0.4%		
		FY2013											
---		Vehicles & Equipment	$ 524,500	$ 524,500	$ -	$ 524,500	0.0%	$ 524,500	$ 524,500	$ -	0.0%	Started	All ordered or bid;
WW1301	M	Hazlettville Road Interceptor	770,000	770,000	-	770,000	0.0%	30,000	30,000	-	0.0%	Not started	Project on hold
WW1302	M	Lakeview Drive PS Replacement	502,000	502,000	-	502,000	0.0%	52,000	52,000	-	0.0%	Not started	Project on hold
WW1303	M	Westover Pump Station	768,800	768,800	-	768,800	0.0%	65,000	65,000	-	0.0%	Not started	Project on hold
WW1304	M	Garrison Farm Improvements	1,828,000	1,828,000	-	1,828,000	0.0%	1,828,000	1,828,000	-	0.0%	Started	Pending Council approval 9/24
WD1302	M	Garrison Farm Storage Tank	1,828,000	1,828,000	-	1,828,000	0.0%	1,828,000	1,828,000	-	0.0%	Started	Pending Council approval 9/24
WD1304		Future Columbia Well Design	55,000	55,000	-	55,000	0.0%	55,000	55,000	-	0.0%	Not started	Project on hold
WD1301	R	Wellhead Redevelopment	70,000	70,000	67,675	2,325	96.7%	70,000	70,000	67,675	0.0%	15.0%	Contractor finishing Well 10 & 14
WQ1301		North Street WMR	45,000	45,000	33,335.00	11,665	74.1%	45,000	45,000	33,335	0.0%		
N/A		Water Quality Improvements	479,000	479,000	-	479,000	0.0%	479,000	479,000	-	0.0%		Locations to be determined;
N/A		I & I Improvements **(1)**	1,000,000	27,000	-	27,000	0.0%	1,000,000	943,800	-	0.0%		Locations to be determined;
II1301		New/Reed Street	-	330,000	43,941			-	330,000	43,941	0.0%	65.0%	Contractor finishing New Street
II1302		Fox Hall	-	142,000	-			-	142,000	-	0.0%	Scheduled	
II1303		Morris Estates	-	276,000	-			-	276,000	-	0.0%	Scheduled	
II1304		Wesley College	-	10,000	7,200			-	10,000	7,200	72.0%	Scheduled	
II1305		NRG sanitary sewer upgrade	-	175,000	-			-	175,000	-	0.0%	Not started	Bids due 10/4/12
II1306		I & I Design	-	40,000	4,025			-	40,000	4,025	10.1%	In progess	Staff reviewing consultant report
WD1306	R	Emergency Generators	80,000	80,000	-	80,000	0.0%	80,000	80,000	-	0.0%	85.0%	Start on bid docs 10/1/12
			$ 7,950,300	$ 7,950,300	$ 156,176	$ 6,876,290	0.0%	$ 6,056,500	$ 6,973,300	$ 156,176	2.2%		
N/A		Debt issuance cost-Garrison Farm	344,000	344,000	-	344,000	0.0%	344,000	344,000	-	0.0%		
		Grand Totals	$ 16,453,400	$ 16,652,600	$ 2,972,639	$ 12,762,127	17.9%	$ 9,424,800	$ 11,983,500	$ 244,214	2.0%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
SL = State Loan Project - construction phase is financed
I = Impact Fee (partially) financed project

(1) Transferred remaining project balance from FY12 to the FY13 I & I Project $916,800
Adjusted Project Budget for FY13 will be $1,916,800 for I & I; Locations to be determined;

City of Dover
Electric Improvement & Extension Fund - Major CIP Projects
September, 2012

Project Code	Type	Description	TOTAL PROJECT - PAST, CURRENT & FUTURE BUDGETS: Original Project Budget	Latest Project Budget	Project To Date Expenses	Project Budget Balance	% Budget Spent	CURRENT FISCAL YEAR: Current Fiscal Yr. Budget	Revised Fiscal Yr. Budget	Fiscal YTD Expenses	% Budget Spent	Status	Comments
		FY2012											
EE1205	M	Frazier Substation Upgrade	$ 765,200	$ 765,200	$ 211,314	$ 553,886	27.6%	$ 610,200	$ 611,800	$ 57,955	9.5%	In process	Materials ordered
EG1202	M	Unit 3 Boiler Systems	390,000	250,000	84,409	165,591	33.8%	129,000	167,300	1,757	1.1%	In process	Will complete Spring outage;
EG1212	M	Unit 3 Turbine Inspection/Repair	1,494,000	1,494,000	403,190	1,090,810	27.0%	115,000	115,000	6,367	5.5%	In process	Will complete Spring outage;
EG1214	M	Industrial WW Discharge System	272,000	272,000	35,255	236,745	13.0%	-	242,000	4,910	2.0%	In process	
EU1202	M	Persimmon Tree Lane Feeder Rplcmt	113,500	113,500	111,828	1,672	98.5%	-	8,500	8,279	97.4%	In process	
EG1204		Unit 3DCS Comp & Softwre							-	3,075			
		Total	$ 3,034,700	$ 2,894,700	$ 845,996	$ 2,048,704	29.2%	$ 854,200	$ 1,144,600	$ 82,343	7.2%		
		FY2013											
N/A	R	Vehicles & Equipment	$ 146,000	$ 146,000	$ -	$ 146,000	0.0%	$ 146,000	$ 146,000	$ -	0.0%		All vehicles received
N/A	R	FY13 New Dvlpmnts - UG Transformers	50,000	(66,100)	-	(66,100)	0.0%	50,000	(66,100)	-	0.0%		Over Budget; Revenue offset;
EE1302		Bayard Plaza	-	21,000	-	21,000	0.0%	-	21,000	-	0.0%		
EE1310		YMCA	-	22,000	20,916	1,084	95.1%	-	22,000	20,916	95.1%		
EE1311		Super 8 Motel	-	5,200	5,136	64	98.8%		5,200	5,136	98.8%		
EE1315		State Street Plaza	-	5,800	-	5,800	0.0%	-	5,800		0.0%		
EE1317		The Grand Apartments	-	42,000	-	42,000	0.0%	-	42,000	-	0.0%		
EE1318		M & L Ventures Warehouses	-	12,500	-	12,500	0.0%	-	12,500	-	0.0%		
EE1322		Grottos Pizza	-	7,600	-	7,600	0.0%	-	7,600	-	0.0%		
EE1313	R	FY13 New Dvlpmnts - UG Conductors	350,000	37,800	4,882	32,918	12.9%	350,000	37,800	4,882	12.9%		
EE1301		Willow Tree Park	-	9,800	13,077	(3,277)	133.4%	-	9,800	13,077	133.4%		
EE1302		Bayard Plaza	-	9,000	22,154	(13,154)	246.2%	-	9,000	22,154	246.2%		
EE1311		Super 8 Motel	-	1,000	666	334	66.6%	-	1,000	666	66.6%		
EE1315		State Street Plaza	-	2,900	1,408	1,492	48.6%	-	2,900	1,408	48.6%		
EE1317		The Grand Apartments	-	23,500	63,338	(39,838)	269.5%	-	23,500	63,338	269.5%		
EE1318		M & L Ventures Warehouses	-	15,000	1,747	13,253	11.6%	-	15,000	1,747	11.6%		
EE1319		Proctor & Gamble	-	30,000	19,225	10,775	64.1%	-	30,000	19,225	64.1%		
EE1320		Generals Green Lights	-	7,200	-	7,200	0.0%	-	7,200	-	0.0%		
EE1322		Grottos Pizza	-	37,800	-	37,800	0.0%	-	37,800	-	0.0%		
EE1323		Dover High Lighting	-	176,000	-	176,000	0.0%	-	176,000	141,283	80.3%		
N/A	R	FY13 New Dvlpmnts - 1 Phase Meters	50,000	50,000	10,752	39,248	21.5%	50,000	50,000	10,752	21.5%		
EE1303		Frazier Sub Upgrade	-	-	3,500	(3,500)		-	-	3,500	0.0%		
EE1304	R	FY13 Lighting Project & Rehab	100,000	100,000	-	100,000	0.0%	100,000	100,000	-	0.0%		Route 13 LED Lighting
EE1309	R	Distribution Capacitors	125,000	125,000	-	125,000	0.0%	125,000	125,000	-	0.0%		
EE1307		Division Sub Fence	70,000	70,000	-	70,000	0.0%	70,000	70,000	-	0.0%		
EE1308	M	Horsepond Substation Upgrade	761,800	761,800	-	761,800	0.0%	170,000	170,000	-	0.0%		
EE1305	M	FY13 69kv Switch Rplmnt Program	135,000	135,000	-	135,000	0.0%	55,000	55,000	-	0.0%		
EE1306	R	Trans Line Maint Program	75,000	75,000	-	75,000	0.0%	75,000	75,000	-	0.0%		
EE1312	M	General Scott Switchgear	1,155,000	1,150,000	-	1,150,000	0.0%	50,000	50,000	-	0.0%		
N/A	R	FY13 Distribution Upgrades	400,000	12,000	-	12,000	0.0%	400,000	12,000	-	0.0%		
EE1314		Capitol Park Upgrade	-	308,000	-	308,000	0.0%	-	308,000	-	0.0%		
EE1321		Pleasanton Acres	-	80,000	-	80,000	0.0%	-	80,000	21,595	27.0%		
N/A	R	FY13 Distribution Feeder Rplcmts.	277,500	213,500	-	213,500	0.0%	277,500	213,500	-	0.0%		
EE1316		Wyoming Avenue Feeder Rplcmt	-	64,000	-	64,000	0.0%	-	64,000	3,443	5.4%		
EG1301		Units 1 Repair - Gasket leak	-	65,000	-	65,000	0.0%	-	65,000	-	0.0%		New Project; Not budgeted;
EG1304	R	Units 1 & 2 Component Repairs	52,000	52,000	2,060	49,940	4.0%	52,000	52,000	2,060	4.0%		
EG1305	R	Units 1 & 2 Cooling Tower Life Ext.	37,300	37,300	-	37,300	0.0%	37,300	37,300	-	0.0%		
EG1306		Turbine Level Window Modifications	85,000	85,000	-	85,000	0.0%	85,000	85,000	-	0.0%		
EG1307		Unit 3 Air Heater Expansion Joint	80,000	80,000	-	80,000	0.0%	80,000	80,000	-	0.0%		
EG1309		Unit 3 Stack Repairs	27,000	27,000	-	27,000	0.0%	27,000	27,000	-	0.0%		
EG1310		Units 1 & 2 Stack Repairs	75,000	75,000	-	75,000	0.0%	75,000	75,000	-	0.0%		
EG1311		Van Sant Capacity Increase	550,000	550,000	-	550,000	0.0%	550,000	550,000	-	0.0%		
EG1312		Unit 3 Generator Repairs	236,000	236,000	-	236,000	0.0%	236,000	236,000	-	0.0%		
EG1313	R	Unit 3 Aux Sys Components	55,000	55,000	-	55,000	0.0%	55,000	55,000	-	0.0%		
			$ 4,892,600	$ 4,952,600	$ 168,860	$ 4,728,740	3.4%	$ 3,115,800	$ 3,180,800	$ 335,182	10.5%		
		Grand Totals	$ 7,927,300	$ 7,847,300	$ 1,014,856	$ 6,777,444	75.6%	$ 3,970,000	$ 4,325,400	$ 417,525	9.7%		

Legend
M = Multi-year project - a project with a specific schedule to occur over multiple years.
R = Recurring project - a project that begins and ends each fiscal year and is re-budgeted to start over each fiscal year.
B = Bonded Project
S = State fully or partially reimbursed project

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

October 18, 2012

Mayor Carey
Members of Council
City Hall
Dover, DE 19901

Mayor Carey and Council Members:

In accordance with Dover Code of Ordinances, specifically, Chapter 59 – Juvenile Curfew, the following information is being reported per Section 59-9(a), wherein it states; Within six months after implementation of this chapter, the Chief of Police shall provide the City Council with a report concerning the effect of this chapter on crimes committed by and against minors and of the number of warnings issued and arrests of minors, parents and operators hereunder and such other information as council may request.

A comparison was accomplished using the first six months this ordinance has been in effect (April – August 2012) and the same time period during the previous year. In 2011, between the months of April and August, 179 juveniles were arrested for a variety of crimes. Comparing this to the first six months the curfew has been in place, April – August 2012, 167 juveniles have been arrested, a 7% reduction from the previous year. Additionally, in accordance with this ordinance, there have been no warnings issued to any juvenile, parent or operator of any establishment.

Respectfully submitted,

James E. Hosfelt Jr.
Chief of Police

ACTION FORM

PROCEEDING: City Council
DEPARTMENT OF ORIGIN: City Council
PREPARED BY: Traci A. McDowell, City Clerk, on behalf of Council President Leary

SUBJECT: Council and Committee Meetings - Holiday Schedule	**DATE SUBMITTED**: **11-06-2012**
RELATED PROJECT: N/A	
APPROVALS: N/A	
EXHIBITS: N/A	
EXPENDITURE REQUIRED: $ N/A	**AMOUNT BUDGETED**: $ N/A
FUNDING SOURCE (Dept./Page in CIP & Budget): N/A	
TIMETABLE: N/A	

RECOMMENDED ACTION: Cancellation of December 24, 2012 Utility and Legislative, Finance, and Administration Committee Meetings and Council Meeting, as well as the December 26, 2012 Safety Advisory and Transportation Committee Meeting and declaring December 24, 2012 as a special holiday.

BACKGROUND AND ANALYSIS

As we have done in the past, due to the holiday season, it is recommended that the Utility and Legislative, Finance, and Administration Committee Meetings and the Council Meeting scheduled for December 24th be cancelled, as well as the Safety Advisory and Transportation Committee meeting scheduled for December 26th. Please keep in mind that if the need arises, Special Meetings will be called.

Additionally, Christmas falls on a Tuesday this year and it is recommended that consideration be given to recognizing Monday, December 24th as a special holiday declared by City Council for City employees.

CITY OF DOVER PROPOSED ORDINANCE #2012-22 WITH LF&A #1
(LF&A Amendment Indicated in Bold, Black, Underlined Italics (additions) and Strikeout (deletions))

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

That Chapter 114 - Vegetation, Article II - Weeds, Section 114-33 - Failure to Maintain Proper Height; Abatement by City; Costs and Lien, be amended by deleting the text indicated in red, bold, strikeout and inserting the text indicated in bold, blue, italics as follows:

Sec. 114-33. - Failure to maintain proper height; abatement by city; costs and lien.

(a) *Summons; action by city*. In the event that any owner, occupant or tenant of any premises within the city, or any agent caring for or in charge of the premises, shall permit any grass, weeds, underbrush, deleterious or unhealthful growths or other noxious matter to grow to a height of eight inches or more as prohibited by this article, then the ~~**health inspector**~~ ***code enforcement officer*** or fire marshal or his authorized agents shall issue a summons showing a violation of section 114-32, said summons to be served personally or by ~~**certified mail**~~ ***mail evidenced by certificate of mailing*** upon the owner, occupant, or tenant of the premises, or any agent caring for or in charge of the premises. The summons shall cite the violation of this article and shall be accompanied by a letter or a copy of the relevant provisions of this article stating what corrective action must be taken and shall state the consequences for failure to take such corrective action. If the violation is not corrected within three days from the date of personal service of the summons or within seven days from the date of mailing of the summons ~~**by certified mail**~~ ***evidenced by certificate of mailing***, then the city, at the direction of the ~~**health inspector**~~ ***code enforcement officer*** or the fire marshal, may remove the weeds, grass, underbrush, deleterious or other unhealthful growths or other noxious matter growing to a height in excess of eight inches or more in violation of section 114-32 and charge the responsible person as provided for in Appendix F—Fees and Fines for such work that must be done to render the property in compliance with this article. When the owner, occupant, or tenant of any premises, or any agent caring for or in charge of the premises, has received summonses***, or been issued a summons evidenced by certificate of mailing,*** and fails to take corrective action, and the city has corrected the violation in accordance with this subsection, then no further notification shall be necessary for the city to take any further corrective action on any subsequent violations within the following 12-month period starting from the date of the first corrective action by the city.

(b) *Failure to pay charges*. In the event that the ~~**owner, occupant, tenant or other agent caring for or in charge of the premises**~~ ***owner of record*** is deemed to be in violation of section 114-32, and in the event that the violation is corrected in compliance with subsection (a) of this section, and if the charges assessed by the city for correcting said deficiency are not paid, then the city, after having corrected the deficiency and violation, shall place its charges and expenses as specified in the municipal lien docket as a lien against said property, and ***add the charges and expenses as specified to the tax duplicate for the tax year said services were provided by the city and invoiced as part of the annual property tax bill for said property and collected as part of the city property tax***

DRAFT

collection process. In addition to the methods directed herein, the city solicitor shall be directed to enforce said lien or to collect the charges imposed by the city by any other means that he may deem desirable and most advantageous ***to the city. The violator shall be responsible for all collection costs and expenses, including attorneys' fees.***

BE IT FURTHER ORDAINED THAT Section 114-34 - Fines, be amended by deleting the text indicated in red, bold, strikeout and inserting the text indicated in bold, blue, italics as follows:

Sec. 114-34. - Fines.

(a) *Generally*. Any person convicted of a violation of section 114-32, regardless of corrective actions taken, shall be punished for that violation by a fine as provided for in Appendix F—Fees and Fines. Any such fine shall be in addition to any charges or assessments imposed upon the violator pursuant to section 114-33(a). All fines imposed shall be in accordance with the minimum fine schedule set out in subsection (c) herein.

(b) *Each day*. Every day that a violation of section 114-32 continues shall be considered a separate offense, for which the violator may be tried and convicted without necessity of further notice.

(c) *Minimums*.

(1) Any fine assessed pursuant to subsection (a) of this section shall be no less than the minimum amount as provided for in Appendix F—Fees and Fines.

(2) In determining the applicable minimum fine, an offense shall be considered a recurring offense only if the defendant has previously pleaded, or been found guilty of causing or permitting the same nuisance at the same location within the past 18 months, or for every day that the violation of section 114-32 continues as per subsection (b) of this section.

(d) *Lien*. Any fines imposed pursuant to subsection (a) of this section which remain unpaid shall***:***

(1) be added to the tax duplicate for the tax year said services were provided by the city and invoiced as part of the annual property tax bill for said property and collected as part of the city property tax collection process, and

(2) be placed by the city as specified in the municipal lien docket as a lien against the property on which the violation occurred, and the procedures for enforcement or collection of said lien shall be as set out in section 114-33(b).

(e) *When not paid*. Fines not paid within 14 days of the day the fine was issued, including the day the fine was issued, shall be automatically doubled in amount.

ADOPTED: *

Draft

SYNOPSIS

The proposed ordinance amendment adds unpaid fines for grass cutting to the tax duplicate to be invoiced as part of the annual property tax bill and collected as part of the city property tax collection process and holds the violator responsible for collection costs and attorney's fees.

(SPONSORS: PERZA, BONAR, LYNN)

Actions History

11/13/2012 - Scheduled for Final Reading at Council
10/22/2012 - First Reading at Council
10/08/2012 - Introduced at Legislative, Finance, and Administration Committee

Draft